

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : HAVANA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	326	10.00	13.50	0.47
FROM TERRITORIES :	146	2.50	8.50	0.22
B.VISITS TO CLIENTS IN TERRITORY :	161	10.00	27.00	0.74
C.EXPORT/TRADE/POLICY FAIRS :	1	0.50	6.00	0.13
PROJECTS AND EVENTS MISSIONS :	4	16.50	14.00	0.61
CONFERENCE SEMINARS :	1	1.50	10.00	0.23
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.50	0.00	0.05
POST INITIATED :	21	7.50	10.00	0.35
E.COMMUNICATIONS ACTIVITIES :	1	0.50	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'T'N IN PROG-REL EVENTS OUTSIDE POST :		6.00	0.00	0.12
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.00	0.00	0.00
OTHER DEPARTMENT :	14	1.00	3.50	0.09
PROVINCES/MUNICIPALITIES :	15	2.00	3.00	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		23.00	4.00	0.54
LEAVE, PROFESSIONAL DEVELOP :		16.50	0.50	0.34
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 : 63  
FROM TERRIT : 66

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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