

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/06/20

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : TOKYO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1510	13.50	14.36	2.66
FROM TERRITORIES :	1589	10.87	15.09	2.53
B. VISITS TO CLIENTS IN TERRITORY :	621	10.75	9.63	1.92
C. EXPORT/TRADE/POLICY FAIRS :	30	13.50	12.54	2.46
PROJECTS AND EVENTS MISSIONS :	14	10.50	10.72	2.02
CONFERENCE SEMINARS :	7	1.12	1.27	0.23
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	14	3.00	1.63	0.42
POST INITIATED :	31	7.50	5.45	1.20
E. COMMUNICATIONS ACTIVITIES :	8	1.12	1.36	0.24
F. INVESTMENT ENQUIRIES FROM CANADA :	24	3.00	3.45	0.62
FROM TERRITORIES :	60	2.25	2.54	0.46
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.75	0.90	0.16
CONNECTIONS ARRANGED :	2	0.37	0.45	0.08
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.75	3.09	0.56
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	42	2.25	3.63	0.58
HOST GOVERNMENT :	24	1.50	2.00	0.34
OTHER DEPARTMENT :	70	5.12	6.54	1.13
PROVINCES/MUNICIPALITIES :	90	3.00	3.27	0.60
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.50	0.00	0.36
LEAVE, PROFESSIONAL DEVELOP :		1.87	1.09	0.27
K. SERVICE TO OTHER MISSION PROGRAMS :		0.75	0.90	0.16
***** TOTALS *****		99.97	99.91	19.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 543
FROM TERRIT : 971

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 61

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 8
- LOCALLY-ENGAGED : 11