

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : TOKYO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1458	13.44	10.35	2.66
FROM TERRITORIES :	1285	10.66	12.85	2.76
B. VISITS TO CLIENTS IN TERRITORY :	560	11.22	11.28	2.59
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	15	4.88	6.71	1.38
MISSIONS :	24	9.00	8.92	2.06
CONFERENCE SEMINARS :	10	4.66	3.57	0.92
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	2.77	2.00	0.53
POST INITIATED :	26	5.66	3.57	1.01
E. COMMUNICATIONS ACTIVITIES :	16	2.22	1.35	0.39
F. INVESTMENT ENQUIRIES				
FROM CANADA :	168	2.00	2.14	0.48
FROM TERRITORIES :	275	2.88	2.35	0.59
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	175	0.00	0.00	0.00
CONNECTIONS ARRANGED :	70	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.00	1.78	0.52
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	30	1.33	0.85	0.24
HOST GOVERNMENT :	37	2.44	2.14	0.52
OTHER DEPARTMENT :	48	5.22	4.57	1.11
PROVINCES/MUNICIPALITIES :	45	3.55	3.50	0.81
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.88	0.57	0.43
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		11.11	21.42	4.00
***** TOTALS *****		99.92	99.92	23.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 657
FROM TERRIT : 1646

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 61

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 9
- LOCALLY-ENGAGED : 14