

24/08/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : HAVANA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	471	15.00	34.00	0.49
FROM TERRITORIES :	73	1.00	6.00	0.07
B. VISITS TO CLIENTS IN TERRITORY :	91	6.00	4.00	0.10
C. EXPORT/TRADE/POLICY FAIRS :	3	8.00	12.00	0.20
PROJECTS AND EVENTS MISSIONS :	4	10.00	12.00	0.22
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	4.00	4.00	0.08
POST INITIATED :	9	3.00	1.00	0.04
E. COMMUNICATIONS ACTIVITIES :	17	2.00	6.00	0.08
F. INVESTMENT ENQUIRIES FROM CANADA :	70	19.00	5.00	0.24
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	8.00	0.08
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	0.00	1.00	0.01
HOST GOVERNMENT :	1	0.00	0.00	0.00
OTHER DEPARTMENT :	13	5.00	2.00	0.07
PROVINCES/MUNICIPALITIES :	36	9.00	5.00	0.14
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		9.00	0.00	0.09
LEAVE, PROFESSIONAL DEVELOP :		2.00	0.00	0.02
K. SERVICE TO OTHER MISSION PROGRAMS :		7.00	0.00	0.07
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	34
FROM TERRIT :	14
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	155
FROM TERRIT :	16
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	3
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	1