

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : HAVANA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	363	14.00	14.00	0.42
FROM TERRITORIES :	243	8.00	7.50	0.23
B. VISITS TO CLIENTS IN TERRITORY :	110	12.00	15.50	0.43
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	7	18.00	18.00	0.54
CONFERENCE SEMINARS :	1	0.00	6.50	0.13
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	3.00	3.50	0.10
POST INITIATED :	39	6.00	7.00	0.20
E. COMMUNICATIONS ACTIVITIES :	2	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'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	5.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	33	0.00	10.50	0.21
HOST GOVERNMENT :	20	2.00	1.50	0.05
OTHER DEPARTMENT :	15	2.00	5.00	0.12
PROVINCES/MUNICIPALITIES :	17	3.00	4.00	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		13.00	0.00	0.13
LEAVE, PROFESSIONAL DEVELOP :		15.00	2.00	0.19
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.02
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 :	15
	FROM TERRIT :	54
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	76
	FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	0
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2