

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : TOKYO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1403	13.18	17.33	4.05
FROM TERRITORIES :	1374	9.00	15.00	3.24
B.VISITS TO CLIENTS IN TERRITORY :	414	11.18	10.33	2.78
C.EXPORT/TRADE/POLICY FAIRS :	11	1.81	2.66	0.60
PROJECTS AND EVENTS MISSIONS :	19	8.09	8.00	2.09
CONFERENCE SEMINARS :	25	8.09	5.46	1.71
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	2.54	2.13	0.60
POST INITIATED :	21	4.09	1.33	0.65
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	42	3.63	1.13	0.57
FROM TERRITORIES :	34	1.09	1.86	0.40
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.33	0.05
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	108	2.72	2.26	0.64
HOST GOVERNMENT :	57	2.72	2.26	0.64
OTHER DEPARTMENT :	72	4.81	3.26	1.02
PROVINCES/MUNICIPALITIES :	66	4.90	3.73	1.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.36	0.06	0.71
LEAVE, PROFESSIONAL DEVELOP :		4.09	1.33	0.65
K.SERVICE TO OTHER MISSION PROGRAMS :		2.54	1.46	0.50
L.TOURISM PROGRAM ACTIVITIES :		9.09	20.00	4.00
***** TOTALS *****		99.93	99.92	26.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	41
FROM TERRIT :	55
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	310
FROM TERRIT :	3165
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	17
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	11
-LOCALLY ENGAGED :	15