

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : TOKYO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1353	13.55	11.35	2.81
FROM TERRITORIES :	1408	11.22	11.57	2.63
B.VISITS TO CLIENTS IN TERRITORY :	557	9.33	8.28	2.00
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	14	9.44	8.28	2.01
MISSIONS :	9	11.11	10.14	2.42
CONFERENCE SEMINARS :	8	5.11	2.85	0.86
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	2.00	1.28	0.36
POST INITIATED :	26	3.66	3.00	0.75
E.COMMUNICATIONS ACTIVITIES :	8	1.00	1.07	0.24
F.INVESTMENT ENQUIRIES				
FROM CANADA :	20	2.00	2.07	0.47
FROM TERRITORIES :	64	2.77	2.42	0.59
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.33	0.35	0.08
CONNECTIONS ARRANGED :	2	0.33	0.35	0.08
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.33	5.50	1.07
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	30	1.66	2.21	0.46
HOST GOVERNMENT :	12	1.33	1.28	0.30
OTHER DEPARTMENT :	36	3.00	2.92	0.68
PROVINCES/MUNICIPALITIES :	61	2.66	2.28	0.56
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.33	0.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		1.00	0.57	0.17
K.SERVICE TO OTHER MISSION PROGRAMS :		0.66	0.71	0.16
L.TOURISM PROGRAM ACTIVITIES :		11.11	21.42	4.00
***** TOTALS *****		99.93	99.90	23.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 327  
FROM TERRIT : 959

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 30

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 9  
- LOCALLY-ENGAGED : 14