

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : JAKARTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	731	18.33	33.50	1.89
FROM TERRITORIES :	414	11.66	14.75	0.94
B.VISITS TO CLIENTS IN TERRITORY :	303	10.66	21.00	1.16
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	0.66	1.00	0.06
MISSIONS :	7	16.33	13.00	1.01
CONFERENCE SEMINARS :	13	2.00	2.50	0.16
OTHER :	3	3.66	4.25	0.28
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	0.00	0.03
POST INITIATED :	6	2.66	0.00	0.08
E.COMMUNICATIONS ACTIVITIES :	7	2.33	0.00	0.07
F.INVESTMENT ENQUIRIES				
FROM CANADA :	10	1.66	1.50	0.11
FROM TERRITORIES :	2	0.33	0.25	0.02
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 :		6.66	1.75	0.27
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.33	1.50	0.07
HOST GOVERNMENT :	9	2.33	0.25	0.08
OTHER DEPARTMENT :	20	2.66	1.25	0.13
PROVINCES/MUNICIPALITIES :	55	5.00	2.00	0.23
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.66	0.00	0.14
LEAVE, PROFESSIONAL DEVELOP :		3.33	0.75	0.13
K.SERVICE TO OTHER MISSION PROGRAMS :		3.66	0.75	0.14
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.91	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	62
	FROM TERRIT :	122
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	251
	FROM TERRIT :	342
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	18
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	4