

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

SUB-REGION: JAPAN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1680	12.90	11.50	3.26
FROM TERRITORIES :	1527	9.63	13.43	3.21
B. VISITS TO CLIENTS IN TERRITORY :	789	12.45	11.25	3.17
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	22	8.54	9.37	2.44
MISSIONS :	33	11.09	8.75	2.62
CONFERENCE SEMINARS :	15	4.18	4.00	1.10
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	13	2.27	1.87	0.55
POST INITIATED :	25	2.72	2.06	0.63
E. COMMUNICATIONS ACTIVITIES :	26	3.09	1.12	0.52
F. INVESTMENT ENQUIRIES				
FROM CANADA :	150	2.54	2.50	0.68
FROM TERRITORIES :	243	1.45	1.93	0.47
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	181	0.18	0.31	0.07
CONNECTIONS ARRANGED :	60	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		3.54	2.68	0.82
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	25	1.81	2.62	0.62
HOST GOVERNMENT :	42	3.54	1.43	0.62
OTHER DEPARTMENT :	39	2.81	2.68	0.74
PROVINCES/MUNICIPALITIES :	70	4.00	3.12	0.94
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		3.72	0.31	0.46
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		0.36	0.25	0.08
L. TOURISM PROGRAM ACTIVITIES :		9.09	18.75	4.00
***** TOTALS *****		99.91	99.93	27.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	218
	FROM TERRIT :	243
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	332
	FROM TERRIT :	1339

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	39
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	11
	-LOCALLY ENGAGED :	16