

21/02/95

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1994

## SUB-REGION: JAPAN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1579	13.35	15.91	6.09
FROM TERRITORIES :	5283	10.11	13.20	4.89
B. VISITS TO CLIENTS IN TERRITORY :	827	11.23	11.70	4.72
C. EXPORT/TRADE/POLICY FAIRS :	33	7.17	7.12	2.93
PROJECTS AND EVENTS MISSIONS :	14	8.41	7.16	3.15
CONFERENCE SEMINARS :	21	5.58	4.33	1.99
OTHER :	31	1.35	1.45	0.58
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.76	2.50	0.73
POST INITIATED :	44	7.58	6.79	2.92
E. COMMUNICATIONS ACTIVITIES :	14	2.11	0.25	0.42
F. INVESTMENT ENQUIRIES FROM CANADA :	11	1.76	0.41	0.40
FROM TERRITORIES :	40	0.29	1.45	0.40
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	25	0.58	2.91	0.80
CONNECTIONS ARRANGED :	20	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.29	0.62	0.20
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	16	0.00	0.33	0.08
HOST GOVERNMENT :	140	2.94	2.87	1.19
OTHER DEPARTMENT :	126	2.05	2.16	0.87
PROVINCES/MUNICIPALITIES :	70	2.64	1.95	0.92
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.76	0.33	1.06
LEAVE, PROFESSIONAL DEVELOP :		9.47	3.12	2.36
K. SERVICE TO OTHER MISSION PROGRAMS :		0.58	0.83	0.30
L. TOURISM PROGRAM ACTIVITIES :		5.88	12.50	4.00
***** TOTALS *****		99.89	99.89	41.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	215
FROM TERRIT :	736
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	297
FROM TERRIT :	3010

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	12
--	----

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	17
-LOCALLY ENGAGED :	24