

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	154	9.00	33.00	0.75
FROM TERRITORIES :	128	5.00	16.00	0.37
B.VISITS TO CLIENTS IN TERRITORY :	36	15.00	4.00	0.23
C.EXPORT/TRADE/POLICY FAIRS :	1	0.00	0.50	0.01
PROJECTS AND EVENTS MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	4	0.00	7.00	0.14
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	5.00	8.00	0.21
POST INITIATED :	10	10.00	5.50	0.21
E.COMMUNICATIONS ACTIVITIES :	3	1.00	1.00	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	13	4.00	0.00	0.04
FROM TERRITORIES :	8	1.00	1.00	0.03
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 :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	9	0.00	3.00	0.06
HOST GOVERNMENT :	6	5.00	0.00	0.05
OTHER DEPARTMENT :	9	5.00	2.00	0.09
PROVINCES/MUNICIPALITIES :	8	3.00	5.50	0.14
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	0.00	0.06
LEAVE, PROFESSIONAL DEVELOP :		27.00	12.00	0.51
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	1.50	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 :	3
FROM TERRIT :	4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	10
FROM TERRIT :	19
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	1
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2