

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : HAVANA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	495	25.00	29.00	0.83
FROM TERRITORIES :	75	9.00	7.50	0.24
B. VISITS TO CLIENTS IN TERRITORY :	36	5.00	10.00	0.25
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	10.50	0.21
MISSIONS :	3	6.00	10.50	0.27
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	2	0.00	5.00	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	1.00	1.00	0.03
POST INITIATED :	28	6.00	10.50	0.27
E. COMMUNICATIONS ACTIVITIES :	3	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'TN 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 :	7	1.00	1.00	0.03
OTHER DEPARTMENT :	49	2.00	7.00	0.16
PROVINCES/MUNICIPALITIES :	35	2.00	6.00	0.14
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		20.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		9.00	2.00	0.13
K. SERVICE TO OTHER MISSION PROGRAMS :		13.00	0.00	0.13
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 :	14
	FROM TERRIT :	78
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	59
	FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		1
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2