

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

88/03/16

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : SEOUL

		NUMBER	% OFFICER-TIME		TOTAL-TIME
			CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA :	406	16.00	24.50	1.30
	FROM TERRITORIES :	356	9.00	16.50	0.84
B. VISITS TO CLIENTS IN TERRITORY	VISITS :	104	10.00	12.25	0.69
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS :	0	0.00	0.00	0.00
	MISSIONS :	12	1.50	14.25	0.60
	OTHER :	3	2.50	0.75	0.08
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	:	13	2.50	0.50	0.07
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA :	12	2.50	1.00	0.09
	FROM TERRITORIES :	15	1.00	1.25	0.07
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	:	17	0.50	1.00	0.05
	CONNECTIONS ARRANGED :	2	0.00	0.75	0.03
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	:	2	10.00	4.50	0.38
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	:	75	5.00	6.75	0.37
	FROM OTHER GOV'T SOURCES- CONTACTS :	54	1.50	4.75	0.22
	- REPORTS :	15	0.50	1.00	0.05
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN. :		22.50	9.50	0.83
	LEAVE, PROFESSIONAL DEVELOP :		10.00	0.25	0.21
J. SERVICE TO OTHER MISSION PROGRAMS	:		5.00	0.50	0.12
***** TOTALS *****			100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 204  
FROM TERRIT : 276

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 4