

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : HAVANA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	365	7.00	25.00	0.32
FROM TERRITORIES :	142	2.00	10.00	0.12
B.VISITS TO CLIENTS IN TERRITORY :	69	9.00	5.00	0.14
C.EXPORT/TRADE/POLICY FAIRS :	2	8.00	12.00	0.20
PROJECTS AND EVENTS MISSIONS :	1	21.00	21.00	0.42
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.00	1.00	0.01
POST INITIATED :	51	4.00	12.00	0.16
E.COMMUNICATIONS ACTIVITIES :	2	0.00	0.00	0.00
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 :	2	1.00	0.00	0.01
HOST GOVERNMENT :	6	2.00	1.00	0.03
OTHER DEPARTMENT :	41	6.00	7.00	0.13
PROVINCES/MUNICIPALITIES :	31	6.00	6.00	0.12
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.00	0.00	0.16
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		18.00	0.00	0.18
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 :	10
FROM TERRIT :	169
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	72
FROM TERRIT :	4
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	5
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	1