

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

STAFFS

87/09/18

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : WARSAW

REGION : WEST EUROPE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	288	21.00	31.00	0.83
FROM TERRITORIES	62	0.00	3.00	0.06
B. VISITS TO CLIENTS IN TERRITORY	75	1.00	10.50	0.22
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	2	5.00	11.00	0.27
MISSIONS	0	0.00	0.00	0.00
OTHER	83	25.00	17.50	0.60
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	43	1.00	1.50	0.04
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	0	0.00	0.00	0.00
FROM TERRITORIES	0	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	58	10.00	13.00	0.36
FROM OTHER GOV'T SOURCES- CONTACTS	0	0.00	0.00	0.00
- REPORTS	0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		15.00	5.50	0.26
LEAVE, PROFESSIONAL DEVELOP		0.00	5.50	0.11
J. SERVICE TO OTHER MISSION PROGRAMS		22.00	1.50	0.25
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 39  
FROM TERRIT : 35

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1  
- LOCALLY-ENGAGED : 2