

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : WARSAW

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	443	16.00	37.50	0.91
FROM TERRITORIES :	163	4.00	18.00	0.40
B. VISITS TO CLIENTS IN TERRITORY :	103	13.00	4.00	0.21
C. EXPORT/TRADE/POLICY FAIRS :	2	9.00	5.50	0.20
PROJECTS AND EVENTS MISSIONS :	4	13.00	3.50	0.20
CONFERENCE SEMINARS :	2	1.00	0.00	0.01
OTHER :	1	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	5.00	1.00	0.07
POST INITIATED :	7	4.00	1.00	0.06
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	10	0.00	3.50	0.07
FROM TERRITORIES :	42	1.00	5.00	0.11
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	39	0.00	8.00	0.16
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		18.00	0.00	0.18
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	6	1.00	0.00	0.01
HOST GOVERNMENT :	42	2.00	0.00	0.02
OTHER DEPARTMENT :	4	2.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	6	1.00	1.50	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		3.00	2.50	0.08
LEAVE, PROFESSIONAL DEVELOP :		5.00	9.00	0.23
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.02
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 :	18
FROM TERRIT :	22
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	133
FROM TERRIT :	86
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2