

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	: 153	17.00	31.00	0.79
FROM TERRITORIES	: 264	9.00	23.00	0.55
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 67	4.00	6.00	0.16
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 3	3.00	4.00	0.11
MISSIONS	: 4	4.00	6.00	0.16
OTHER	: 0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	: 17	12.00	7.00	0.26
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 20	8.00	2.00	0.12
FROM TERRITORIES	: 40	10.00	1.00	0.12
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	: 19	1.00	2.00	0.05
CONNECTIONS ARRANGED	: 5	1.00	1.00	0.03
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	: 0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 10	10.00	8.00	0.26
FROM OTHER GOV'T SOURCES- CONTACTS	: 50	5.00	9.00	0.23
- REPORTS	: 0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.	: 8.00	0.00	0.00	0.08
LEAVE, PROFESSIONAL DEVELOP	: 4.00	0.00	0.00	0.04
J. SERVICE TO OTHER MISSION PROGRAMS	: 4.00	0.00	0.00	0.04
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 54
FROM TERRIT : 37

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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