

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST	: WARSAW	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
			CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA	: 280	24.00	41.00	1.06
	FROM TERRITORIES	: 130	9.00	11.50	0.32
B. VISITS TO CLIENTS IN TERRITORY		: 83	18.00	4.50	0.27
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS	: 2	6.00	11.00	0.28
	MISSIONS	: 5	5.00	0.00	0.05
	CONFERENCE SEMINARS	: 0	0.00	0.00	0.00
	OTHER	: 3	0.00	7.50	0.15
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED	: 10	3.00	0.00	0.03
	POST INITIATED	: 5	2.00	0.00	0.02
E. COMMUNICATIONS ACTIVITIES		: 2	1.00	0.00	0.01
F. INVESTMENT ENQUIRIES	FROM CANADA	: 25	2.00	0.00	0.02
	FROM TERRITORIES	: 16	1.00	1.00	0.03
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA		: 5	0.00	1.50	0.03
	CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST		: 0	0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO	: 13	2.00	1.00	0.04
	HOST GOVERNMENT	: 16	4.00	0.00	0.04
	OTHER DEPARTMENT	: 5	1.00	0.00	0.01
	PROVINCES/MUNICIPALITIES	: 4	1.00	0.00	0.01
J. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.	: 5.00	2.00		0.09
	LEAVE, PROFESSIONAL DEVELOP	: 16.00	19.00		0.54
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	: 20
	FROM TERRIT	: 15
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 131
	FROM TERRIT	: 65
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 5
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 1
	-LOCALLY ENGAGED	: 2