

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : HELSINKI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
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A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	194	12.00	15.00	0.42
FROM TERRITORIES :	240	18.00	11.00	0.40
B. VISITS TO CLIENTS IN TERRITORY :	39	4.00	4.50	0.13
C. EXPORT/TRADE/POLICY FAIRS :	1	4.00	4.00	0.12
PROJECTS AND EVENTS MISSIONS :	3	5.00	3.00	0.11
CONFERENCE SEMINARS :	2	5.00	2.50	0.10
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	24	6.00	3.00	0.12
POST INITIATED :	30	4.00	3.00	0.10
E. COMMUNICATIONS ACTIVITIES :	4	4.00	1.00	0.06
F. INVESTMENT ENQUIRIES FROM CANADA :	9	2.00	1.00	0.04
FROM TERRITORIES :	9	4.00	1.00	0.06
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	2.00	1.00	0.04
CONNECTIONS ARRANGED :	3	2.00	1.00	0.04
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		10.00	0.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	13	2.00	1.00	0.04
HOST GOVERNMENT :	8	2.00	2.00	0.06
OTHER DEPARTMENT :	19	2.00	1.00	0.04
PROVINCES/MUNICIPALITIES :	12	4.00	1.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	14.00	0.34
LEAVE, PROFESSIONAL DEVELOP :		2.00	30.00	0.62
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 80
FROM TERRIT : 13

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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