

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : JAKARTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	182	10.00	35.00	1.35
FROM TERRITORIES :	134	11.33	16.66	0.84
B.VISITS TO CLIENTS IN TERRITORY :	209	12.00	19.33	0.94
C.EXPORT/TRADE/POLICY FAIRS :	4	1.00	0.00	0.03
PROJECTS AND EVENTS MISSIONS :	15	13.33	2.00	0.46
CONFERENCE SEMINARS :	3	0.00	6.66	0.20
OTHER :	34	7.66	1.33	0.27
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	28	5.00	0.00	0.15
POST INITIATED :	18	6.00	0.00	0.18
E.COMMUNICATIONS ACTIVITIES :	16	0.66	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		4.00	10.00	0.42
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	10	1.66	0.66	0.07
HOST GOVERNMENT :	10	1.66	0.00	0.05
OTHER DEPARTMENT :	31	6.00	0.00	0.18
PROVINCES/MUNICIPALITIES :	10	1.66	0.33	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.33	0.00	0.22
LEAVE, PROFESSIONAL DEVELOP :		10.66	8.00	0.56
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		99.95	99.97	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 240
FROM TERRIT : 267

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 16

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 3