

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : PRAGUE

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME |
|---|--------|----------------|---------|------------|
| | | CANADA | LOC-ENG | PERSON-QTR |
| A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 166 | 8.00 | 40.00 | 0.88 |
| FROM TERRITORIES : | 328 | 10.00 | 25.50 | 0.61 |
| B.VISITS TO CLIENTS IN TERRITORY : | 129 | 20.00 | 20.50 | 0.61 |
| C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 0 | 0.00 | 0.00 | 0.00 |
| MISSIONS : | 0 | 0.00 | 0.00 | 0.00 |
| CONFERENCE SEMINARS : | 2 | 0.00 | 1.00 | 0.02 |
| OTHER : | 0 | 0.00 | 0.00 | 0.00 |
| D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 3 | 5.00 | 1.00 | 0.07 |
| POST INITIATED : | 4 | 7.00 | 0.00 | 0.07 |
| 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 : | | 0.00 | 0.00 | 0.00 |
| I.SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 3 | 2.00 | 0.00 | 0.02 |
| HOST GOVERNMENT : | 25 | 10.00 | 0.00 | 0.10 |
| OTHER DEPARTMENT : | 3 | 3.00 | 0.00 | 0.03 |
| PROVINCES/MUNICIPALITIES : | 5 | 3.00 | 2.50 | 0.08 |
| J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 15.00 | 6.00 | 0.27 |
| LEAVE, PROFESSIONAL DEVELOP : | | 8.00 | 3.50 | 0.15 |
| K.SERVICE TO OTHER MISSION PROGRAMS : | | 9.00 | 0.00 | 0.09 |
| ***** TOTALS ***** | | 100.00 | 100.00 | 3.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 15
FROM TERRIT : 27

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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