

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : WARSAW

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	118	23.00	28.50	0.80
FROM TERRITORIES :	94	8.00	12.50	0.33
B. VISITS TO CLIENTS IN TERRITORY :	91	32.00	6.50	0.45
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	9.00	8.50	0.26
MISSIONS :	3	2.00	13.50	0.29
CONFERENCE SEMINARS :	1	3.00	0.00	0.03
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.00	3.00	0.08
POST INITIATED :	9	9.00	0.00	0.09
E. COMMUNICATIONS ACTIVITIES :	1	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	11	0.00	2.00	0.04
FROM TERRITORIES :	28	0.00	5.00	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	46	0.00	8.50	0.17
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	0.00	0.00
HOST GOVERNMENT :	12	2.00	0.00	0.02
OTHER DEPARTMENT :	7	1.00	2.00	0.05
PROVINCES/MUNICIPALITIES :	11	1.00	1.00	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		3.00	3.50	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.00	5.00	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.50	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 :	17
	FROM TERRIT :	14
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	85
	FROM TERRIT :	108
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		0
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2