

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : WARSAW

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	332	28.00	34.00	0.96
FROM TERRITORIES :	171	9.00	20.00	0.49
B.VISITS TO CLIENTS IN TERRITORY :	50	9.00	3.50	0.16
C.EXPORT/TRADE/POLICY FAIRS :	2	1.00	8.00	0.17
PROJECTS AND EVENTS MISSIONS :	2	2.00	8.00	0.18
CONFERENCE SEMINARS :	1	0.00	1.00	0.02
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	2.00	0.00	0.02
POST INITIATED :	13	7.00	0.00	0.07
E.COMMUNICATIONS ACTIVITIES :	2	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	26	8.00	0.50	0.09
FROM TERRITORIES :	17	1.00	3.00	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	12	1.00	3.00	0.07
CONNECTIONS ARRANGED :	2	0.00	0.50	0.01
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	1.00	0.00	0.01
HOST GOVERNMENT :	16	4.00	0.00	0.04
OTHER DEPARTMENT :	15	7.00	0.00	0.07
PROVINCES/MUNICIPALITIES :	9	2.00	0.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.00	0.50	0.13
LEAVE, PROFESSIONAL DEVELOP :		0.00	18.00	0.36
K.SERVICE TO OTHER MISSION PROGRAMS :		6.00	0.00	0.06
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 : 27
 FROM TERRIT : 14
 NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 132
 FROM TERRIT : 55

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 4

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