

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : PRAGUE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	312	22.50	45.00	0.90
FROM TERRITORIES :	156	5.50	22.00	0.33
B. VISITS TO CLIENTS IN TERRITORY :	50	7.50	3.00	0.18
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	4	31.00	21.00	0.83
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	0.00	1.00	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	13	10.00	0.00	0.20
POST INITIATED :	14	10.00	0.00	0.20
E. COMMUNICATIONS ACTIVITIES :	4	1.00	0.00	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	18	2.00	1.00	0.05
FROM TERRITORIES :	20	1.00	2.00	0.04
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. PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	0.50	0.00	0.01
HOST GOVERNMENT :	13	1.00	0.00	0.02
OTHER DEPARTMENT :	16	3.50	0.00	0.07
PROVINCES/MUNICIPALITIES :	6	0.00	4.00	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		2.50	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		1.00	1.00	0.03
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 :	32
	FROM TERRIT :	134
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	191
	FROM TERRIT :	97

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	2
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	1