

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

89/05/12

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : KUALA LUMPUR

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
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A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	672	20.33	22.00	0.83
FROM TERRITORIES :	335	8.33	12.00	0.37
B.VISITS TO CLIENTS IN TERRITORY :	102	8.66	6.00	0.32
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	1.33	0.00	0.04
MISSIONS :	9	11.33	3.00	0.37
CONFERENCE SEMINARS :	7	1.33	2.00	0.06
OTHER :	4	6.66	0.00	0.20
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	21	4.33	4.00	0.17
POST INITIATED :	41	4.66	4.00	0.18
E.COMMUNICATIONS ACTIVITIES :	18	1.33	0.00	0.04
F.INVESTMENT ENQUIRIES				
FROM CANADA :	11	0.33	0.00	0.01
FROM TERRITORIES :	11	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 :		13.00	0.00	0.39
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	0.00	0.00
HOST GOVERNMENT :	15	0.66	0.00	0.02
OTHER DEPARTMENT :	82	5.33	4.00	0.20
PROVINCES/MUNICIPALITIES :	23	0.66	5.00	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	6.00	0.33
LEAVE, PROFESSIONAL DEVELOP :		0.00	32.00	0.32
K.SERVICE TO OTHER MISSION PROGRAMS :		2.33	0.00	0.07
***** TOTALS *****		99.93	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 547  
FROM TERRIT : 36

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

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