

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : HAVANA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	475	8.00	28.00	0.36
FROM TERRITORIES :	87	1.00	6.00	0.07
B.VISITS TO CLIENTS IN TERRITORY :	56	5.00	5.00	0.10
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	20.00	41.00	0.61
MISSIONS :	5	9.00	9.00	0.18
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	5.00	0.06
POST INITIATED :	6	10.00	0.00	0.10
E.COMMUNICATIONS ACTIVITIES :	4	0.00	4.00	0.04
F.INVESTMENT ENQUIRIES				
FROM CANADA :	45	16.00	1.00	0.17
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 :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	0.00	0.00	0.00
OTHER DEPARTMENT :	7	2.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	8	3.00	1.00	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	0.00	0.07
LEAVE, PROFESSIONAL DEVELOP :		12.00	0.00	0.12
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 :	25
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	239
FROM TERRIT :	62
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	4
NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED :	1
- LOCALLY ENGAGED :	1