

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : JAKARTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	300	10.00	37.50	1.80
FROM TERRITORIES :	357	4.00	15.50	0.74
B. VISITS TO CLIENTS IN TERRITORY :	467	8.66	19.75	1.05
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	4	1.33	1.00	0.08
MISSIONS :	13	4.33	8.25	0.46
CONFERENCE SEMINARS :	18	1.33	2.50	0.14
OTHER :	0	4.00	3.50	0.26
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	18	3.33	0.00	0.10
POST INITIATED :	29	5.33	0.00	0.16
E. COMMUNICATIONS ACTIVITIES :	11	3.00	0.00	0.09
F. INVESTMENT ENQUIRIES FROM CANADA :	5	1.33	0.00	0.04
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. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		7.66	0.00	0.23
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	0.00	0.00	0.00
HOST GOVERNMENT :	2	1.33	0.00	0.04
OTHER DEPARTMENT :	22	2.33	0.75	0.10
PROVINCES/MUNICIPALITIES :	14	1.00	2.25	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.00	0.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		23.33	7.50	1.00
K. SERVICE TO OTHER MISSION PROGRAMS :		7.66	1.50	0.29
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 325
FROM TERRIT : 1176

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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