

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : WARSAW

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	287	31.00	24.50	0.80
FROM TERRITORIES :	137	9.00	8.50	0.26
B. VISITS TO CLIENTS IN TERRITORY :	64	8.00	5.50	0.19
C. EXPORT/TRADE/POLICY FAIRS :	4	6.00	28.50	0.63
PROJECTS AND EVENTS MISSIONS :	5	25.00	9.50	0.44
CONFERENCE SEMINARS :	3	2.00	0.00	0.02
OTHER :	6	3.00	0.00	0.03
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	2.00	0.00	0.02
POST INITIATED :	8	5.00	0.00	0.05
E. COMMUNICATIONS ACTIVITIES :	5	1.00	0.00	0.01
F. INVESTMENT ENQUIRIES FROM CANADA :	13	0.00	2.50	0.05
FROM TERRITORIES :	38	0.00	5.00	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	53	0.00	10.00	0.20
CONNECTIONS ARRANGED :	1	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 :	1	0.00	0.00	0.00
HOST GOVERNMENT :	2	0.00	0.00	0.00
OTHER DEPARTMENT :	12	3.00	0.00	0.03
PROVINCES/MUNICIPALITIES :	4	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	3.50	0.12
LEAVE, PROFESSIONAL DEVELOP :		0.00	2.50	0.05
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 (PUBLIC SECTOR) FROM CANADA :	39
FROM TERRIT :	12
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	233
FROM TERRIT :	43

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	3
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2