

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : WARSAW

| | NUMBER | % OFFICER-TIME CANADA | TOTAL-TIME LOC-ENG | PERSON-QTR |
|---|--------|-----------------------|--------------------|------------|
| A. EXPORT ENQUIRIES | | | | |
| FROM CANADA | 137 | 10.00 | 13.50 | 0.37 |
| FROM TERRITORIES | 68 | 3.00 | 8.00 | 0.19 |
| B. VISITS TO CLIENTS IN TERRITORY | 84 | 16.00 | 5.00 | 0.26 |
| C. EXPORT PROMOTION PROJECTS & EVENTS | | | | |
| FAIRS | 1 | 4.00 | 2.50 | 0.09 |
| MISSIONS | 1 | 4.00 | 2.50 | 0.09 |
| OTHER | 85 | 4.00 | 14.00 | 0.32 |
| D. COMMERCIAL / ECONOMIC REPORTS COMPLETED | 80 | 9.00 | 12.00 | 0.33 |
| E. INVESTMENT/PROMOTION ENQUIRIES | | | | |
| FROM CANADA | 0 | 0.00 | 0.00 | 0.00 |
| FROM TERRITORIES | 0 | 0.00 | 0.00 | 0.00 |
| F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA | 4 | 0.00 | 1.00 | 0.02 |
| CONNECTIONS ARRANGED | 0 | 0.00 | 0.00 | 0.00 |
| G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA | 0 | 0.00 | 0.00 | 0.00 |
| H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS | 72 | 4.00 | 6.50 | 0.17 |
| FROM OTHER GOV'T SOURCES- CONTACTS | 40 | 6.00 | 1.50 | 0.09 |
| - REPORTS | 8 | 2.00 | 0.50 | 0.03 |
| I. ADMINISTRATION: | | | | |
| PROGRAM MANAGEMENT & ADMIN. | | 7.00 | 5.50 | 0.18 |
| LEAVE, PROFESSIONAL DEVELOP | | 19.00 | 27.50 | 0.74 |
| J. SERVICE TO OTHER MISSION PROGRAMS | | 12.00 | 0.00 | 0.12 |
| ***** TOTALS ***** | | 100.00 | 100.00 | 3.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 39
FROM TERRIT : 10

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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