

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 : OSAKA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	: 125	12.50	17.50	0.60
FROM TERRITORIES	: 110	5.00	15.00	0.40
B. VISITS TO CLIENTS IN TERRITORY	: 65	17.50	7.50	0.50
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 3	15.00	20.00	0.70
MISSIONS	: 4	15.00	17.50	0.65
CONFERENCE SEMINARS	: 1	2.50	5.00	0.15
OTHER	: 0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	: 2	2.50	0.00	0.05
POST INITIATED	: 10	7.50	0.00	0.15
E. COMMUNICATIONS ACTIVITIES	: 0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 6	5.00	5.00	0.20
FROM TERRITORIES	: 15	0.00	5.00	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 0	0.00	0.00	0.00
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 0	0.00	0.00	0.00
HOST GOVERNMENT	: 0	5.00	2.50	0.15
OTHER DEPARTMENT	: 0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES	: 0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 0	0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP	: 5	5.00	5.00	0.20
K. SERVICE TO OTHER MISSION PROGRAMS	: 0	7.50	0.00	0.15
L. TOURISM PROGRAM ACTIVITIES	: 0	0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 32
	FROM TERRIT	: 2
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 63
	FROM TERRIT	: 25
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 15
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 2
	-LOCALLY ENGAGED	: 2