

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : HAVANA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	281	8.00	11.50	0.39
FROM TERRITORIES :	294	6.00	13.00	0.38
B.VISITS TO CLIENTS IN TERRITORY :	57	10.00	16.00	0.52
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	3.50	14.00	0.35
MISSIONS :	1	5.00	15.50	0.41
CONFERENCE SEMINARS :	1	2.50	9.00	0.23
OTHER :	0	3.00	6.00	0.18
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	6	6.50	6.50	0.26
POST INITIATED :	5	2.50	2.50	0.10
E.COMMUNICATIONS ACTIVITIES :	1	3.00	0.00	0.06
F.INVESTMENT ENQUIRIES				
FROM CANADA :	7	6.00	0.00	0.12
FROM TERRITORIES :	2	6.50	0.00	0.13
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.PARTICPT'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 :	3	1.00	0.00	0.02
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	11	1.50	3.00	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	3.00	0.26
LEAVE, PROFESSIONAL DEVELOP :		20.00	0.00	0.40
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 34  
FROM TERRIT : 26

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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