

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : JAKARTA

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME |
|--|--------|----------------|---------|------------|
| | | CANADA | LOC-ENG | PERSON-QTR |
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 552 | 15.00 | 25.50 | 1.47 |
| FROM TERRITORIES : | 379 | 7.33 | 11.00 | 0.66 |
| B. VISITS TO CLIENTS IN TERRITORY : | 1775 | 10.00 | 19.25 | 1.07 |
| C. EXPORT/TRADE/POLICY FAIRS : | 5 | 5.66 | 2.50 | 0.27 |
| PROJECTS AND EVENTS MISSIONS : | 12 | 7.33 | 18.50 | 0.96 |
| CONFERENCE SEMINARS : | 18 | 6.00 | 13.00 | 0.70 |
| OTHER : | 0 | 2.66 | 0.75 | 0.11 |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 21 | 5.00 | 0.00 | 0.15 |
| POST INITIATED : | 58 | 5.00 | 0.00 | 0.15 |
| E. COMMUNICATIONS ACTIVITIES : | 11 | 4.00 | 0.00 | 0.12 |
| F. INVESTMENT ENQUIRIES FROM CANADA : | 8 | 1.33 | 0.25 | 0.05 |
| FROM TERRITORIES : | 12 | 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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST : | | 3.33 | 0.00 | 0.10 |
| I. SERVICE REQUESTS FM GOV'T SOURCES NGO : | 13 | 1.00 | 4.00 | 0.19 |
| HOST GOVERNMENT : | 8 | 2.00 | 0.00 | 0.06 |
| OTHER DEPARTMENT : | 29 | 5.00 | 0.75 | 0.18 |
| PROVINCES/MUNICIPALITIES : | 21 | 3.00 | 1.50 | 0.15 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. : | | 4.66 | 0.00 | 0.14 |
| LEAVE, PROFESSIONAL DEVELOP : | | 10.00 | 1.75 | 0.37 |
| K. SERVICE TO OTHER MISSION PROGRAMS : | | 1.66 | 1.25 | 0.10 |
| ***** TOTALS ***** | | 99.96 | 100.00 | 7.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 426
FROM TERRIT : 723

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 4