

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : KUALA LUMPUR

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	652	18.00	39.00	1.32
FROM TERRITORIES :	769	17.33	29.00	1.10
B.VISITS TO CLIENTS IN TERRITORY :	194	9.33	7.00	0.42
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	1.00	0.02
MISSIONS :	12	11.66	1.00	0.37
CONFERENCE SEMINARS :	7	11.00	17.00	0.67
OTHER :	2	0.33	0.00	0.01
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	19	4.33	0.50	0.14
POST INITIATED :	15	4.00	1.00	0.14
E.COMMUNICATIONS ACTIVITIES :	42	3.33	0.00	0.10
F.INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.00	0.50	0.01
FROM TERRITORIES :	26	0.66	0.50	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.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	54	3.33	1.50	0.13
HOST GOVERNMENT :	16	1.00	0.00	0.03
OTHER DEPARTMENT :	23	2.00	0.00	0.06
PROVINCES/MUNICIPALITIES :	31	2.00	0.50	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.00	1.50	0.15
LEAVE, PROFESSIONAL DEVELOP :		6.66	0.00	0.20
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.03
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.96	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	23
	FROM TERRIT :	10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	157
	FROM TERRIT :	266

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	18
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	2