

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	141	6.00	27.50	0.61
FROM TERRITORIES :	126	3.00	22.50	0.48
B. VISITS TO CLIENTS IN TERRITORY :	38	18.00	4.50	0.27
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	1	1.00	7.00	0.15
CONFERENCE SEMINARS :	1	0.00	0.50	0.01
OTHER :	2	4.00	3.00	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	27	12.00	7.00	0.26
POST INITIATED :	24	10.00	6.00	0.22
E. COMMUNICATIONS ACTIVITIES :	4	5.00	0.50	0.06
F. INVESTMENT ENQUIRIES				
FROM CANADA :	11	0.00	3.00	0.06
FROM TERRITORIES :	4	1.00	0.50	0.02
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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	8	7.00	0.50	0.08
OTHER DEPARTMENT :	34	12.00	2.50	0.17
PROVINCES/MUNICIPALITIES :	13	1.00	5.00	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	1.50	0.08
LEAVE, PROFESSIONAL DEVELOP :		0.00	6.00	0.12
K. SERVICE TO OTHER MISSION PROGRAMS :		15.00	2.50	0.20
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 : 10

FROM TERRIT : 7

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 20

FROM TERRIT : 16

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 3

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2