

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : SEOUL

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	508	20.00	30.00	2.00
FROM TERRITORIES :	543	9.50	31.00	1.62
B.VISITS TO CLIENTS IN TERRITORY :	96	8.00	4.75	0.51
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	17	3.25	0.25	0.14
MISSIONS :	9	13.00	6.00	0.76
CONFERENCE SEMINARS :	5	1.50	1.25	0.11
OTHER :	2	1.25	0.25	0.06
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	5.00	0.50	0.22
POST INITIATED :	18	6.75	0.75	0.30
E.COMMUNICATIONS ACTIVITIES :	15	3.25	0.50	0.15
F.INVESTMENT ENQUIRIES				
FROM CANADA :	19	1.25	1.25	0.10
FROM TERRITORIES :	29	2.00	2.00	0.16
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.00	0.75	0.03
CONNECTIONS ARRANGED :	2	0.00	0.50	0.02
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		8.25	2.50	0.43
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	17	0.00	1.50	0.06
HOST GOVERNMENT :	35	1.00	2.50	0.14
OTHER DEPARTMENT :	47	3.00	2.25	0.21
PROVINCES/MUNICIPALITIES :	21	1.50	1.50	0.12
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.50	5.75	0.33
LEAVE, PROFESSIONAL DEVELOP :		5.75	4.00	0.39
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.25	0.01
L.TOURISM PROGRAM ACTIVITIES :		3.25	0.00	0.13
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	54
	FROM TERRIT :	3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	284
	FROM TERRIT :	513

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	13
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	4