

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : HAVANA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	298	18.00	38.00	1.12
FROM TERRITORIES	131	5.00	20.00	0.50
B. VISITS TO CLIENTS IN TERRITORY	29	2.00	11.00	0.26
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	1	3.00	12.00	0.30
MISSIONS	2	6.00	7.00	0.26
OTHER	2	1.00	3.00	0.08
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	8	14.00	2.00	0.32
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	0	0.00	0.00	0.00
FROM TERRITORIES	0	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'N IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	10	5.00	2.00	0.14
FROM OTHER GOV'T SOURCES- CONTACTS	29	3.00	4.00	0.14
- REPORTS	5	2.00	0.00	0.04
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		10.00	1.00	0.22
LEAVE, PROFESSIONAL DEVELOP		23.00	0.00	0.46
J. SERVICE TO OTHER MISSION PROGRAMS		8.00	0.00	0.16
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 62  
FROM TERRIT : 40

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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