

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : KUALA LUMPUR

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	642	15.33	35.00	1.16
FROM TERRITORIES :	1040	15.66	31.50	1.10
B. VISITS TO CLIENTS IN TERRITORY :	145	11.33	3.00	0.40
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	5.00	5.00	0.25
MISSIONS :	5	3.00	10.00	0.29
CONFERENCE SEMINARS :	2	0.66	0.00	0.02
OTHER :	1	1.33	0.00	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	13	2.33	1.50	0.10
POST INITIATED :	27	3.33	4.00	0.18
E. COMMUNICATIONS ACTIVITIES :	16	1.00	4.00	0.11
F. INVESTMENT ENQUIRIES				
FROM CANADA :	8	0.66	2.00	0.06
FROM TERRITORIES :	16	1.00	1.50	0.06
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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	10	1.00	0.00	0.03
HOST GOVERNMENT :	11	1.33	0.00	0.04
OTHER DEPARTMENT :	29	2.00	0.00	0.06
PROVINCES/MUNICIPALITIES :	41	2.66	1.00	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.33	0.00	0.07
LEAVE, PROFESSIONAL DEVELOP :		30.00	1.50	0.93
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 154
FROM TERRIT : 200

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 13

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2