

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	132	8.00	31.50	0.71
FROM TERRITORIES :	113	5.00	13.00	0.31
B. VISITS TO CLIENTS IN TERRITORY :	41	12.00	9.00	0.30
C. EXPORT/TRADE/POLICY FAIRS :	1	3.00	5.00	0.13
PROJECTS AND EVENTS MISSIONS :	2	2.00	4.00	0.10
CONFERENCE SEMINARS :	2	2.00	5.00	0.12
OTHER :	2	2.00	3.50	0.09
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	4.00	3.00	0.10
POST INITIATED :	10	2.00	2.00	0.06
E. COMMUNICATIONS ACTIVITIES :	3	5.00	1.00	0.07
F. INVESTMENT ENQUIRIES FROM CANADA :	35	5.00	2.00	0.09
FROM TERRITORIES :	11	5.00	1.50	0.08
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	1.00	0.50	0.02
CONNECTIONS ARRANGED :	1	1.00	0.50	0.02
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		10.00	0.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	0.00	0.50	0.01
HOST GOVERNMENT :	4	3.00	1.00	0.05
OTHER DEPARTMENT :	51	6.00	4.50	0.15
PROVINCES/MUNICIPALITIES :	39	6.00	5.00	0.16
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	7.50	0.20
LEAVE, PROFESSIONAL DEVELOP :		11.00	0.00	0.11
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.02
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 :	18
FROM TERRIT :	14
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	34
FROM TERRIT :	23
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	5
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2