

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : HAVANA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
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A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	403	17.00	16.00	0.66
FROM TERRITORIES :	251	9.50	8.50	0.36
B. VISITS TO CLIENTS IN TERRITORY :	121	18.50	22.50	0.82
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	10.00	20.00	0.60
MISSIONS :	0	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 :	5	1.50	0.00	0.03
POST INITIATED :	46	7.50	12.50	0.40
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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	1.00	2.50	0.07
HOST GOVERNMENT :	4	0.50	2.00	0.05
OTHER DEPARTMENT :	15	2.00	3.00	0.10
PROVINCES/MUNICIPALITIES :	11	2.00	5.50	0.15
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		15.00	5.00	0.40
LEAVE, PROFESSIONAL DEVELOP :		13.50	1.00	0.29
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	1.50	0.07
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	0
	FROM TERRIT :	350
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	45
	FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	1
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2