

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : HAVANA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	652	8.00	28.00	0.36
FROM TERRITORIES :	175	2.00	10.00	0.12
B.VISITS TO CLIENTS IN TERRITORY :	53	4.00	3.00	0.07
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	13.00	17.00	0.30
MISSIONS :	4	11.00	18.00	0.29
CONFERENCE SEMINARS :	1	4.00	0.00	0.04
OTHER :	2	1.00	0.00	0.01
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	6.00	2.00	0.08
POST INITIATED :	30	9.00	4.00	0.13
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	36	10.00	3.00	0.13
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'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	1.00	0.00	0.01
HOST GOVERNMENT :	3	1.00	0.00	0.01
OTHER DEPARTMENT :	14	7.00	2.00	0.09
PROVINCES/MUNICIPALITIES :	24	5.00	13.00	0.18
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.00	0.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		6.00	0.00	0.06
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	5
	FROM TERRIT :	12
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	230
	FROM TERRIT :	63
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	2
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	1