

29/06/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : WARSAW

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	348	28.00	34.50	0.97
FROM TERRITORIES :	140	13.00	12.00	0.37
B. VISITS TO CLIENTS IN TERRITORY :	82	16.00	6.00	0.28
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	1.00	4.50	0.10
MISSIONS :	3	10.00	0.00	0.10
CONFERENCE SEMINARS :	4	1.00	0.50	0.02
OTHER :	15	1.00	2.50	0.06
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	5.00	0.00	0.05
POST INITIATED :	20	8.00	0.00	0.08
E. COMMUNICATIONS ACTIVITIES :	3	1.00	1.00	0.03
F. INVESTMENT ENQUIRIES				
FROM CANADA :	18	0.00	4.50	0.09
FROM TERRITORIES :	36	2.00	6.00	0.14
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	32	0.00	8.00	0.16
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 :	5	1.00	0.00	0.01
HOST GOVERNMENT :	9	2.00	0.00	0.02
OTHER DEPARTMENT :	14	3.00	0.00	0.03
PROVINCES/MUNICIPALITIES :	6	2.00	0.00	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	1.50	0.09
LEAVE, PROFESSIONAL DEVELOP :		0.00	19.00	0.38
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 :	10
	FROM TERRIT :	1
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	110
	FROM TERRIT :	52
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		2
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2