

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : HAVANA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	560	25.00	26.00	0.77
FROM TERRITORIES :	145	8.00	10.00	0.28
B.VISITS TO CLIENTS IN TERRITORY :	82	7.00	16.50	0.40
C.EXPORT/TRADE/POLICY FAIRS :	2	5.00	10.50	0.26
PROJECTS AND EVENTS MISSIONS :	4	1.00	1.00	0.03
CONFERENCE SEMINARS :	1	0.00	0.00	0.00
OTHER :	2	1.00	0.50	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	2.00	0.50	0.03
POST INITIATED :	109	6.00	16.50	0.39
E.COMMUNICATIONS ACTIVITIES :	1	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 :		8.00	0.00	0.08
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	0.00	0.50	0.01
OTHER DEPARTMENT :	58	2.00	6.50	0.15
PROVINCES/MUNICIPALITIES :	29	3.00	9.50	0.22
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		17.00	2.00	0.21
LEAVE, PROFESSIONAL DEVELOP :		14.00	0.00	0.14
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 :	2
FROM TERRIT :	185
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	101
FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	5
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2