

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : HAVANA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	436	16.00	13.50	0.43
FROM TERRITORIES :	224	10.00	8.00	0.26
B. VISITS TO CLIENTS IN TERRITORY :	92	19.00	11.00	0.41
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	4.00	5.00	0.14
MISSIONS :	1	6.00	6.00	0.18
CONFERENCE SEMINARS :	1	0.00	4.00	0.08
OTHER :	8	6.00	8.00	0.22
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	5.00	4.00	0.13
POST INITIATED :	34	8.00	13.00	0.34
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'TN IN PROG-REL EVENTS OUTSIDE POST :		1.00	4.00	0.09
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	2.00	0.00	0.02
OTHER DEPARTMENT :	16	3.00	7.00	0.17
PROVINCES/MUNICIPALITIES :	5	4.00	3.00	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.00	8.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		0.00	3.00	0.06
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	2.50	0.07
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 : 2

FROM TERRIT : 51

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 18

FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 0

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2