

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : KUALA LUMPUR

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	793	16.00	37.50	1.23
FROM TERRITORIES :	842	12.33	32.50	1.02
B. VISITS TO CLIENTS IN TERRITORY :	150	13.66	3.00	0.47
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.66	0.50	0.03
MISSIONS :	9	9.33	6.00	0.40
CONFERENCE SEMINARS :	5	1.66	2.00	0.09
OTHER :	3	3.00	0.00	0.09
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	21	5.00	0.50	0.16
POST INITIATED :	39	7.00	1.50	0.24
E. COMMUNICATIONS ACTIVITIES :	23	1.33	2.50	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA :	8	1.66	0.00	0.05
FROM TERRITORIES :	25	1.33	5.50	0.15
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 :		1.00	1.50	0.06
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	45	1.33	2.50	0.09
HOST GOVERNMENT :	10	1.33	0.00	0.04
OTHER DEPARTMENT :	37	3.00	1.00	0.11
PROVINCES/MUNICIPALITIES :	28	1.33	1.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.33	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		12.66	2.50	0.43
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.09
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.94	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 206  
FROM TERRIT : 176

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 14

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