

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : WARSAW

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	240	14.00	34.50	0.83
FROM TERRITORIES :	230	2.00	16.50	0.35
B. VISITS TO CLIENTS IN TERRITORY :	70	7.00	10.00	0.27
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	1.00	4.00	0.09
MISSIONS :	4	14.00	11.50	0.37
CONFERENCE SEMINARS :	2	3.00	0.00	0.03
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.00	0.00	0.01
POST INITIATED :	19	4.00	0.00	0.04
E. COMMUNICATIONS ACTIVITIES :	4	2.00	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.00	1.00	0.02
FROM TERRITORIES :	42	0.00	6.00	0.12
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	33	0.00	6.50	0.13
CONNECTIONS ARRANGED :	1	0.00	1.00	0.02
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	1.00	0.00	0.01
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	7	23.00	2.50	0.28
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	2.50	0.15
LEAVE, PROFESSIONAL DEVELOP :		16.00	4.00	0.24
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 126
FROM TERRIT : 85

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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