

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : PRAGUE

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME PERSON-QTR |
|---|--------|----------------|---------|--------------------------|
| | | CANADA | LOC-ENG | |
| A. EXPORT/TRADE/POLICY ENQUIRIES : | | | | |
| FROM CANADA : | 178 | 5.00 | 29.50 | 0.64 |
| FROM TERRITORIES : | 167 | 12.00 | 20.50 | 0.53 |
| B. VISITS TO CLIENTS IN TERRITORY : | 118 | 15.00 | 18.00 | 0.51 |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS : | | | | |
| FAIRS : | 4 | 3.00 | 3.00 | 0.09 |
| MISSIONS : | 4 | 12.00 | 6.50 | 0.25 |
| CONFERENCE SEMINARS : | 3 | 3.00 | 1.00 | 0.05 |
| OTHER : | 0 | 0.00 | 0.00 | 0.00 |
| D. COMMERCIAL* ECONOMIC REPORTS : | | | | |
| HQ REQUESTED : | 3 | 2.00 | 0.50 | 0.03 |
| POST INITIATED : | 18 | 15.00 | 0.00 | 0.15 |
| E. COMMUNICATIONS ACTIVITIES : | 3 | 1.00 | 0.00 | 0.01 |
| 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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST : | | 3.00 | 11.00 | 0.25 |
| I. SERVICE REQUESTS FM GOV'T SOURCES : | | | | |
| NGO : | 4 | 1.00 | 2.00 | 0.05 |
| HOST GOVERNMENT : | 10 | 6.00 | 0.00 | 0.06 |
| OTHER DEPARTMENT : | 3 | 5.00 | 0.00 | 0.05 |
| PROVINCES/MUNICIPALITIES : | 3 | 3.00 | 0.00 | 0.03 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. : | | 8.00 | 6.00 | 0.20 |
| LEAVE, PROFESSIONAL DEVELOP : | | 3.00 | 1.00 | 0.05 |
| K. SERVICE TO OTHER MISSION PROGRAMS : | | 3.00 | 1.00 | 0.05 |
| ***** TOTALS ***** | | 100.00 | 100.00 | 3.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 44
FROM TERRIT : 120

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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