

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : KUALA LAMPUR

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT ENQUIRIES				
FROM CANADA	426	21.66	25.00	0.90
FROM TERRITORIES	287	8.33	18.00	0.43
B. VISITS TO CLIENTS IN TERRITORY	173	12.33	7.00	0.44
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	6	0.66	5.00	0.07
MISSIONS	14	11.66	2.00	0.37
OTHER	11	3.00	0.00	0.09
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	22	2.66	4.00	0.12
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	4	0.00	0.00	0.00
FROM TERRITORIES	6	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	2	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	62	6.33	1.00	0.20
FROM OTHER GOV'T SOURCES- CONTACTS	220	7.33	26.00	0.48
- REPORTS	41	5.00	1.00	0.16
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		11.00	8.00	0.41
LEAVE, PROFESSIONAL DEVELOP		9.66	3.00	0.32
J. SERVICE TO OTHER MISSION PROGRAMS		0.33	0.00	0.01
***** TOTALS *****		99.95	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 157
FROM TERRIT : 111

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 16

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