

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

SUB-REGION: JAPAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	1725	12.00	10.58	3.36
FROM TERRITORIES :	3890	9.30	11.76	3.21
B. VISITS TO CLIENTS IN TERRITORY :	535	11.30	8.29	2.88
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	28	4.07	7.76	1.85
MISSIONS :	39	10.92	7.05	2.62
CONFERENCE SEMINARS :	63	7.61	8.11	2.37
OTHER :	2	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	11	3.38	1.94	0.77
POST INITIATED :	23	3.38	2.58	0.88
E. COMMUNICATIONS ACTIVITIES :	30	1.46	1.64	0.47
F. INVESTMENT ENQUIRIES				
FROM CANADA :	58	4.61	2.23	0.98
FROM TERRITORIES :	88	1.84	3.29	0.80
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.15	0.11	0.04
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.76	1.29	0.32
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	28	0.15	0.05	0.03
HOST GOVERNMENT :	138	6.61	4.58	1.64
OTHER DEPARTMENT :	186	6.00	6.41	1.87
PROVINCES/MUNICIPALITIES :	27	1.23	2.05	0.51
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		4.53	1.17	0.79
LEAVE, PROFESSIONAL DEVELOP :		1.84	0.88	0.39
K. SERVICE TO OTHER MISSION PROGRAMS :		1.07	0.47	0.22
L. TOURISM PROGRAM ACTIVITIES :		7.69	17.64	4.00
***** TOTALS *****		99.90	99.88	30.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	381
	FROM TERRIT :	226
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	712
	FROM TERRIT :	9327

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	32
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	13
	-LOCALLY ENGAGED :	17