

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

SUB-REGION: JAPAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 1824	13.07	17.35	4.65
FROM TERRITORIES	: 1425	8.84	15.41	3.77
B.VISITS TO CLIENTS IN TERRITORY	: 422	11.15	9.52	3.07
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 29	5.38	5.29	1.60
MISSIONS	: 42	11.46	8.88	3.00
CONFERENCE SEMINARS	: 51	4.00	3.70	1.15
OTHER	: 0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 12	2.46	1.35	0.55
POST INITIATED	: 31	4.76	1.94	0.95
E.COMMUNICATIONS ACTIVITIES	: 9	0.38	0.17	0.08
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 58	4.46	1.52	0.84
FROM TERRITORIES	: 53	1.07	2.58	0.58
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 1	0.00	0.29	0.05
CONNECTIONS ARRANGED	: 1	0.00	0.29	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: :	1.53	0.00	0.20
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 123	2.92	2.05	0.73
HOST GOVERNMENT	: 61	3.84	2.70	0.96
OTHER DEPARTMENT	: 71	3.23	2.58	0.86
PROVINCES/MUNICIPALITIES	: 70	4.07	2.58	0.97
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: :	4.92	0.88	0.79
LEAVE, PROFESSIONAL DEVELOP	: :	1.84	2.11	0.60
K.SERVICE TO OTHER MISSION PROGRAMS	: :	2.84	1.05	0.55
L.TOURISM PROGRAM ACTIVITIES	: :	7.69	17.64	4.00
***** TOTALS *****		99.91	99.88	30.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 113
	FROM TERRIT	: 86
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 421
	FROM TERRIT	: 3295
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 46
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 13
	-LOCALLY ENGAGED	: 17