

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : WARSAW

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	257	17.00	20.50	0.58
FROM TERRITORIES :	91	4.00	8.00	0.20
B.VISITS TO CLIENTS IN TERRITORY :	99	17.00	8.50	0.34
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	1	3.00	8.00	0.19
MISSIONS :	1	6.00	10.00	0.26
CONFERENCE SEMINARS :	1	0.00	0.00	0.00
OTHER :	7	1.00	4.00	0.09
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	67	7.00	3.50	0.14
POST INITIATED :	58	8.00	0.50	0.09
E.COMMUNICATIONS ACTIVITIES :	31	0.00	2.50	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	6	0.00	2.00	0.04
FROM TERRITORIES :	3	0.00	0.50	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	25	0.00	3.00	0.06
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	32	2.00	3.00	0.08
PROVINCES/MUNICIPALITIES :	24	2.00	1.50	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		17.00	5.00	0.27
LEAVE, PROFESSIONAL DEVELOP :		14.00	19.00	0.52
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.50	0.03
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 36  
FROM TERRIT : 15

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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