

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : KUALA LUMPUR

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	665	17.00	32.00	1.15
FROM TERRITORIES :	712	12.00	23.00	0.82
B. VISITS TO CLIENTS IN TERRITORY :	111	13.33	9.00	0.58
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	1.00	0.50	0.04
MISSIONS :	15	14.33	18.50	0.80
CONFERENCE SEMINARS :	4	3.33	4.50	0.19
OTHER :	4	1.66	0.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	1.00	0.00	0.03
POST INITIATED :	5	1.66	0.00	0.05
E. COMMUNICATIONS ACTIVITIES :	11	1.00	2.00	0.07
F. INVESTMENT ENQUIRIES FROM CANADA :	10	0.66	0.00	0.02
FROM TERRITORIES :	16	1.00	0.00	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'TN IN PROG-REL EVENTS OUTSIDE POST :		5.33	0.00	0.16
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	14	1.66	1.00	0.07
HOST GOVERNMENT :	13	0.33	0.00	0.01
OTHER DEPARTMENT :	14	2.00	0.00	0.06
PROVINCES/MUNICIPALITIES :	37	4.66	0.00	0.14
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.66	0.00	0.08
LEAVE, PROFESSIONAL DEVELOP :		15.33	9.50	0.65
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.94	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	12
FROM TERRIT :	10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	170
FROM TERRIT :	121
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	9
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	2