

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : WARSAW

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	374	31.00	52.50	1.36
FROM TERRITORIES :	163	9.00	8.50	0.26
B.VISITS TO CLIENTS IN TERRITORY :	68	8.00	5.00	0.18
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	3	1.00	7.00	0.15
MISSIONS :	4	12.00	3.00	0.18
CONFERENCE SEMINARS :	2	4.00	0.00	0.04
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	5.00	3.00	0.11
POST INITIATED :	12	7.00	1.50	0.10
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	6	1.00	0.00	0.01
FROM TERRITORIES :	5	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	11	0.00	2.00	0.04
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		6.00	0.00	0.06
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	18	2.00	0.00	0.02
HOST GOVERNMENT :	26	4.00	0.00	0.04
OTHER DEPARTMENT :	11	2.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	14	2.00	0.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	1.50	0.09
LEAVE, PROFESSIONAL DEVELOP :		0.00	16.00	0.32
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
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 :		23		
FROM TERRIT :		23		
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :		130		
FROM TERRIT :		41		
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		2		
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :		1		
-LOCALLY ENGAGED :		2		