

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : BUFFALO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1064	20.00	28.20	1.61
FROM TERRITORIES :	173	10.00	7.60	0.48
B.VISITS TO CLIENTS IN TERRITORY :	34	10.00	3.80	0.29
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	14	0.00	5.80	0.29
MISSIONS :	25	10.00	25.20	1.36
CONFERENCE SEMINARS :	16	5.00	4.20	0.26
OTHER :	2	0.00	0.60	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	17	5.00	2.20	0.16
POST INITIATED :	24	3.00	3.80	0.22
E.COMMUNICATIONS ACTIVITIES :	6	2.00	0.60	0.05
F.INVESTMENT ENQUIRIES				
FROM CANADA :	12	0.00	1.20	0.06
FROM TERRITORIES :	9	0.00	1.20	0.06
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		8.00	2.60	0.21
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	2.00	0.00	0.02
OTHER DEPARTMENT :	17	3.00	1.00	0.08
PROVINCES/MUNICIPALITIES :	22	2.00	2.40	0.14
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	3.40	0.27
LEAVE, PROFESSIONAL DEVELOP :		10.00	5.80	0.39
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.40	0.02
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	32
FROM TERRIT :	15
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	242
FROM TERRIT :	524
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	10
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	5