

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 : TOKYO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1585	11.90	10.00	2.81
FROM TERRITORIES :	3770	10.09	11.00	2.76
B. VISITS TO CLIENTS IN TERRITORY :	455	10.63	8.73	2.48
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	25	2.09	6.46	1.20
MISSIONS :	31	9.27	6.33	1.97
CONFERENCE SEMINARS :	59	7.18	7.20	1.87
OTHER :	2	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	4.00	2.20	0.77
POST INITIATED :	23	4.00	2.93	0.88
E. COMMUNICATIONS ACTIVITIES :	30	1.72	1.86	0.47
F. INVESTMENT ENQUIRIES				
FROM CANADA :	50	4.54	1.86	0.78
FROM TERRITORIES :	73	2.18	3.06	0.70
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.18	0.13	0.04
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.90	1.46	0.32
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	28	0.18	0.06	0.03
HOST GOVERNMENT :	138	6.45	4.86	1.44
OTHER DEPARTMENT :	186	7.09	7.26	1.87
PROVINCES/MUNICIPALITIES :	27	1.45	2.33	0.51
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.45	0.66	0.59
LEAVE, PROFESSIONAL DEVELOP :		2.18	1.00	0.39
K. SERVICE TO OTHER MISSION PROGRAMS :		0.36	0.53	0.12
L. TOURISM PROGRAM ACTIVITIES :		9.09	20.00	4.00
***** TOTALS *****		99.93	99.92	26.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	166
	FROM TERRIT :	96
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	702
	FROM TERRIT :	9327
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	32
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	11
	-LOCALLY ENGAGED :	15