

TSRPT02E TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : JAKARTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	809	17.00	33.00	1.83
FROM TERRITORIES :	267	6.00	12.75	0.69
B. VISITS TO CLIENTS IN TERRITORY :	240	5.00	20.25	0.96
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	1.33	1.50	0.10
MISSIONS :	5	6.33	4.50	0.37
CONFERENCE SEMINARS :	8	6.33	5.75	0.42
OTHER :	7	7.00	0.00	0.21
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	4.66	0.00	0.14
POST INITIATED :	14	5.33	1.50	0.22
E. COMMUNICATIONS ACTIVITIES :	11	2.66	0.00	0.08
F. INVESTMENT ENQUIRIES				
FROM CANADA :	8	3.00	0.00	0.09
FROM TERRITORIES :	8	1.66	0.00	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'TN IN PROG-REL EVENTS OUTSIDE POST :		1.33	2.25	0.13
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	11	4.00	2.00	0.20
HOST GOVERNMENT :	7	3.33	0.00	0.10
OTHER DEPARTMENT :	16	5.33	1.50	0.22
PROVINCES/MUNICIPALITIES :	14	5.33	5.75	0.39
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		3.33	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		7.66	9.25	0.60
K. SERVICE TO OTHER MISSION PROGRAMS :		3.33	0.00	0.10
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 :	0
	FROM TERRIT :	787
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	0
	FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	19
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	4