

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : KUALA LUMPUR

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	809	21.00	42.50	1.48
FROM TERRITORIES :	975	14.66	39.50	1.23
B.VISITS TO CLIENTS IN TERRITORY :	138	13.66	4.50	0.50
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	12	8.33	5.50	0.36
CONFERENCE SEMINARS :	4	2.66	0.00	0.08
OTHER :	8	6.66	0.00	0.20
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	21	2.66	0.00	0.08
POST INITIATED :	19	5.66	1.00	0.19
E.COMMUNICATIONS ACTIVITIES :	16	2.33	0.50	0.08
F.INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.00	0.50	0.01
FROM TERRITORIES :	13	0.66	1.00	0.04
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.00	0.00	0.09
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	57	4.00	0.50	0.13
HOST GOVERNMENT :	0	0.33	0.00	0.01
OTHER DEPARTMENT :	34	2.33	1.00	0.09
PROVINCES/MUNICIPALITIES :	33	1.66	3.00	0.11
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.33	0.00	0.07
LEAVE, PROFESSIONAL DEVELOP :		8.00	0.50	0.25
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.93	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 268
FROM TERRIT : 184

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 15

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