

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : PRAGUE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	297	12.00	40.00	0.92
FROM TERRITORIES :	539	14.00	36.00	0.86
B.VISITS TO CLIENTS IN TERRITORY :	90	8.00	10.00	0.28
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	2	5.00	1.00	0.07
CONFERENCE SEMINARS :	3	0.00	2.50	0.05
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	6.00	1.00	0.08
POST INITIATED :	8	12.00	0.00	0.12
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		10.00	0.00	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	1.00	0.50	0.02
HOST GOVERNMENT :	20	1.00	0.50	0.02
OTHER DEPARTMENT :	5	2.00	1.00	0.04
PROVINCES/MUNICIPALITIES :	4	1.00	1.50	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	6.00	0.22
LEAVE, PROFESSIONAL DEVELOP :		8.00	0.00	0.08
K.SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.10
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 131  
FROM TERRIT : 110

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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