

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : PRAGUE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	343	35.00	51.50	1.73
FROM TERRITORIES :	198	15.00	25.00	0.80
B.VISITS TO CLIENTS IN TERRITORY :	56	6.00	4.00	0.20
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	1	1.00	2.50	0.07
CONFERENCE SEMINARS :	2	0.50	0.00	0.01
OTHER :	0	2.00	0.00	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.50	0.00	0.03
POST INITIATED :	10	13.50	0.00	0.27
E.COMMUNICATIONS ACTIVITIES :	2	2.00	0.00	0.04
F.INVESTMENT ENQUIRIES FROM CANADA :	9	3.50	2.50	0.12
FROM TERRITORIES :	45	3.00	2.50	0.11
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 :	9	1.50	2.00	0.07
HOST GOVERNMENT :	16	3.50	2.00	0.11
OTHER DEPARTMENT :	12	2.00	1.50	0.07
PROVINCES/MUNICIPALITIES :	7	1.50	1.50	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	2.00	0.14
LEAVE, PROFESSIONAL DEVELOP :		0.50	3.00	0.07
K.SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.06
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 :	20
FROM TERRIT :	53
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	249
FROM TERRIT :	178
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	9
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	2