

TRADE TRACKING SYSTEM

91/03/25

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : KUALA LUMPUR

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	658	18.66	30.00	1.16
FROM TERRITORIES :	698	12.00	29.00	0.94
B. VISITS TO CLIENTS IN TERRITORY :	121	12.33	14.50	0.66
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	5.33	2.50	0.21
MISSIONS :	9	14.00	7.50	0.57
CONFERENCE SEMINARS :	4	2.66	4.00	0.16
OTHER :	1	3.33	0.00	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	15	1.00	2.00	0.07
POST INITIATED :	16	2.00	3.00	0.12
E. COMMUNICATIONS ACTIVITIES :	13	1.66	0.50	0.06
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.33	0.00	0.01
FROM TERRITORIES :	7	0.66	0.50	0.03
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	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	10	0.66	0.00	0.02
HOST GOVERNMENT :	6	0.66	0.00	0.02
OTHER DEPARTMENT :	62	8.00	2.00	0.28
PROVINCES/MUNICIPALITIES :	54	3.33	0.50	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		3.00	0.00	0.09
LEAVE, PROFESSIONAL DEVELOP :		10.00	4.00	0.38
K. SERVICE TO OTHER MISSION PROGRAMS :		0.33	0.00	0.01
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.94	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 292
FROM TERRIT : 209

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 22

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2