

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : WARSAW

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	281	12.00	22.00	0.56
FROM TERRITORIES :	104	1.00	9.00	0.19
B. VISITS TO CLIENTS IN TERRITORY :	26	1.00	3.00	0.07
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	1.00	1.50	0.04
MISSIONS :	5	6.00	4.50	0.15
CONFERENCE SEMINARS :	5	1.00	0.00	0.01
OTHER :	46	2.00	7.00	0.16
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	1.00	0.00	0.01
POST INITIATED :	10	1.00	0.50	0.02
E. COMMUNICATIONS ACTIVITIES :	108	12.00	0.00	0.12
F. INVESTMENT ENQUIRIES FROM CANADA :	14	0.00	3.00	0.06
FROM TERRITORIES :	22	0.00	3.00	0.06
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	28	0.00	6.00	0.12
CONNECTIONS ARRANGED :	2	0.00	0.50	0.01
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 :	26	12.00	0.00	0.12
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		33.00	5.00	0.43
LEAVE, PROFESSIONAL DEVELOP :		16.00	35.00	0.86
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 FROM CANADA : 99
FROM TERRIT : 38

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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