

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : TOKYO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1556	11.68	14.61	4.50
FROM TERRITORIES :	5427	9.06	15.16	4.18
B. VISITS TO CLIENTS IN TERRITORY :	1104	12.31	12.16	4.16
C. EXPORT/TRADE/POLICY FAIRS :	34	5.31	3.38	1.46
PROJECTS AND EVENTS MISSIONS :	25	7.25	7.88	2.58
CONFERENCE SEMINARS :	32	5.37	3.88	1.56
OTHER :	4	1.68	0.16	0.30
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	1.37	0.77	0.36
POST INITIATED :	31	3.00	0.83	0.63
E. COMMUNICATIONS ACTIVITIES :	19	1.12	0.72	0.31
F. INVESTMENT ENQUIRIES FROM CANADA :	69	1.93	0.44	0.39
FROM TERRITORIES :	203	1.31	1.33	0.45
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	40	1.25	3.50	0.83
CONNECTIONS ARRANGED :	15	0.50	1.50	0.35
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.88	0.32
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	36	1.75	0.88	0.44
HOST GOVERNMENT :	139	2.18	2.94	0.88
OTHER DEPARTMENT :	168	3.68	3.38	1.20
PROVINCES/MUNICIPALITIES :	219	4.50	2.66	1.20
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.31	1.66	1.95
LEAVE, PROFESSIONAL DEVELOP :		4.43	3.27	1.30
K. SERVICE TO OTHER MISSION PROGRAMS :		2.68	1.22	0.65
L. TOURISM PROGRAM ACTIVITIES :		6.25	16.66	4.00
***** TOTALS *****		99.92	99.87	34.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	218
FROM TERRIT :	468
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	997
FROM TERRIT :	9004
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	24
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	16
-LOCALLY ENGAGED :	18