

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/05/12

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : TOKYO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1190	14.00	14.00	2.52
FROM TERRITORIES :	1131	11.00	18.00	2.68
B.VISITS TO CLIENTS IN TERRITORY :	602	14.00	16.00	2.72
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	27	5.00	8.00	1.20
MISSIONS :	11	5.00	6.00	1.00
CONFERENCE SEMINARS :	4	1.00	1.00	0.18
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	20	7.00	5.00	1.06
POST INITIATED :	80	11.00	7.00	1.58
E.COMMUNICATIONS ACTIVITIES :	8	1.00	1.00	0.18
F.INVESTMENT ENQUIRIES				
FROM CANADA :	33	3.00	3.00	0.54
FROM TERRITORIES :	62	4.00	2.00	0.52
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	1.00	1.00	0.18
CONNECTIONS ARRANGED :	1	1.00	0.00	0.08
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.00	0.16
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	22	1.00	2.00	0.28
HOST GOVERNMENT :	22	1.00	3.00	0.38
OTHER DEPARTMENT :	74	10.00	6.00	1.40
PROVINCES/MUNICIPALITIES :	82	2.00	3.00	0.46
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.00	0.00	0.24
LEAVE, PROFESSIONAL DEVELOP :		3.00	4.00	0.64
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	18.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 419
FROM TERRIT : 969

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 39

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 8
- LOCALLY-ENGAGED : 10