

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : WARSAW

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	388	8.00	18.50	0.90
FROM TERRITORIES :	112	4.00	6.00	0.32
B. VISITS TO CLIENTS IN TERRITORY :	150	9.00	13.50	0.72
C. EXPORT/TRADE/POLICY FAIRS :	2	16.00	16.00	0.96
PROJECTS AND EVENTS MISSIONS :	6	23.00	5.50	0.68
CONFERENCE SEMINARS :	2	9.00	0.50	0.20
OTHER :	264	2.00	13.00	0.56
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	20	1.00	0.50	0.04
E. COMMUNICATIONS ACTIVITIES :	100	2.00	1.00	0.08
F. INVESTMENT ENQUIRIES FROM CANADA :	58	1.00	4.00	0.18
FROM TERRITORIES :	60	0.00	3.50	0.14
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	56	0.00	4.50	0.18
CONNECTIONS ARRANGED :	24	0.00	2.00	0.08
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	8	2.00	0.00	0.04
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	12	2.00	0.00	0.04
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.00	4.50	0.46
LEAVE, PROFESSIONAL DEVELOP :		0.00	7.00	0.28
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.04
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 202
FROM TERRIT : 34

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4