

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : TOKYO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1341	15.00	12.90	2.77
FROM TERRITORIES :	1170	9.66	17.81	2.83
B.VISITS TO CLIENTS IN TERRITORY :	716	13.33	13.54	2.69
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	22	13.00	11.72	2.46
MISSIONS :	13	6.66	7.27	1.40
CONFERENCE SEMINARS :	4	0.33	0.36	0.07
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	4.33	4.18	0.85
POST INITIATED :	52	8.66	5.63	1.40
E.COMMUNICATIONS ACTIVITIES :	8	1.00	1.09	0.21
F.INVESTMENT ENQUIRIES FROM CANADA :	29	2.66	2.90	0.56
FROM TERRITORIES :	81	4.00	2.18	0.60
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.33	0.36	0.07
CONNECTIONS ARRANGED :	1	0.33	0.36	0.07
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	26	1.33	1.81	0.32
HOST GOVERNMENT :	25	1.33	3.27	0.48
OTHER DEPARTMENT :	82	10.00	10.18	2.02
PROVINCES/MUNICIPALITIES :	56	2.33	2.90	0.53
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.00	0.00	0.36
LEAVE, PROFESSIONAL DEVELOP :		1.00	1.45	0.25
K.SERVICE TO OTHER MISSION PROGRAMS :		0.66	0.00	0.06
***** TOTALS *****		99.94	99.91	20.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 427
FROM TERRIT : 525

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 52

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 9
- LOCALLY-ENGAGED : 11