

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : HAVANA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	509	7.00	33.00	0.40
FROM TERRITORIES :	96	2.00	10.00	0.12
B. VISITS TO CLIENTS IN TERRITORY :	43	10.00	6.00	0.16
C. EXPORT/TRADE/POLICY FAIRS :	2	10.00	12.00	0.22
PROJECTS AND EVENTS MISSIONS :	1	4.00	1.00	0.05
CONFERENCE SEMINARS :	1	1.00	0.00	0.01
OTHER :	1	1.00	1.00	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	6.00	4.00	0.10
POST INITIATED :	29	9.00	11.00	0.20
E. COMMUNICATIONS ACTIVITIES :	1	1.00	0.00	0.01
F. INVESTMENT ENQUIRIES FROM CANADA :	10	5.00	3.00	0.08
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 :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	35	4.00	5.00	0.09
PROVINCES/MUNICIPALITIES :	27	2.00	6.00	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		8.00	8.00	0.16
K. SERVICE TO OTHER MISSION PROGRAMS :		15.00	0.00	0.15
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 :	0
FROM TERRIT :	48
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	72
FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	1