

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : TOKYO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1864	13.87	15.47	5.16
FROM TERRITORIES :	3787	9.18	16.47	4.60
B. VISITS TO CLIENTS IN TERRITORY :	823	12.37	11.31	4.13
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	23	4.00	4.68	1.53
MISSIONS :	26	7.50	7.63	2.65
CONFERENCE SEMINARS :	30	5.93	3.57	1.63
OTHER :	63	4.18	3.26	1.29
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	1.31	0.78	0.36
POST INITIATED :	88	7.50	4.36	2.03
E. COMMUNICATIONS ACTIVITIES :	31	0.87	0.10	0.16
F. INVESTMENT ENQUIRIES				
FROM CANADA :	40	1.75	0.57	0.39
FROM TERRITORIES :	56	0.93	1.78	0.49
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	35	0.93	3.68	0.85
CONNECTIONS ARRANGED :	25	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.18	0.05	0.04
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	17	1.18	0.05	0.20
HOST GOVERNMENT :	146	2.68	3.63	1.12
OTHER DEPARTMENT :	133	2.87	2.78	0.99
PROVINCES/MUNICIPALITIES :	143	4.87	2.84	1.32
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		7.56	0.00	1.21
LEAVE, PROFESSIONAL DEVELOP :		1.56	0.57	0.36
K. SERVICE TO OTHER MISSION PROGRAMS :		2.43	0.52	0.49
L. TOURISM PROGRAM ACTIVITIES :		6.25	15.78	4.00
***** TOTALS *****		99.90	99.88	35.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	148
	FROM TERRIT :	180
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	777
	FROM TERRIT :	4304

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	4
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	16
	-LOCALLY ENGAGED :	19