

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : HAVANA

|   | NUMBER | % OFFICER-TIME |         | TOTAL-TIME |
|---|--------|----------------|---------|------------|
|   |        | CANADA         | LOC-ENG | PERSON-QTR |
| A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :   | 220    | 6.00           | 16.00   | 0.44       |
| FROM TERRITORIES :                              | 96     | 2.50           | 8.00    | 0.21       |
| B.VISITS TO CLIENTS IN TERRITORY :              | 75     | 5.50           | 15.00   | 0.41       |
| C.EXPORT/TRADE/POLICY FAIRS :                   | 1      | 7.00           | 10.50   | 0.35       |
| PROJECTS AND EVENTS MISSIONS :                  | 9      | 11.50          | 18.00   | 0.59       |
| CONFERENCE SEMINARS :                           | 0      | 0.00           | 9.50    | 0.19       |
| OTHER :   | 1      | 3.00           | 3.50    | 0.13       |
| D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :   | 0      | 0.00           | 0.00    | 0.00       |
| POST INITIATED :                                | 0      | 0.00           | 0.00    | 0.00       |
| 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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :  |        | 7.00           | 0.00    | 0.14       |
| I.SERVICE REQUESTS FM GOV'T SOURCES NGO :       | 25     | 8.50           | 10.50   | 0.38       |
| HOST GOVERNMENT :                               | 5      | 2.50           | 0.00    | 0.05       |
| OTHER DEPARTMENT :                              | 0      | 0.00           | 0.00    | 0.00       |
| PROVINCES/MUNICIPALITIES :                      | 0      | 0.00           | 0.00    | 0.00       |
| J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:  |        | 15.50          | 5.50    | 0.42       |
| LEAVE, PROFESSIONAL DEVELOP :                   |        | 8.50           | 3.50    | 0.24       |
| K.SERVICE TO OTHER MISSION PROGRAMS :           |        | 22.50          | 0.00    | 0.45       |
| ***** TOTALS *****                              |        | 100.00         | 100.00  | 4.00       |

NUMBER OF BUSINESS VISITORS FROM CANADA : 34  
FROM TERRIT : 39

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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