

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : PRAGUE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QT.
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES : FROM CANADA	370	37.50	54.00	1.83
FROM TERRITORIES	186	15.00	22.00	0.74
B. VISITS TO CLIENTS IN TERRITORY	42	5.00	4.00	0.18
C. EXPORT/TRADE/POLICY FAIRS :	1	2.50	10.00	0.25
PROJECTS AND EVENTS MISSIONS :	1	6.00	0.00	0.12
CONFERENCE SEMINARS :	1	0.00	0.50	0.01
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	0.00	0.02
POST INITIATED :	7	3.50	0.00	0.07
E. COMMUNICATIONS ACTIVITIES	4	0.50	0.50	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	14	2.50	1.00	0.07
FROM TERRITORIES :	38	2.00	1.50	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 :		0.50	0.00	0.01
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	0.50	0.00	0.01
HOST GOVERNMENT :	16	2.00	0.00	0.04
OTHER DEPARTMENT :	12	1.50	0.00	0.03
PROVINCES/MUNICIPALITIES :	3	0.00	0.50	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		12.50	6.00	0.37
K. SERVICE TO OTHER MISSION PROGRAMS		2.50	0.00	0.05
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 : 12

FROM TERRIT : 72

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 188

FROM TERRIT : 370

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 7

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 2