

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : HAVANA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
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A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	280	12.00	10.00	0.44
FROM TERRITORIES :	194	6.00	9.50	0.31
B.VISITS TO CLIENTS IN TERRITORY :	173	13.00	22.00	0.70
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	5.50	5.00	0.21
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	1	0.50	0.00	0.01
OTHER :	8	10.00	14.50	0.49
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	50	10.00	8.00	0.36
E.COMMUNICATIONS ACTIVITIES :	0	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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	10	0.50	3.00	0.07
HOST GOVERNMENT :	10	0.50	0.00	0.01
OTHER DEPARTMENT :	11	1.00	4.50	0.11
PROVINCES/MUNICIPALITIES :	10	1.50	3.00	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		23.00	6.50	0.59
LEAVE, PROFESSIONAL DEVELOP :		16.50	14.00	0.61
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 98
FROM TERRIT : 55

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

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