

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : WARSAW

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	175	14.00	16.50	0.47
FROM TERRITORIES :	112	5.00	8.50	0.22
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 99	14.00	11.50	0.37
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	2	0.00	3.00	0.06
MISSIONS :	2	24.00	11.00	0.46
OTHER :	36	5.00	17.00	0.39
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	71	5.00	10.00	0.25
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	2	0.00	1.00	0.02
FROM TERRITORIES :	0	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	8	0.00	2.50	0.05
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	102	7.00	3.50	0.14
FROM OTHER GOV'T SOURCES- CONTACTS :	11	1.00	0.00	0.01
- REPORTS :	2	0.00	0.50	0.01
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		21.00	9.50	0.40
LEAVE, PROFESSIONAL DEVELOP :		4.00	4.00	0.12
J. SERVICE TO OTHER MISSION PROGRAMS :		0.00	1.50	0.03
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 25
FROM TERRIT : 11

NUMBER OF Pemd APPLICATIONS COMMENTED ON: 1

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