

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : HAVANA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	200	15.00	21.00	0.72
FROM TERRITORIES :	150	8.00	12.00	0.40
B.VISITS TO CLIENTS IN TERRITORY :	40	6.00	10.00	0.32
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	1	5.00	10.00	0.30
CONFERENCE SEMINARS :	1	3.00	5.00	0.16
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.00	6.00	0.12
POST INITIATED :	3	0.00	5.00	0.10
E.COMMUNICATIONS ACTIVITIES :	1	5.00	0.00	0.10
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
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	12.00	0.24
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	4	3.00	5.00	0.16
PROVINCES/MUNICIPALITIES :	4	3.00	4.00	0.14
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		21.00	2.00	0.46
LEAVE, PROFESSIONAL DEVELOP :		21.00	8.00	0.58
K.SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.20
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 34
FROM TERRIT : 28

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

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