

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : HAVANA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	230	5.00	15.00	0.40
FROM TERRITORIES :	89	5.00	7.50	0.25
B. VISITS TO CLIENTS IN TERRITORY :	68	10.00	12.50	0.45
C. EXPORT/TRADE/POLICY FAIRS :	1	12.50	15.00	0.55
PROJECTS AND EVENTS MISSIONS :	1	10.00	14.50	0.49
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	7.50	2.50	0.20
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	7.50	5.00	0.25
POST INITIATED :	0	0.00	0.00	0.00
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 :		7.50	0.00	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	7	8.50	13.00	0.43
HOST GOVERNMENT :	12	5.50	1.50	0.14
OTHER DEPARTMENT :	1	3.00	2.50	0.11
PROVINCES/MUNICIPALITIES :	4	2.50	2.00	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.50	2.00	0.19
LEAVE, PROFESSIONAL DEVELOP :		1.50	1.50	0.06
K. SERVICE TO OTHER MISSION PROGRAMS :		6.50	5.50	0.24
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 83
FROM TERRIT : 34

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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