

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

05/20/89

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : KUALA LUMPUR

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	658	15.33	40.00	0.86
FROM TERRITORIES :	1130	14.00	34.00	0.76
B. VISITS TO CLIENTS IN TERRITORY :	273	16.33	3.00	0.52
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	2.00	0.00	0.06
MISSIONS :	17	18.33	6.00	0.61
CONFERENCE SEMINARS :	7	5.33	0.00	0.16
OTHER :	1	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	24	3.33	1.00	0.11
POST INITIATED :	42	5.00	3.00	0.18
E. COMMUNICATIONS ACTIVITIES :	12	0.66	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	22	0.33	3.00	0.04
FROM TERRITORIES :	87	1.00	2.00	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. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.03
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	11	2.00	0.00	0.06
HOST GOVERNMENT :	9	0.33	0.00	0.01
OTHER DEPARTMENT :	49	6.66	3.00	0.23
PROVINCES/MUNICIPALITIES :	41	3.00	5.00	0.14
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.00	0.00	0.06
LEAVE, PROFESSIONAL DEVELOP :		2.33	0.00	0.07
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.03
***** TOTALS *****		99.96	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 308
FROM TERRIT : 308

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 11

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 1