

17/11/94

Foreign Affairs and International Trade

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : JAKARTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1245	24.00	38.00	2.24
FROM TERRITORIES :	773	9.00	16.00	0.91
B. VISITS TO CLIENTS IN TERRITORY :	352	8.33	20.75	1.08
C. EXPORT/TRADE/POLICY FAIRS :	10	2.66	0.75	0.11
PROJECTS AND EVENTS MISSIONS :	8	11.00	15.00	0.93
CONFERENCE SEMINARS :	9	4.00	0.50	0.14
OTHER :	14	4.33	0.25	0.14
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	2.00	0.00	0.06
POST INITIATED :	29	9.00	0.25	0.28
E. COMMUNICATIONS ACTIVITIES :	8	1.66	0.00	0.05
F. INVESTMENT ENQUIRIES FROM CANADA :	20	1.66	2.00	0.13
FROM TERRITORIES :	15	0.66	0.75	0.05
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 :		5.00	0.00	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	0.00	0.25	0.01
HOST GOVERNMENT :	5	0.66	0.00	0.02
OTHER DEPARTMENT :	35	3.66	1.25	0.16
PROVINCES/MUNICIPALITIES :	45	2.66	0.75	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		3.33	2.75	0.21
K. SERVICE TO OTHER MISSION PROGRAMS :		1.33	0.75	0.07
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.94	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	103
FROM TERRIT :	59
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	437
FROM TERRIT :	392
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	13
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	4