

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : WARSAW

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	250	11.00	19.00	0.49
FROM TERRITORIES :	83	3.00	7.00	0.17
B. VISITS TO CLIENTS IN TERRITORY :	96	20.00	17.50	0.55
C. EXPORT/TRADE/POLICY FAIRS :	1	15.00	14.50	0.44
PROJECTS AND EVENTS MISSIONS :	3	8.00	15.00	0.38
CONFERENCE SEMINARS :	2	4.00	4.00	0.12
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	10	1.00	0.50	0.02
POST INITIATED :	26	2.00	2.00	0.06
E. COMMUNICATIONS ACTIVITIES :	4	1.00	0.50	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	1	0.00	0.50	0.01
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		21.00	0.00	0.21
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 :	9	1.00	0.50	0.02
PROVINCES/MUNICIPALITIES :	5	1.00	0.50	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	2.50	0.14
LEAVE, PROFESSIONAL DEVELOP :		2.00	15.00	0.32
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.50	0.02
***** TOTALS *****		100.00	99.50	2.99

NUMBER OF BUSINESS VISITORS FROM CANADA : 50  
FROM TERRIT : 43

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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