

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : KUALA LUMPUR

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	644	17.00	43.00	0.94
FROM TERRITORIES :	409	7.66	29.00	0.52
B.VISITS TO CLIENTS IN TERRITORY :	120	9.66	1.00	0.30
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	2.00	0.00	0.06
MISSIONS :	10	11.00	4.00	0.37
CONFERENCE SEMINARS :	10	2.33	4.00	0.11
OTHER :	8	1.33	0.00	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	61	3.33	2.00	0.12
POST INITIATED :	35	6.00	0.00	0.18
E.COMMUNICATIONS ACTIVITIES :	25	1.66	0.00	0.05
F.INVESTMENT ENQUIRIES				
FROM CANADA :	8	0.33	0.00	0.01
FROM TERRITORIES :	7	0.33	0.00	0.01
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 :		4.66	0.00	0.14
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	0.00	0.00	0.00
HOST GOVERNMENT :	17	0.66	0.00	0.02
OTHER DEPARTMENT :	69	7.33	0.00	0.22
PROVINCES/MUNICIPALITIES :	36	0.66	5.00	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.33	2.00	0.18
LEAVE, PROFESSIONAL DEVELOP :		15.00	10.00	0.55
K.SERVICE TO OTHER MISSION PROGRAMS :		3.66	0.00	0.11
***** TOTALS *****		99.93	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 216  
FROM TERRIT : 184

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

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