

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : HAVANA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	576	19.00	18.00	0.55
FROM TERRITORIES :	217	9.00	9.50	0.28
B. VISITS TO CLIENTS IN TERRITORY :	75	16.00	16.50	0.49
C. EXPORT/TRADE/POLICY FAIRS :	2	2.00	8.50	0.19
PROJECTS AND EVENTS MISSIONS :	3	1.00	1.00	0.03
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	4	4.00	6.00	0.16
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	2.00	1.00	0.04
POST INITIATED :	30	8.00	6.50	0.21
E. COMMUNICATIONS ACTIVITIES :	1	1.00	0.00	0.01
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'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	1.00	3.50	0.08
HOST GOVERNMENT :	26	2.00	4.00	0.10
OTHER DEPARTMENT :	30	3.00	6.50	0.16
PROVINCES/MUNICIPALITIES :	28	2.00	9.00	0.20
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		11.00	4.00	0.19
LEAVE, PROFESSIONAL DEVELOP :		15.00	6.00	0.27
K. SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.04
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	5
FROM TERRIT :	156
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	73
FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	1
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2