

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 PERSON-QTR
			CANADA	LOC-ENG	
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