

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : HAVANA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	215	17.50	15.00	0.65
FROM TERRITORIES :	90	5.00	7.50	0.25
B.VISITS TO CLIENTS IN TERRITORY :	60	5.00	15.00	0.40
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	9.50	0.19
MISSIONS :	7	27.50	34.50	1.24
CONFERENCE SEMINARS :	1	2.50	0.00	0.05
OTHER :	1	0.00	4.00	0.08
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.00	1.50	0.03
POST INITIATED :	7	5.00	3.00	0.16
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	2	6.50	0.00	0.13
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.00	0.06
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 :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	9	2.50	3.50	0.12
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	3.50	0.32
LEAVE, PROFESSIONAL DEVELOP :		3.50	0.00	0.07
K.SERVICE TO OTHER MISSION PROGRAMS :		12.50	0.00	0.25
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 56
FROM TERRIT : 42

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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