

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : KUALA LUMPUR

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	599	20.66	27.00	0.89
FROM TERRITORIES :	401	10.00	15.00	0.45
B.VISITS TO CLIENTS IN TERRITORY :	137	11.66	3.00	0.38
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	9	1.00	0.00	0.03
MISSIONS :	6	4.00	2.00	0.14
CONFERENCE SEMINARS :	12	3.33	0.00	0.10
OTHER :	16	4.66	0.00	0.14
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	35	4.66	0.00	0.14
POST INITIATED :	44	5.66	2.00	0.19
E.COMMUNICATIONS ACTIVITIES :	14	1.66	0.00	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.33	0.00	0.01
FROM TERRITORIES :	14	1.00	0.00	0.03
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 :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.33	0.00	0.01
HOST GOVERNMENT :	17	3.00	3.00	0.12
OTHER DEPARTMENT :	19	3.00	2.00	0.11
PROVINCES/MUNICIPALITIES :	17	4.33	5.00	0.18
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	3.00	0.24
LEAVE, PROFESSIONAL DEVELOP :		13.00	38.00	0.77
K.SERVICE TO OTHER MISSION PROGRAMS :		0.66	0.00	0.02
***** TOTALS *****		99.94	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 235
FROM TERRIT : 118

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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