

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : WARSAW

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	357	26.00	45.00	1.16
FROM TERRITORIES :	225	3.00	12.00	0.27
B.VISITS TO CLIENTS IN TERRITORY :	57	7.00	4.00	0.15
C.EXPORT/TRADE/POLICY FAIRS :	1	0.00	2.50	0.05
PROJECTS AND EVENTS MISSIONS :	6	5.00	2.00	0.09
CONFERENCE SEMINARS :	2	0.00	1.00	0.02
OTHER :	4	2.00	0.00	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	3.00	1.50	0.06
POST INITIATED :	11	5.00	0.00	0.05
E.COMMUNICATIONS ACTIVITIES :	1	1.00	0.00	0.01
F.INVESTMENT ENQUIRIES FROM CANADA :	4	0.00	2.00	0.04
FROM TERRITORIES :	8	0.00	3.50	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.00	1.50	0.03
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		20.00	0.00	0.20
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	2.00	0.00	0.02
HOST GOVERNMENT :	8	2.00	0.00	0.02
OTHER DEPARTMENT :	6	5.00	0.00	0.05
PROVINCES/MUNICIPALITIES :	6	2.00	0.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	0.50	0.14
LEAVE, PROFESSIONAL DEVELOP :		0.00	24.50	0.49
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.04
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 :	17
FROM TERRIT :	13
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	180
FROM TERRIT :	73
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	4
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2