

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : HAVANA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	440	11.00	12.00	0.46
FROM TERRITORIES :	180	3.00	6.00	0.18
B. VISITS TO CLIENTS IN TERRITORY :	100	14.00	24.00	0.76
C. EXPORT/TRADE/POLICY FAIRS :	1	7.00	7.00	0.28
PROJECTS AND EVENTS MISSIONS :	2	2.00	9.00	0.22
CONFERENCE SEMINARS :	1	0.00	2.00	0.04
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	5.00	10.00	0.30
POST INITIATED :	18	10.00	12.00	0.44
E. COMMUNICATIONS ACTIVITIES :	1	1.00	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'TN IN PROG-REL EVENTS OUTSIDE POST :		16.00	2.50	0.37
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	0.00	1.50	0.03
HOST GOVERNMENT :	2	0.50	0.00	0.01
OTHER DEPARTMENT :	10	1.00	2.50	0.07
PROVINCES/MUNICIPALITIES :	18	2.00	2.50	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	8.00	0.56
LEAVE, PROFESSIONAL DEVELOP :		7.50	1.00	0.17
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 26
FROM TERRIT : 60

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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