

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : KUALA LUMPUR

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	912	23.33	39.50	1.49
FROM TERRITORIES :	608	13.66	38.50	1.18
B.VISITS TO CLIENTS IN TERRITORY :	161	10.66	7.50	0.47
C.EXPORT/TRADE/POLICY FAIRS :	11	0.00	2.00	0.04
PROJECTS AND EVENTS MISSIONS :	8	14.00	3.00	0.48
CONFERENCE SEMINARS :	10	3.33	1.50	0.13
OTHER :	10	7.00	1.50	0.24
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	1.66	2.00	0.09
POST INITIATED :	12	3.00	2.00	0.13
E.COMMUNICATIONS ACTIVITIES :	18	2.33	0.00	0.07
F.INVESTMENT ENQUIRIES FROM CANADA :	3	1.00	0.00	0.03
FROM TERRITORIES :	1	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 :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	9	2.00	0.00	0.06
HOST GOVERNMENT :	3	0.66	0.00	0.02
OTHER DEPARTMENT :	7	2.33	1.50	0.10
PROVINCES/MUNICIPALITIES :	3	0.66	0.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		1.66	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		8.33	1.00	0.27
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.12
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 :	16
	FROM TERRIT :	4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	121
	FROM TERRIT :	80
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		13
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	2