

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

91/03/25

POST : HAVANA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
	-----	-----	-----	-----
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	324	17.00	19.50	0.73
FROM TERRITORIES :	145	7.00	11.00	0.36
B.VISITS TO CLIENTS IN TERRITORY :	82	11.50	19.00	0.61
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	4.00	16.00	0.40
MISSIONS :	2	5.00	0.00	0.10
CONFERENCE SEMINARS :	1	2.50	0.00	0.05
OTHER :	2	0.50	7.50	0.16
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	1.00	1.50	0.05
POST INITIATED :	48	7.00	7.50	0.29
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	4	2.50	0.00	0.05
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 :		7.50	0.00	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	17	0.00	5.00	0.10
HOST GOVERNMENT :	5	1.00	0.00	0.02
OTHER DEPARTMENT :	18	2.00	2.50	0.09
PROVINCES/MUNICIPALITIES :	14	1.00	2.50	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	4.00	0.38
LEAVE, PROFESSIONAL DEVELOP :		14.00	4.00	0.36
K.SERVICE TO OTHER MISSION PROGRAMS :		1.50	0.00	0.03
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 41
FROM TERRIT : 45

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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