

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

SUB-REGION: JAPAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1648	13.72	10.93	3.26
FROM TERRITORIES :	1495	10.09	12.50	3.11
B.VISITS TO CLIENTS IN TERRITORY :	620	13.27	11.12	3.24
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	17	7.18	8.37	2.13
MISSIONS :	28	9.18	10.31	2.66
CONFERENCE SEMINARS :	12	4.72	3.12	1.02
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	2.27	1.75	0.53
POST INITIATED :	26	4.63	3.12	1.01
E.COMMUNICATIONS ACTIVITIES :	16	1.81	1.18	0.39
F.INVESTMENT ENQUIRIES				
FROM CANADA :	173	2.54	3.12	0.78
FROM TERRITORIES :	285	2.81	2.68	0.74
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	175	0.00	0.00	0.00
CONNECTIONS ARRANGED :	70	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		3.36	1.56	0.62
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	30	1.09	0.75	0.24
HOST GOVERNMENT :	42	2.45	2.81	0.72
OTHER DEPARTMENT :	48	4.27	4.00	1.11
PROVINCES/MUNICIPALITIES :	45	2.90	3.06	0.81
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.63	0.81	0.53
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		0.90	0.00	0.10
L.TOURISM PROGRAM ACTIVITIES :		9.09	18.75	4.00
***** TOTALS *****		99.91	99.94	27.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 797
FROM TERRIT : 1796

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 73

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 11
- LOCALLY-ENGAGED : 16