

19/05/95

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : WARSAW

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	453	20.00	33.66	1.21
FROM TERRITORIES :	350	5.00	23.66	0.76
B.VISITS TO CLIENTS IN TERRITORY :	76	19.00	10.33	0.50
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	7.00	5.00	0.22
MISSIONS :	6	20.00	13.33	0.60
CONFERENCE SEMINARS :	3	5.00	0.00	0.05
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	5.00	0.00	0.05
POST INITIATED :	6	4.00	0.00	0.04
E.COMMUNICATIONS ACTIVITIES :	6	3.00	0.00	0.03
F.INVESTMENT ENQUIRIES				
FROM CANADA :	4	0.00	1.66	0.05
FROM TERRITORIES :	6	0.00	2.33	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	0.00	2.00	0.06
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	6	3.00	0.00	0.03
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.00	1.33	0.06
LEAVE, PROFESSIONAL DEVELOP :		1.00	6.66	0.21
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.01
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.96	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 22

FROM TERRIT : 0

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 169

FROM TERRIT : 148

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 4

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED : 1

- LOCALLY ENGAGED : 3