

07/06/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : HELSINKI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	193	9.00	34.00	0.77
FROM TERRITORIES :	155	5.00	17.50	0.40
B.VISITS TO CLIENTS IN TERRITORY :	58	20.00	5.00	0.30
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	2	0.00	5.00	0.10
OTHER :	1	2.00	0.00	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	15	8.00	7.50	0.23
POST INITIATED :	17	10.00	8.50	0.27
E.COMMUNICATIONS ACTIVITIES :	9	2.00	2.50	0.07
F.INVESTMENT ENQUIRIES				
FROM CANADA :	10	5.00	0.50	0.06
FROM TERRITORIES :	6	2.00	1.00	0.04
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	1.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.00	2.50	0.05
HOST GOVERNMENT :	8	5.00	1.00	0.07
OTHER DEPARTMENT :	12	4.00	1.50	0.07
PROVINCES/MUNICIPALITIES :	9	2.00	5.00	0.12
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	0.00	0.06
LEAVE, PROFESSIONAL DEVELOP :		3.00	6.00	0.15
K.SERVICE TO OTHER MISSION PROGRAMS :		12.00	1.50	0.15
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 :	3
	FROM TERRIT :	7
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	12
	FROM TERRIT :	23
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	1
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2