

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : BUFFALO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	570	12.00	33.50	1.46
FROM TERRITORIES :	358	28.00	18.00	1.00
B.VISITS TO CLIENTS IN TERRITORY :	0	4.00	4.25	0.21
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	1.00	4.25	0.18
MISSIONS :	0	1.00	7.75	0.32
CONFERENCE SEMINARS :	0	1.00	3.00	0.13
OTHER :	32	5.00	8.75	0.40
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	20	2.00	3.25	0.15
POST INITIATED :	7	2.00	2.75	0.13
E.COMMUNICATIONS ACTIVITIES :	15	6.00	0.00	0.06
F.INVESTMENT ENQUIRIES				
FROM CANADA :	12	4.00	0.00	0.04
FROM TERRITORIES :	20	7.00	0.00	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	0.00	0.00	0.00
CONNECTIONS ARRANGED :	4	0.00	1.25	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.01
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	9	2.00	0.00	0.02
HOST GOVERNMENT :	4	1.00	0.50	0.03
OTHER DEPARTMENT :	13	1.00	1.50	0.07
PROVINCES/MUNICIPALITIES :	47	7.00	2.50	0.17
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.00	6.50	0.37
LEAVE, PROFESSIONAL DEVELOP :		4.00	2.25	0.13
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 183
FROM TERRIT : 50

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 4