

18/02/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : BUFFALO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	761	20.00	37.66	1.33
FROM TERRITORIES :	329	10.00	15.66	0.57
B. VISITS TO CLIENTS IN TERRITORY :	42	10.00	7.66	0.33
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	2.00	5.00	0.17
MISSIONS :	7	0.00	9.66	0.29
CONFERENCE SEMINARS :	6	3.00	6.66	0.23
OTHER :	4	10.00	1.66	0.15
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	2.00	0.00	0.02
POST INITIATED :	3	4.00	0.66	0.06
E. COMMUNICATIONS ACTIVITIES :	4	0.00	2.00	0.06
F. INVESTMENT ENQUIRIES				
FROM CANADA :	16	3.00	1.00	0.06
FROM TERRITORIES :	35	5.00	1.66	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	1.66	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	1.00	0.03
HOST GOVERNMENT :	3	2.00	0.00	0.02
OTHER DEPARTMENT :	17	2.00	1.00	0.05
PROVINCES/MUNICIPALITIES :	21	2.00	2.00	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.00	0.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		0.00	4.33	0.13
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.66	0.02
L. TOURISM PROGRAM ACTIVITIES :		8.00	0.00	0.08
***** TOTALS *****		100.00	99.93	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 13

FROM TERRIT : 7

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 230

FROM TERRIT : 87

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 10

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 3