

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : BUFFALO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	613	20.00	35.66	1.27
FROM TERRITORIES :	241	10.00	15.33	0.56
B. VISITS TO CLIENTS IN TERRITORY :	19	10.00	4.00	0.22
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	2.00	10.33	0.33
MISSIONS :	3	2.00	3.66	0.13
CONFERENCE SEMINARS :	3	3.00	3.66	0.14
OTHER :	2	10.00	0.33	0.11
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	2.00	4.00	0.14
POST INITIATED :	0	2.00	0.66	0.04
E. COMMUNICATIONS ACTIVITIES :	1	0.00	0.33	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	8	5.00	0.66	0.07
FROM TERRITORIES :	12	5.00	1.00	0.08
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'TN IN PROG-REL EVENTS OUTSIDE POST :		3.00	5.00	0.18
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	2.00	0.00	0.02
OTHER DEPARTMENT :	7	2.00	5.66	0.19
PROVINCES/MUNICIPALITIES :	3	2.00	0.66	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.00	1.66	0.15
LEAVE, PROFESSIONAL DEVELOP :		0.00	7.33	0.22
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		10.00	0.00	0.10
***** TOTALS *****		100.00	99.93	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 270  
FROM TERRIT : 47

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1  
- LOCALLY-ENGAGED : 3