

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : TOKYO

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA	: 927	12.00	13.00	2.76
	FROM TERRITORIES	: 1039	8.00	15.00	2.60
B. VISITS TO CLIENTS IN TERRITORY	VISITS	: 562	11.00	11.00	2.42
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS	: 26	4.00	8.00	1.36
	MISSIONS	: 29	6.00	10.00	1.80
	OTHER	: 21	3.00	7.00	1.14
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED		: 111	9.00	5.00	1.50
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA	: 146	2.00	5.00	0.80
	FROM TERRITORIES	: 207	3.00	8.00	1.26
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA		: 17	1.00	1.00	0.22
	CONNECTIONS ARRANGED	: 12	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA		: 6	1.00	1.00	0.22
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS		: 47	5.00	1.00	0.62
	FROM OTHER GOV'T SOURCES- CONTACTS	: 106	4.00	1.00	0.52
	- REPORTS	: 21	3.00	1.00	0.42
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.		8.00	1.00	0.92
	LEAVE, PROFESSIONAL DEVELOP		19.00	11.00	3.22
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 : 215
FROM TERRIT : 740

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 15

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