

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

91/01/09

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : TOKYO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1035	13.22	11.71	2.83
FROM TERRITORIES :	888	11.33	13.71	2.94
B. VISITS TO CLIENTS IN TERRITORY :	390	12.66	12.57	2.90
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	3.00	2.92	0.68
MISSIONS :	12	9.11	8.71	2.04
CONFERENCE SEMINARS :	4	5.33	3.92	1.03
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.00	1.07	0.24
POST INITIATED :	19	6.33	6.00	1.41
E. COMMUNICATIONS ACTIVITIES :	14	1.33	1.35	0.31
F. INVESTMENT ENQUIRIES				
FROM CANADA :	18	0.66	1.78	0.31
FROM TERRITORIES :	26	0.66	1.42	0.26
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	68	0.00	0.00	0.00
CONNECTIONS ARRANGED :	14	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		3.33	1.71	0.54
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	25	0.66	0.85	0.18
HOST GOVERNMENT :	35	1.66	0.57	0.23
OTHER DEPARTMENT :	74	5.22	3.28	0.93
PROVINCES/MUNICIPALITIES :	80	2.00	1.57	0.40
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		3.00	0.00	0.27
LEAVE, PROFESSIONAL DEVELOP :		8.33	5.35	1.50
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		11.11	21.42	4.00
***** TOTALS *****		99.94	99.91	23.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 102  
FROM TERRIT : 817

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 45

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