

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : HAVANA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	482	18.00	14.00	0.46
FROM TERRITORIES :	205	8.00	8.50	0.25
B.VISITS TO CLIENTS IN TERRITORY :	104	14.00	12.50	0.39
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	6.00	14.00	0.34
MISSIONS :	2	0.00	4.00	0.08
CONFERENCE SEMINARS :	1	0.00	1.00	0.02
OTHER :	2	0.00	11.00	0.22
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.00	2.00	0.05
POST INITIATED :	32	5.00	5.50	0.16
E.COMMUNICATIONS ACTIVITIES :	6	2.00	0.00	0.02
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 :	4	0.00	5.00	0.10
HOST GOVERNMENT :	23	2.00	5.50	0.13
OTHER DEPARTMENT :	10	1.00	6.00	0.13
PROVINCES/MUNICIPALITIES :	8	1.00	3.00	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	5.00	0.19
LEAVE, PROFESSIONAL DEVELOP :		32.00	3.00	0.38
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.01
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	9
FROM TERRIT :	275
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	75
FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2