

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : KUALA LUMPUR

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME | |
|--|----------|----------------|---------|------------|------|
| | | CANADA | LOC-ENG | PERSON-QTR | |
| A. EXPORT ENQUIRIES | | | | | |
| FROM CANADA : | 655 | 23.33 | 42.00 | 1.12 | |
| FROM TERRITORIES : | 365 | 10.66 | 23.00 | 0.55 | |
| B. VISITS TO CLIENTS IN TERRITORY | VISITS : | 216 | 14.33 | 5.00 | 0.48 |
| C. EXPORT PROMOTION PROJECTS & EVENTS | | | | | |
| FAIRS : | 1 | 0.00 | 0.00 | 0.00 | |
| MISSIONS : | 14 | 12.00 | 2.00 | 0.38 | |
| OTHER : | 4 | 2.33 | 0.00 | 0.07 | |
| D. COMMERCIAL / ECONOMIC REPORTS COMPLETED : | 35 | 5.00 | 0.00 | 0.15 | |
| E. INVESTMENT/PROMOTION ENQUIRIES | | | | | |
| FROM CANADA : | 2 | 1.00 | 0.00 | 0.03 | |
| FROM TERRITORIES : | 7 | 0.00 | 0.00 | 0.00 | |
| F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA : | 0 | 0.00 | 0.00 | 0.00 | |
| CONNECTIONS ARRANGED : | 0 | 0.00 | 0.00 | 0.00 | |
| G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA : | 2 | 7.33 | 0.00 | 0.22 | |
| H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS : | 30 | 3.66 | 3.00 | 0.14 | |
| FROM OTHER GOV'T SOURCES- CONTACTS : | 178 | 4.33 | 4.00 | 0.17 | |
| - REPORTS : | 31 | 2.00 | 1.00 | 0.07 | |
| I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. : | | 9.33 | 11.00 | 0.39 | |
| LEAVE, PROFESSIONAL DEVELOP : | | 4.00 | 9.00 | 0.21 | |
| J. SERVICE TO OTHER MISSION PROGRAMS : | | 0.66 | 0.00 | 0.02 | |
| ***** TOTALS ***** | | 99.96 | 100.00 | 4.00 | |

NUMBER OF BUSINESS VISITORS FROM CANADA : 394
FROM TERRIT : 94

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 19

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