

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 : SEOUL

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	422	10.00	27.25	1.49
FROM TERRITORIES :	638	9.25	26.25	1.42
B. VISITS TO CLIENTS IN TERRITORY :	118	9.75	2.50	0.49
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	21.00	9.00	1.20
MISSIONS :	12	3.50	7.75	0.45
CONFERENCE SEMINARS :	18	4.25	4.50	0.35
OTHER :	2	0.00	0.25	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	12	3.50	1.50	0.20
POST INITIATED :	18	4.75	1.25	0.24
E. COMMUNICATIONS ACTIVITIES :	13	3.75	0.25	0.16
F. INVESTMENT ENQUIRIES				
FROM CANADA :	20	1.50	0.50	0.08
FROM TERRITORIES :	22	1.75	0.75	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	7	0.25	0.25	0.02
CONNECTIONS ARRANGED :	3	1.00	0.00	0.04
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.20
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	26	0.75	2.50	0.13
HOST GOVERNMENT :	35	2.00	2.25	0.17
OTHER DEPARTMENT :	43	4.25	2.25	0.26
PROVINCES/MUNICIPALITIES :	31	3.75	1.75	0.22
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		1.25	4.50	0.23
LEAVE, PROFESSIONAL DEVELOP :		2.50	3.50	0.24
K. SERVICE TO OTHER MISSION PROGRAMS :		0.50	1.25	0.07
L. TOURISM PROGRAM ACTIVITIES :		5.75	0.00	0.23
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	42
	FROM TERRIT :	24
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	167
	FROM TERRIT :	411
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	15
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	4