

18/02/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : TOKYO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1550	14.00	10.71	2.76
FROM TERRITORIES :	1402	11.77	13.21	2.91
B.VISITS TO CLIENTS IN TERRITORY :	714	11.22	11.42	2.61
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	19	6.00	7.85	1.64
MISSIONS :	26	9.55	9.28	2.16
CONFERENCE SEMINARS :	13	4.66	4.28	1.02
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	13	2.77	2.14	0.55
POST INITIATED :	25	3.33	2.35	0.63
E.COMMUNICATIONS ACTIVITIES :	18	2.22	1.28	0.38
F.INVESTMENT ENQUIRIES				
FROM CANADA :	143	2.00	2.14	0.48
FROM TERRITORIES :	231	1.77	1.64	0.39
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	181	0.22	0.35	0.07
CONNECTIONS ARRANGED :	60	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.66	2.50	0.50
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	25	1.11	0.71	0.20
HOST GOVERNMENT :	42	4.33	1.64	0.62
OTHER DEPARTMENT :	39	3.44	3.07	0.74
PROVINCES/MUNICIPALITIES :	70	4.88	3.57	0.94
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.88	0.35	0.40
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		11.11	21.42	4.00
***** TOTALS *****		99.92	99.91	23.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 63  
FROM TERRIT : 123  
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 332  
FROM TERRIT : 1339

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 30

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 9  
-LOCALLY ENGAGED : 14