

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 : PRAGUE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	567	16.50	17.50	0.68
FROM TERRITORIES :	947	12.50	26.50	0.78
B.VISITS TO CLIENTS IN TERRITORY :	140	13.00	2.50	0.31
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	12.50	13.50	0.52
MISSIONS :	3	7.50	6.00	0.27
CONFERENCE SEMINARS :	2	1.00	0.00	0.02
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	2.50	5.00	0.15
POST INITIATED :	0	2.50	5.00	0.15
E.COMMUNICATIONS ACTIVITIES :	1	1.50	0.00	0.03
F.INVESTMENT ENQUIRIES				
FROM CANADA :	5	1.50	0.00	0.03
FROM TERRITORIES :	3	1.00	0.00	0.02
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	1.00	0.00	0.02
CONNECTIONS ARRANGED :	3	1.00	0.00	0.02
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	4.00	0.08
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	15	3.00	1.50	0.09
HOST GOVERNMENT :	10	2.50	5.00	0.15
OTHER DEPARTMENT :	25	5.50	7.50	0.26
PROVINCES/MUNICIPALITIES :	12	1.50	4.00	0.11
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	1.00	0.22
LEAVE, PROFESSIONAL DEVELOP :		1.00	1.00	0.04
K.SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	16
	FROM TERRIT :	32
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	80
	FROM TERRIT :	68

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	4
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NUMBER OF OCCUPIED OFFICER POSITIONS	- CANADA BASED :	2
	- LOCALLY ENGAGED :	2