

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : JAKARTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	478	8.00	25.00	0.99
FROM TERRITORIES :	451	6.00	16.66	0.68
B. VISITS TO CLIENTS IN TERRITORY :	441	8.66	15.00	0.71
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	19	14.00	3.33	0.52
MISSIONS :	30	11.33	23.33	1.04
CONFERENCE SEMINARS :	30	3.66	2.33	0.18
OTHER :	25	2.33	1.66	0.12
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	4.00	1.00	0.15
POST INITIATED :	30	4.66	2.00	0.20
E. COMMUNICATIONS ACTIVITIES :	4	1.00	1.66	0.08
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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		12.66	0.00	0.38
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	0.66	0.02
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	37	4.00	1.33	0.16
PROVINCES/MUNICIPALITIES :	2	1.66	1.66	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.33	0.33	0.20
LEAVE, PROFESSIONAL DEVELOP :		8.33	0.66	0.27
K. SERVICE TO OTHER MISSION PROGRAMS :		3.33	3.33	0.20
***** TOTALS *****		99.95	99.94	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 369
FROM TERRIT : 638

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

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