

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : WARSAW

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	241	20.00	31.00	0.82
FROM TERRITORIES :	213	6.00	12.50	0.31
B.VISITS TO CLIENTS IN TERRITORY :	52	8.00	7.50	0.23
C.EXPORT/TRADE/POLICY FAIRS :	2	5.00	12.00	0.29
PROJECTS AND EVENTS MISSIONS :	4	3.00	5.00	0.13
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	15	10.00	8.00	0.26
POST INITIATED :	9	8.00	0.00	0.08
E.COMMUNICATIONS ACTIVITIES :	3	1.00	0.00	0.01
F.INVESTMENT ENQUIRIES FROM CANADA :	1	0.00	0.50	0.01
FROM TERRITORIES :	12	1.00	2.50	0.06
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.00	5.00	0.10
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 :	6	2.00	0.00	0.02
HOST GOVERNMENT :	13	8.00	0.00	0.08
OTHER DEPARTMENT :	5	1.00	0.00	0.01
PROVINCES/MUNICIPALITIES :	8	7.00	0.00	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	3.00	0.21
LEAVE, PROFESSIONAL DEVELOP :		0.00	12.50	0.25
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.50	0.06
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 15  
 FROM TERRIT : 17  
 NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 112  
 FROM TERRIT : 82

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 3

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