

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : HAVANA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	: 167	15.00	14.00	0.58
FROM TERRITORIES	: 119	16.00	6.50	0.45
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 30	0.00	11.50	0.23
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 3	9.00	13.50	0.45
MISSIONS	: 4	5.00	15.00	0.40
OTHER	: 9	9.00	23.50	0.65
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	: 4	5.00	4.50	0.19
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 4	1.50	0.00	0.03
FROM TERRITORIES	: 0	4.00	0.00	0.08
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	: 0	0.00	0.00	0.00
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	: 0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 4	5.50	0.00	0.11
FROM OTHER GOV'T SOURCES- CONTACTS	: 12	4.50	5.00	0.19
- REPORTS	: 11	4.50	0.00	0.09
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.	: 5.00	5.50		0.21
LEAVE, PROFESSIONAL DEVELOP	: 10.00	1.00		0.22
J. SERVICE TO OTHER MISSION PROGRAMS	: 6.00	0.00		0.12
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 65
FROM TERRIT : 66

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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