

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : TOKYO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 1699	13.18	17.33	4.05
FROM TERRITORIES	: 1315	9.54	15.46	3.37
B.VISITS TO CLIENTS IN TERRITORY	: 357	10.00	9.80	2.57
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 26	3.63	3.33	0.90
MISSIONS	: 38	10.81	7.73	2.35
CONFERENCE SEMINARS	: 50	4.27	3.53	1.00
OTHER	: 0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	: 10	2.45	1.53	0.50
POST INITIATED	: 21	4.27	2.20	0.80
E.COMMUNICATIONS ACTIVITIES	: 9	0.45	0.20	0.08
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 52	4.36	1.06	0.64
FROM TERRITORIES	: 38	1.27	2.26	0.48
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 1	0.00	0.33	0.05
CONNECTIONS ARRANGED	: 1	0.00	0.33	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 9	1.81	0.00	0.20
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 123	3.45	2.33	0.73
HOST GOVERNMENT	: 61	3.63	2.73	0.81
OTHER DEPARTMENT	: 71	3.81	2.93	0.86
PROVINCES/MUNICIPALITIES	: 70	4.81	2.93	0.97
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 12	5.81	1.00	0.79
LEAVE, PROFESSIONAL DEVELOP	: 12	1.27	1.73	0.40
K.SERVICE TO OTHER MISSION PROGRAMS	: 12	2.00	1.20	0.40
L.TOURISM PROGRAM ACTIVITIES	: 12	9.09	20.00	4.00
***** TOTALS *****		99.91	99.94	26.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 81
	FROM TERRIT	: 84
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 358
	FROM TERRIT	: 3270
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 31
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 11
	-LOCALLY ENGAGED	: 15