

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

SUB-REGION: JAPAN-

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1856	11.77	14.90	5.10
FROM TERRITORIES :	5557	8.61	14.65	4.48
B.VISITS TO CLIENTS IN TERRITORY :	1164	11.77	11.45	4.41
C.EXPORT/TRADE/POLICY FAIRS :	39	5.83	4.55	1.96
PROJECTS AND EVENTS MISSIONS :	30	8.11	8.85	3.23
CONFERENCE SEMINARS :	36	5.88	5.25	2.11
OTHER :	4	1.50	0.15	0.30
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	1.22	0.70	0.36
POST INITIATED :	31	3.50	0.75	0.78
E.COMMUNICATIONS ACTIVITIES :	19	1.00	0.65	0.31
F.INVESTMENT ENQUIRIES FROM CANADA :	76	2.27	0.65	0.54
FROM TERRITORIES :	208	1.16	1.45	0.50
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	40	1.11	3.15	0.83
CONNECTIONS ARRANGED :	15	0.44	1.35	0.35
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.44	1.05	0.47
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	36	1.55	0.80	0.44
HOST GOVERNMENT :	139	2.50	3.15	1.08
OTHER DEPARTMENT :	168	3.27	3.05	1.20
PROVINCES/MUNICIPALITIES :	219	4.00	2.40	1.20
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.16	1.50	1.95
LEAVE, PROFESSIONAL DEVELOP :		4.77	3.45	1.55
K.SERVICE TO OTHER MISSION PROGRAMS :		3.50	1.10	0.85
L.TOURISM PROGRAM ACTIVITIES :		5.55	15.00	4.00
***** TOTALS *****		99.91	100.00	38.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 271

FROM TERRIT : 488

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 1087

FROM TERRIT : 9034

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 39

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 18

-LOCALLY ENGAGED : 20