

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1993

SUB-REGION: JAPAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1532	13.50	14.61	5.50
FROM TERRITORIES :	3027	8.94	14.23	4.60
B.VISITS TO CLIENTS IN TERRITORY :	1667	11.66	12.42	4.71
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	33	6.16	7.19	2.62
MISSIONS :	24	6.33	6.71	2.55
CONFERENCE SEMINARS :	36	7.05	5.28	2.38
OTHER :	11	1.44	1.47	0.57
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	17	3.05	1.66	0.90
POST INITIATED :	73	4.27	2.61	1.32
E.COMMUNICATIONS ACTIVITIES :	48	1.38	0.52	0.36
F.INVESTMENT ENQUIRIES FROM CANADA :	55	2.88	1.19	0.77
FROM TERRITORIES :	55	1.66	2.00	0.72
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	35	0.27	3.57	0.80
CONNECTIONS ARRANGED :	15	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.11	0.47	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	26	0.88	0.33	0.23
HOST GOVERNMENT :	147	2.77	3.61	1.26
OTHER DEPARTMENT :	204	3.38	2.85	1.21
PROVINCES/MUNICIPALITIES :	159	4.61	4.19	1.71
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.05	0.00	1.45
LEAVE, PROFESSIONAL DEVELOP :		3.00	0.23	0.59
K.SERVICE TO OTHER MISSION PROGRAMS :		1.94	0.47	0.45
L.TOURISM PROGRAM ACTIVITIES :		5.55	14.28	4.00
***** TOTALS *****		99.88	99.89	39.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	157
FROM TERRIT :	200
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	756
FROM TERRIT :	3490
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	33
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	18
-LOCALLY ENGAGED :	21