

18/02/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : WARSAW

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	348	17.00	29.50	0.76
FROM TERRITORIES :	157	3.00	20.50	0.44
B. VISITS TO CLIENTS IN TERRITORY :	42	2.00	6.50	0.15
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	16.00	12.00	0.40
MISSIONS :	3	14.00	8.50	0.31
CONFERENCE SEMINARS :	5	2.00	0.00	0.02
OTHER :	10	4.00	1.00	0.06
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	13	0.00	2.50	0.05
FROM TERRITORIES :	53	0.00	6.00	0.12
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	34	0.00	5.50	0.11
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	7.50	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	1.00	0.00	0.01
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	22	16.00	0.50	0.17
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		14.00	0.00	0.14
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.01
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 : 169

FROM TERRIT : 132

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 0

FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 8

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2