

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : HAVANA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	233	19.00	16.50	0.71
FROM TERRITORIES :	118	8.50	9.50	0.36
B. VISITS TO CLIENTS IN TERRITORY VISITS :	59	20.00	17.00	0.74
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	2	0.00	3.50	0.07
MISSIONS :	2	5.00	0.00	0.10
OTHER :	11	10.00	9.50	0.39
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	1	0.00	1.00	0.02
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	5	3.50	0.00	0.07
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	7.50	9.00	0.33
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 :	2	0.00	5.00	0.10
FROM OTHER GOV'T SOURCES- CONTACTS :	14	5.00	6.50	0.23
- REPORTS :	0	0.00	0.00	0.00
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		12.50	4.00	0.33
LEAVE, PROFESSIONAL DEVELOP :		5.00	18.50	0.47
J. SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.08
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 27
FROM TERRIT : 20

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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