

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : JAKARTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA : 741	16.33	23.75	1.44
	FROM TERRITORIES : 429	12.00	11.25	0.81
B. VISITS TO CLIENTS IN TERRITORY	: 334	11.66	21.75	1.22
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS : 5	1.33	1.25	0.09
	MISSIONS : 7	18.66	11.00	1.00
	CONFERENCE SEMINARS : 12	3.66	7.00	0.39
	OTHER : 6	2.66	0.50	0.10
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED : 4	2.00	0.00	0.06
	POST INITIATED : 7	3.00	0.00	0.09
E. COMMUNICATIONS ACTIVITIES	: 2	0.66	0.00	0.02
F. INVESTMENT ENQUIRIES	FROM CANADA : 6	1.33	0.75	0.07
	FROM TERRITORIES : 14	3.33	0.50	0.12
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'T'N IN PROG-REL EVENTS OUTSIDE POST	: 3.33	1.25		0.15
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO : 4	0.33	1.25	0.06
	HOST GOVERNMENT : 8	2.00	0.00	0.06
	OTHER DEPARTMENT : 21	2.33	1.50	0.13
	PROVINCES/MUNICIPALITIES : 27	2.66	2.75	0.19
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 1.66	0.00		0.05
	LEAVE, PROFESSIONAL DEVELOP : 9.33	13.00		0.80
K. SERVICE TO OTHER MISSION PROGRAMS	: 1.66	2.50		0.15
L. TOURISM PROGRAM ACTIVITIES	: 0.00	0.00		0.00
***** TOTALS *****		99.92	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA : 65
	FROM TERRIT : 242
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA : 442
	FROM TERRIT : 590
NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 16
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED : 3
	-LOCALLY ENGAGED : 4