

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : TOKYO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 1724	13.26	15.85	5.32
FROM TERRITORIES	: 6752	9.20	14.71	4.47
B.VISITS TO CLIENTS IN TERRITORY	: 888	12.86	10.90	4.22
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS	: 27	5.40	4.85	1.83
MISSIONS	: 21	8.40	4.00	2.10
CONFERENCE SEMINARS	: 37	6.40	5.14	2.04
OTHER	: 5	3.80	3.76	1.36
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 5	0.66	2.85	0.70
POST INITIATED	: 73	6.66	7.76	2.63
E.COMMUNICATIONS ACTIVITIES	: 46	1.06	0.28	0.22
F.INVESTMENT ENQUIRIES FROM CANADA	: 10	1.00	0.09	0.17
FROM TERRITORIES	: 46	1.46	1.76	0.59
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 35	0.33	3.33	0.75
CONNECTIONS ARRANGED	: 20	0.33	0.00	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 0.00	0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO	: 11	0.66	0.09	0.12
HOST GOVERNMENT	: 145	3.13	2.95	1.09
OTHER DEPARTMENT	: 167	2.40	2.04	0.79
PROVINCES/MUNICIPALITIES	: 115	3.66	1.80	0.93
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.06	0.00	1.06
LEAVE, PROFESSIONAL DEVELOP :		4.73	2.38	1.21
K.SERVICE TO OTHER MISSION PROGRAMS	: 0.80	1.09	0.35	
L.TOURISM PROGRAM ACTIVITIES	: 6.66	14.28	4.00	
***** TOTALS *****		99.92	99.91	36.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 183
FROM TERRIT : 110
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 614
FROM TERRIT : 7926

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 6

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED : 15
- LOCALLY ENGAGED : 21