

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	158	7.00	34.00	0.75
FROM TERRITORIES :	251	20.00	20.00	0.60
B.VISITS TO CLIENTS IN TERRITORY :	12	13.00	5.00	0.23
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	3	1.00	3.00	0.07
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	2	15.00	2.00	0.19
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	24	5.00	5.00	0.15
POST INITIATED :	16	0.00	6.00	0.12
E.COMMUNICATIONS ACTIVITIES :	2	6.00	0.00	0.06
F.INVESTMENT ENQUIRIES FROM CANADA :	4	2.00	2.00	0.06
FROM TERRITORIES :	22	5.00	2.00	0.09
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	1.00	2.00	0.05
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	4.00	0.08
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	2.00	1.00	0.04
OTHER DEPARTMENT :	70	8.00	9.00	0.26
PROVINCES/MUNICIPALITIES :	13	5.00	5.00	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.00	0.00	0.08
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.02
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 57
FROM TERRIT : 15

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 2