

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : WARSAW

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	213	9.00	17.50	0.44
FROM TERRITORIES :	95	2.00	10.00	0.22
B. VISITS TO CLIENTS IN TERRITORY :	199	34.00	19.50	0.73
C. EXPORT/TRADE/POLICY FAIRS :	1	9.00	21.00	0.51
PROJECTS AND EVENTS MISSIONS :	1	0.00	0.50	0.01
CONFERENCE SEMINARS :	1	10.00	0.00	0.10
OTHER :	37	10.00	5.50	0.21
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	15	1.00	3.50	0.08
POST INITIATED :	27	2.00	1.50	0.05
E. COMMUNICATIONS ACTIVITIES :	3	1.00	0.00	0.01
F. INVESTMENT ENQUIRIES FROM CANADA :	1	0.00	0.50	0.01
FROM TERRITORIES :	6	0.00	0.50	0.01
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	28	0.00	5.50	0.11
CONNECTIONS ARRANGED :	3	0.00	0.50	0.01
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
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 :	34	1.00	3.00	0.07
PROVINCES/MUNICIPALITIES :	20	2.00	0.00	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	3.50	0.22
LEAVE, PROFESSIONAL DEVELOP :		2.00	7.50	0.17
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.02
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 33
FROM TERRIT : 35

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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