

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : HAVANA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	433	8.00	33.00	0.41
FROM TERRITORIES :	96	1.00	9.00	0.10
B. VISITS TO CLIENTS IN TERRITORY :	28	3.00	4.00	0.07
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	16.00	39.00	0.55
MISSIONS :	1	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	4.00	1.00	0.05
POST INITIATED :	12	8.00	5.00	0.13
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	38	10.00	4.00	0.14
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 :		5.00	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	1.00	1.00	0.02
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	4	1.00	0.00	0.01
PROVINCES/MUNICIPALITIES :	10	1.00	4.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.00	0.00	0.08
LEAVE, PROFESSIONAL DEVELOP :		24.00	0.00	0.24
K. SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.10
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	5
	FROM TERRIT :	12
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	113
	FROM TERRIT :	26
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		2
NUMBER OF OCCUPIED OFFICER POSITIONS		
	-CANADA BASED :	1
	-LOCALLY ENGAGED :	1