

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/10/03

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : WARSAW

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	222	12.00	25.00	0.62
FROM TERRITORIES :	78	2.00	5.50	0.13
B. VISITS TO CLIENTS IN TERRITORY :	70	7.00	9.00	0.25
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	12.00	21.00	0.54
MISSIONS :	6	16.00	9.50	0.35
CONFERENCE SEMINARS :	1	2.00	0.00	0.02
OTHER :	55	3.00	7.00	0.17
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	2.00	0.00	0.02
POST INITIATED :	11	5.00	0.00	0.05
E. COMMUNICATIONS ACTIVITIES :	55	2.00	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	18	0.00	4.00	0.08
FROM TERRITORIES :	33	0.00	4.00	0.08
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	32	0.00	5.50	0.11
CONNECTIONS ARRANGED :	4	0.00	1.00	0.02
H. PARTICIP'TN 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 :	3	2.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		29.00	5.00	0.39
LEAVE, PROFESSIONAL DEVELOP :		6.00	3.50	0.13
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 124
FROM TERRIT : 55

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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