

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : KUALA LUMPUR

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 761	29.00	35.00	1.57
FROM TERRITORIES	: 820	21.66	33.00	1.31
B.VISITS TO CLIENTS IN TERRITORY	: 128	11.00	5.50	0.44
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 0	0.00	0.00	0.00
MISSIONS	: 8	10.33	9.50	0.50
CONFERENCE SEMINARS	: 7	2.00	3.00	0.12
OTHER	: 5	1.66	2.00	0.09
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 9	2.00	0.00	0.06
POST INITIATED	: 14	3.00	4.00	0.17
E.COMMUNICATIONS ACTIVITIES	: 16	0.66	0.00	0.02
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 2	0.33	0.00	0.01
FROM TERRITORIES	: 1	0.00	0.00	0.00
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	: 4.33	0.00		0.13
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 5	0.66	0.00	0.02
HOST GOVERNMENT	: 19	1.33	0.00	0.04
OTHER DEPARTMENT	: 17	1.33	0.50	0.05
PROVINCES/MUNICIPALITIES	: 34	3.66	1.00	0.13
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 2.00	0.00		0.06
LEAVE, PROFESSIONAL DEVELOP	: 4.66	6.50		0.27
K.SERVICE TO OTHER MISSION PROGRAMS	: 0.33	0.00		0.01
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	: 30
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 197
	FROM TERRIT	: 114

NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 17
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 3
	-LOCALLY ENGAGED	: 2