

FOR EXAMPLE:

Enlarged greater Toronto Area:	24.96% of total annual volume
Estimated total Annual Volume:	470,000 passports
Estimated Annual Volume of Toronto Area:	117,312 passports
Proportion of Yearly activity for September:	5.90%

Consequently: It is estimated that in the month of September the Toronto Branch Office will process 6,921 applications.

- c) Estimate of workload from branch office regions and headquarters - 1970:

A table of estimated monthly volumes for 1970 has been prepared for each branch office and headquarters (see Annex L).

- d) Formula for estimating monthly workload:

A formula for estimating monthly workload was arrived at by calculating the monthly percentage of activity and the percentage of volume by region. The factor arrived at is merely multiplied against the estimated annual volume which varies, giving the estimated workload for the particular office during a particular month. Tables of these factors are in Annex M.

- e) Proportion of business coming through travel agents:

It is estimated that 14.18% of the total number of applications for passports are routed to the passport office through travel agents and transportation companies (see Annex N).

- f) Estimate of business coming through travel agents - 1970:

A table has been prepared giving the estimated monthly workload, coming from travel agents, for each branch office and headquarters. For the purpose, the estimated total annual volume for 1970 was used (see Annex O).