

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

88/03/16

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : PRAGUE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	: 225	5.00	6.00	0.17
FROM TERRITORIES	: 254	8.00	15.00	0.38
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 92	25.00	16.00	0.57
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 0	0.00	0.00	0.00
MISSIONS	: 7	12.00	18.50	0.49
OTHER	: 0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	: 56	20.00	0.00	0.20
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 0	0.00	0.00	0.00
FROM TERRITORIES	: 0	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	: 0	0.00	0.00	0.00
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	: 0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 14	2.00	4.00	0.10
FROM OTHER GOV'T SOURCES- CONTACTS	: 16	3.00	0.00	0.03
- REPORTS	: 10	3.00	0.00	0.03
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		15.00	3.50	0.22
LEAVE, PROFESSIONAL DEVELOP		4.00	7.00	0.18
J. SERVICE TO OTHER MISSION PROGRAMS		3.00	30.00	0.63
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 42
FROM TERRIT : 36

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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