

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : TOKYO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	1125	13.00	12.00	2.74
FROM TERRITORIES	1543	4.00	18.00	2.56
B. VISITS TO CLIENTS IN TERRITORY	261	7.00	9.00	1.78
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	14	5.00	5.00	1.10
MISSIONS	27	8.00	10.00	2.00
OTHER	36	7.00	8.00	1.66
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	87	9.00	8.00	1.86
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	29	8.00	5.00	1.40
FROM TERRITORIES	142	13.00	7.00	2.14
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	12	1.00	1.00	0.22
CONNECTIONS ARRANGED	10	1.00	1.00	0.22
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	3	4.00	2.00	0.64
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	46	4.00	3.00	0.76
FROM OTHER GOV'T SOURCES- CONTACTS	112	4.00	3.00	0.76
- REPORTS	16	2.00	2.00	0.44
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		5.00	2.00	0.74
LEAVE, PROFESSIONAL DEVELOP		4.00	3.00	0.76
J. SERVICE TO OTHER MISSION PROGRAMS		1.00	1.00	0.22
***** TOTALS *****		100.00	100.00	22.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 462
FROM TERRIT : 631

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 10
- LOCALLY-ENGAGED : 12