

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : TOKYO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA : 772	8.00	8.00	1.76
	FROM TERRITORIES : 755	6.00	15.00	2.49
B.VISITS TO CLIENTS IN TERRITORY	: 600	11.00	25.00	4.24
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS : 27	2.00	2.00	0.44
	MISSIONS : 14	5.00	6.00	1.23
	CONFERENCE SEMINARS : 1	0.00	1.00	0.13
	OTHER : 0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED : 36	5.00	5.00	1.10
	POST INITIATED : 74	9.00	5.00	1.46
E.COMMUNICATIONS ACTIVITIES	: 220	3.00	9.00	1.44
F.INVESTMENT ENQUIRIES	FROM CANADA : 34	2.00	1.00	0.31
	FROM TERRITORIES : 26	3.00	1.00	0.40
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 2	0.00	0.00	0.00
	CONNECTIONS ARRANGED : 0	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST	:	3.00	2.00	0.53
I.SERVICE REQUESTS FM GOV'T SOURCES	NGO : 29	2.00	3.00	0.57
	HOST GOVERNMENT : 14	2.00	1.00	0.31
	OTHER DEPARTMENT : 247	7.00	5.00	1.28
	PROVINCES/MUNICIPALITIES : 91	2.00	1.00	0.31
J.ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.:	4.00	4.00	0.88
	LEAVE, PROFESSIONAL DEVELOP :	25.00	6.00	3.03
K.SERVICE TO OTHER MISSION PROGRAMS	:	1.00	0.00	0.09
***** TOTALS *****		100.00	100.00	22.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 180  
FROM TERRIT : 644

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 50

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 9  
- LOCALLY-ENGAGED : 13