

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : WARSAW

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
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A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	278	15.00	22.50	0.60
FROM TERRITORIES :	160	9.00	15.00	0.39
B.VISITS TO CLIENTS IN TERRITORY :	181	25.00	15.50	0.56
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	4.00	0.08
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	3.00	0.06
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	12	1.00	0.50	0.02
POST INITIATED :	36	6.00	3.00	0.12
E.COMMUNICATIONS ACTIVITIES :	57	1.00	4.50	0.10
F.INVESTMENT ENQUIRIES				
FROM CANADA :	5	0.00	1.00	0.02
FROM TERRITORIES :	8	0.00	1.00	0.02
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	29	0.00	6.00	0.12
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	12.00	0.24
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	44	1.00	4.00	0.09
PROVINCES/MUNICIPALITIES :	2	0.00	0.50	0.01
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		18.00	6.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		22.00	0.00	0.22
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	1.50	0.05
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***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 16
FROM TERRIT : 20

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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