

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

| POST | : PRAGUE | NUMBER | % OFFICER-TIME | | TOTAL-TIME PERSON-QTR |
|---|-----------------------------|--------|----------------|---------|--------------------------|
| | | | CANADA | LOC-ENG | |
| A. EXPORT/TRADE/POLICY ENQUIRIES | FROM CANADA | : 617 | 35.00 | 46.00 | 1.62 |
| | FROM TERRITORIES | : 660 | 14.00 | 21.00 | 0.70 |
| B. VISITS TO CLIENTS IN TERRITORY | | : 73 | 5.00 | 4.00 | 0.18 |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS | FAIRS | : 2 | 5.50 | 11.00 | 0.33 |
| | MISSIONS | : 2 | 4.00 | 0.00 | 0.08 |
| | CONFERENCE SEMINARS | : 0 | 0.00 | 0.00 | 0.00 |
| | OTHER | : 0 | 0.00 | 0.00 | 0.00 |
| D. COMMERCIAL* ECONOMIC REPORTS | HQ REQUESTED | : 2 | 4.00 | 3.00 | 0.14 |
| | POST INITIATED | : 5 | 2.50 | 4.00 | 0.13 |
| E. COMMUNICATIONS ACTIVITIES | | : 0 | 0.00 | 0.00 | 0.00 |
| F. INVESTMENT ENQUIRIES | FROM CANADA | : 10 | 4.00 | 0.00 | 0.08 |
| | FROM TERRITORIES | : 25 | 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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST | | : 0 | 0.00 | 0.00 | 0.00 |
| I. SERVICE REQUESTS FM GOV'T SOURCES | NGO | : 10 | 2.50 | 0.50 | 0.06 |
| | HOST GOVERNMENT | : 10 | 2.00 | 1.00 | 0.06 |
| | OTHER DEPARTMENT | : 10 | 2.00 | 1.00 | 0.06 |
| | PROVINCES/MUNICIPALITIES | : 3 | 2.50 | 1.00 | 0.07 |
| J. ADMINISTRATION: | PROGRAM MANAGEMENT & ADMIN. | : 5.00 | 0.00 | | 0.10 |
| | LEAVE, PROFESSIONAL DEVELOP | : 6.50 | 5.00 | | 0.23 |
| 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 |

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| NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) | FROM CANADA | : 14 |
| | FROM TERRIT | : 77 |
| NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) | FROM CANADA | : 207 |
| | FROM TERRIT | : 237 |
| NUMBER OF PEMD APPLICATIONS COMMENTED ON | | : 4 |
| NUMBER OF OCCUPIED OFFICER POSITIONS | -CANADA BASED | : 2 |
| | -LOCALLY ENGAGED | : 2 |