

27/07/93

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : TOKYO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1470	11.00	15.57	4.72
FROM TERRITORIES :	3848	9.31	14.52	4.25
B.VISITS TO CLIENTS IN TERRITORY :	1521	12.87	11.89	4.32
C.EXPORT/TRADE/POLICY FAIRS :	36	4.56	5.26	1.73
PROJECTS AND EVENTS MISSIONS :	17	7.43	7.21	2.56
CONFERENCE SEMINARS :	41	4.81	2.68	1.28
OTHER :	7	0.37	2.00	0.44
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	2.18	0.52	0.45
POST INITIATED :	61	4.87	2.05	1.17
E.COMMUNICATIONS ACTIVITIES :	44	1.81	0.52	0.39
F.INVESTMENT ENQUIRIES FROM CANADA :	40	0.00	0.21	0.04
FROM TERRITORIES :	110	0.18	0.84	0.19
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	30	0.31	3.68	0.75
CONNECTIONS ARRANGED :	15	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.31	0.52	0.63
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	25	0.31	0.31	0.11
HOST GOVERNMENT :	150	2.43	2.63	0.89
OTHER DEPARTMENT :	235	4.06	4.10	1.43
PROVINCES/MUNICIPALITIES :	205	3.93	2.47	1.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.81	0.63	2.01
LEAVE, PROFESSIONAL DEVELOP :		2.00	3.26	0.94
K.SERVICE TO OTHER MISSION PROGRAMS :		6.00	3.26	1.58
L.TOURISM PROGRAM ACTIVITIES :		6.37	15.78	4.02
***** TOTALS *****		99.92	99.91	35.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	154
FROM TERRIT :	324
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	1270
FROM TERRIT :	3711
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	24
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	16
-LOCALLY ENGAGED :	19