

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : PRAGUE

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME |
|---|--------|----------------|---------|------------|
| | | CANADA | LOC-ENG | PERSON-QTR |
| A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 119 | 5.00 | 15.00 | 0.35 |
| FROM TERRITORIES : | 276 | 2.00 | 25.00 | 0.52 |
| B.VISITS TO CLIENTS IN TERRITORY : | 158 | 15.00 | 16.00 | 0.47 |
| C.EXPORT/TRADE/POLICY FAIRS : | 2 | 2.00 | 5.00 | 0.12 |
| PROJECTS AND EVENTS MISSIONS : | 4 | 6.00 | 9.00 | 0.24 |
| CONFERENCE SEMINARS : | 4 | 6.00 | 4.00 | 0.14 |
| OTHER : | 1 | 18.00 | 6.50 | 0.31 |
| D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED : | 1 | 1.00 | 3.00 | 0.07 |
| POST INITIATED : | 15 | 8.00 | 0.00 | 0.08 |
| 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 : | 5 | 2.00 | 0.00 | 0.02 |
| HOST GOVERNMENT : | 15 | 3.00 | 0.00 | 0.03 |
| OTHER DEPARTMENT : | 4 | 2.00 | 3.00 | 0.08 |
| PROVINCES/MUNICIPALITIES : | 6 | 2.00 | 3.00 | 0.08 |
| J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 2.00 | 3.50 | 0.09 |
| LEAVE, PROFESSIONAL DEVELOP : | | 21.00 | 6.00 | 0.33 |
| K.SERVICE TO OTHER MISSION PROGRAMS : | | 5.00 | 1.00 | 0.07 |
| ***** TOTALS ***** | | 100.00 | 100.00 | 3.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 53
FROM TERRIT : 65

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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