

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : WARSAW

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	157	5.00	19.50	0.44
FROM TERRITORIES :	88	4.00	8.00	0.20
B.VISITS TO CLIENTS IN TERRITORY :	75	10.00	5.50	0.21
C.EXPORT/TRADE/POLICY FAIRS :	2	3.00	15.50	0.34
PROJECTS AND EVENTS MISSIONS :	4	7.00	1.00	0.09
CONFERENCE SEMINARS :	1	1.00	0.00	0.01
OTHER :	5	1.00	0.00	0.01
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	0.00	0.01
POST INITIATED :	3	1.00	0.00	0.01
E.COMMUNICATIONS ACTIVITIES :	2	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	22	0.00	3.00	0.06
FROM TERRITORIES :	37	0.00	6.00	0.12
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	31	0.00	4.50	0.09
CONNECTIONS ARRANGED :	3	0.00	0.50	0.01
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	1.00	0.00	0.01
HOST GOVERNMENT :	3	2.00	0.00	0.02
OTHER DEPARTMENT :	17	8.00	0.00	0.08
PROVINCES/MUNICIPALITIES :	3	2.00	0.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		18.00	5.50	0.29
LEAVE, PROFESSIONAL DEVELOP :		27.00	31.00	0.89
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.04
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 : 8

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 61

FROM TERRIT : 13

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 4

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2