

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : PRAGUE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	228	27.00	49.50	1.53
FROM TERRITORIES :	335	9.00	18.50	0.55
B.VISITS TO CLIENTS IN TERRITORY :	31	5.00	5.00	0.20
C.EXPORT/TRADE/POLICY FAIRS :	1	3.00	10.00	0.26
PROJECTS AND EVENTS MISSIONS :	3	4.00	5.00	0.18
CONFERENCE SEMINARS :	7	3.00	2.00	0.10
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.50	0.00	0.05
POST INITIATED :	11	8.00	1.00	0.18
E.COMMUNICATIONS ACTIVITIES :	3	2.00	0.50	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	9	3.50	1.50	0.10
FROM TERRITORIES :	16	3.00	0.50	0.07
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 :		1.50	0.00	0.03
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	1	0.50	0.00	0.01
HOST GOVERNMENT :	3	2.00	0.50	0.05
OTHER DEPARTMENT :	6	4.00	1.00	0.10
PROVINCES/MUNICIPALITIES :	11	4.00	2.00	0.12
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		11.50	3.00	0.29
K.SERVICE TO OTHER MISSION PROGRAMS :		1.50	0.00	0.03
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 : 26
FROM TERRIT : 43
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 176
FROM TERRIT : 367

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 22

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