

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : JAKARTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	154	4.00	19.33	0.70
FROM TERRITORIES	143	6.00	21.33	0.82
B.VISITS TO CLIENTS IN TERRITORY	295	11.66	24.00	1.07
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	10	1.33	0.66	0.06
MISSIONS	25	9.00	8.33	0.52
CONFERENCE SEMINARS	6	1.66	6.33	0.24
OTHER	48	3.33	0.00	0.10
D.COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	16	3.33	5.33	0.26
POST INITIATED	24	3.33	0.00	0.10
E.COMMUNICATIONS ACTIVITIES	18	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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST		10.00	0.00	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	6	1.66	0.00	0.05
HOST GOVERNMENT	5	0.33	0.00	0.01
OTHER DEPARTMENT	26	3.33	1.00	0.13
PROVINCES/MUNICIPALITIES	10	3.66	0.33	0.12
J.ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		2.33	0.00	0.07
LEAVE, PROFESSIONAL DEVELOP		30.00	13.33	1.30
K.SERVICE TO OTHER MISSION PROGRAMS		4.33	0.00	0.13
***** TOTALS *****		99.94	99.97	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 322  
FROM TERRIT : 443

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 15

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