

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/05/12

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : JAKARTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	433	10.00	21.66	0.95
FROM TERRITORIES :	463	10.00	10.33	0.61
B.VISITS TO CLIENTS IN TERRITORY :	396	12.66	21.66	1.03
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	16	1.00	3.33	0.13
MISSIONS :	37	20.33	9.33	0.89
CONFERENCE SEMINARS :	33	4.00	0.00	0.12
OTHER :	35	3.33	0.00	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	27	6.66	2.00	0.26
POST INITIATED :	35	6.00	2.33	0.25
E.COMMUNICATIONS ACTIVITIES :	8	0.66	1.66	0.07
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 :		0.00	10.00	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.33	0.00	0.01
HOST GOVERNMENT :	1	0.33	0.00	0.01
OTHER DEPARTMENT :	17	1.00	3.66	0.14
PROVINCES/MUNICIPALITIES :	0	0.33	3.00	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	2.66	0.35
LEAVE, PROFESSIONAL DEVELOP :		8.33	6.00	0.43
K.SERVICE TO OTHER MISSION PROGRAMS :		6.00	2.33	0.25
***** TOTALS *****		99.96	99.95	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 495
FROM TERRIT : 736

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 15

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