

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/10/05

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : WARSAW

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	244	14.00	22.00	0.58
FROM TERRITORIES :	147	4.00	18.00	0.40
B. VISITS TO CLIENTS IN TERRITORY :	151	18.00	15.50	0.49
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	22.00	23.50	0.69
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	2.00	1.50	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	30	4.00	2.00	0.08
POST INITIATED :	27	6.00	1.50	0.09
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	3	0.00	0.50	0.01
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	19	0.00	1.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	2.50	0.05
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	46	1.00	4.50	0.10
PROVINCES/MUNICIPALITIES :	12	1.00	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		17.00	3.50	0.24
LEAVE, PROFESSIONAL DEVELOP :		10.00	3.50	0.17
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.50	0.02
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 40
FROM TERRIT : 38

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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