

TRADE TRACKING SYSTEM

90/01/22

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : HAVANA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	260	5.00	11.50	0.33
FROM TERRITORIES :	158	2.50	7.00	0.19
B.VISITS TO CLIENTS IN TERRITORY :	72	30.00	39.50	1.39
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	7.50	4.00	0.23
MISSIONS :	4	5.00	7.50	0.25
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	10	2.50	0.00	0.05
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 :		2.50	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	1	1.00	0.00	0.02
OTHER DEPARTMENT :	2	0.50	1.00	0.03
PROVINCES/MUNICIPALITIES :	10	3.50	5.00	0.17
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	8.00	0.46
LEAVE, PROFESSIONAL DEVELOP :		25.00	16.50	0.83
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 : 26
FROM TERRIT : 36

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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