

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : HAVANA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTF
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	583	19.00	17.00	0.53
FROM TERRITORIES :	172	9.00	12.50	0.34
B. VISITS TO CLIENTS IN TERRITORY :	42	11.00	9.50	0.30
C. EXPORT/TRADE/POLICY FAIRS :	3	3.00	10.50	0.24
PROJECTS AND EVENTS MISSIONS :	8	3.00	13.00	0.29
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	0.00	1.00	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.00	0.00	0.01
POST INITIATED :	43	10.00	13.00	0.36
E. COMMUNICATIONS ACTIVITIES :	1	1.00	0.00	0.01
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	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.00	0.50	0.01
OTHER DEPARTMENT :	22	2.00	7.50	0.17
PROVINCES/MUNICIPALITIES :	23	4.00	8.50	0.21
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		17.00	7.00	0.31
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.05
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 : 0

FROM TERRIT : 38

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 20

FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 1

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2