

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : KUALA LUMPUR

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	673	17.66	42.00	0.95
FROM TERRITORIES :	390	6.00	18.00	0.36
B.VISITS TO CLIENTS IN TERRITORY :	118	10.00	5.00	0.35
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	4	25.33	8.00	0.84
MISSIONS :	7	2.66	0.00	0.08
CONFERENCE SEMINARS :	8	4.33	0.00	0.13
OTHER :	3	1.33	0.00	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	23	1.66	5.00	0.10
POST INITIATED :	29	3.66	2.00	0.13
E.COMMUNICATIONS ACTIVITIES :	16	1.33	0.00	0.04
F.INVESTMENT ENQUIRIES FROM CANADA :	5	0.00	0.00	0.00
FROM TERRITORIES :	5	0.33	0.00	0.01
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 :		14.33	0.00	0.43
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	10	1.00	0.00	0.03
HOST GOVERNMENT :	13	0.33	0.00	0.01
OTHER DEPARTMENT :	30	3.00	0.00	0.09
PROVINCES/MUNICIPALITIES :	34	1.33	0.00	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	14.00	0.29
LEAVE, PROFESSIONAL DEVELOP :		0.33	6.00	0.07
K.SERVICE TO OTHER MISSION PROGRAMS :		0.33	0.00	0.01
***** TOTALS *****		99.94	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 305  
FROM TERRIT : 73

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 17

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