

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

SUB-REGION: JAPAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	2014	13.72	15.18	5.81
FROM CANADA				
FROM TERRITORIES	3912	8.72	15.36	4.95
B. VISITS TO CLIENTS IN TERRITORY	938	12.39	12.05	4.88
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	34	5.50	7.00	2.53
MISSIONS	30	8.61	8.86	3.50
CONFERENCE SEMINARS	33	6.94	4.68	2.28
OTHER	63	3.72	2.82	1.29
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	8	1.17	0.68	0.36
POST INITIATED	88	6.67	3.77	2.03
E. COMMUNICATIONS ACTIVITIES	31	0.78	0.09	0.16
F. INVESTMENT ENQUIRIES				
FROM CANADA	43	2.11	0.95	0.59
FROM TERRITORIES	58	1.11	2.23	0.69
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	35	0.83	3.18	0.85
CONNECTIONS ARRANGED	25	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST		0.44	0.27	0.14
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	17	1.06	0.05	0.20
HOST GOVERNMENT	146	2.39	3.14	1.12
OTHER DEPARTMENT	133	2.56	2.41	0.99
PROVINCES/MUNICIPALITIES	143	4.33	2.45	1.32
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		7.83	0.23	1.46
LEAVE, PROFESSIONAL DEVELOP		1.39	0.50	0.36
K. SERVICE TO OTHER MISSION PROGRAMS		2.17	0.45	0.49
L. TOURISM PROGRAM ACTIVITIES		5.56	13.64	4.00
***** TOTALS *****		100.00	99.99	40.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 168
	FROM TERRIT	: 189
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 847
	FROM TERRIT	: 4359
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 8
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 18
	-LOCALLY ENGAGED	: 22