

18/02/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : PRAGUE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	359	23.50	45.00	1.37
FROM TERRITORIES :	224	11.50	19.50	0.62
B. VISITS TO CLIENTS IN TERRITORY :	33	9.00	11.00	0.40
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	5	5.00	10.00	0.30
CONFERENCE SEMINARS :	1	1.50	3.00	0.09
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	3.00	0.00	0.06
POST INITIATED :	15	8.00	4.00	0.24
E. COMMUNICATIONS ACTIVITIES :	4	3.00	0.50	0.07
F. INVESTMENT ENQUIRIES				
FROM CANADA :	10	5.50	1.50	0.14
FROM TERRITORIES :	15	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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	1.50	0.00	0.03
HOST GOVERNMENT :	4	5.00	0.00	0.10
OTHER DEPARTMENT :	2	2.00	0.00	0.04
PROVINCES/MUNICIPALITIES :	10	4.50	5.00	0.19
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		7.50	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.08
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 :	18
	FROM TERRIT :	5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	214
	FROM TERRIT :	144

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	20
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2