

21/02/95

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : TOKYO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1424	13.46	16.28	5.44
FROM TERRITORIES :	5153	10.80	13.90	4.54
B.VISITS TO CLIENTS IN TERRITORY :	719	11.06	11.00	3.97
C.EXPORT/TRADE/POLICY FAIRS :	22	5.80	5.04	1.93
PROJECTS AND EVENTS MISSIONS :	12	7.20	5.80	2.30
CONFERENCE SEMINARS :	16	4.33	3.28	1.34
OTHER :	31	1.53	1.66	0.58
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.86	2.85	0.73
POST INITIATED :	44	8.60	7.76	2.92
E.COMMUNICATIONS ACTIVITIES :	14	2.40	0.28	0.42
F.INVESTMENT ENQUIRIES FROM CANADA :	9	1.33	0.00	0.20
FROM TERRITORIES :	37	0.00	0.95	0.20
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	25	0.66	3.33	0.80
CONNECTIONS ARRANGED :	20	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.47	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	16	0.00	0.38	0.08
HOST GOVERNMENT :	140	3.33	3.28	1.19
OTHER DEPARTMENT :	126	2.33	2.47	0.87
PROVINCES/MUNICIPALITIES :	70	3.00	2.23	0.92
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.20	0.14	0.81
LEAVE, PROFESSIONAL DEVELOP :		10.73	3.57	2.36
K.SERVICE TO OTHER MISSION PROGRAMS :		0.66	0.95	0.30
L.TOURISM PROGRAM ACTIVITIES :		6.66	14.28	4.00
***** TOTALS *****		99.94	99.90	36.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	203
FROM TERRIT :	721
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	247
FROM TERRIT :	2940

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	8
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	15
-LOCALLY ENGAGED :	21