

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : PRAGUE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	323	30.50	50.50	1.62
FROM TERRITORIES :	293	7.50	23.50	0.62
B.VISITS TO CLIENTS IN TERRITORY :	65	5.00	5.00	0.20
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	3	4.00	4.50	0.17
CONFERENCE SEMINARS :	2	3.00	1.50	0.09
OTHER :	1	2.00	0.50	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	13	6.00	2.50	0.17
POST INITIATED :	12	8.00	1.50	0.19
E.COMMUNICATIONS ACTIVITIES :	1	1.00	0.00	0.02
F.INVESTMENT ENQUIRIES				
FROM CANADA :	6	2.50	4.00	0.13
FROM TERRITORIES :	20	2.50	2.50	0.10
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 :		6.00	0.00	0.12
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	1.50	0.00	0.03
HOST GOVERNMENT :	7	3.00	1.50	0.09
OTHER DEPARTMENT :	12	5.00	1.00	0.12
PROVINCES/MUNICIPALITIES :	10	2.50	1.50	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	0.00	0.12
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 :	4
	FROM TERRIT :	65
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	186
	FROM TERRIT :	197

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	3
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2