

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	177	14.00	22.50	0.59
FROM TERRITORIES :	149	5.00	14.50	0.34
B. VISITS TO CLIENTS IN TERRITORY :	15	10.00	4.00	0.18
C. EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	1	0.00	8.50	0.17
CONFERENCE SEMINARS :	1	5.00	0.00	0.05
OTHER :	2	5.00	0.50	0.06
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	10.00	3.00	0.16
POST INITIATED :	14	10.00	2.50	0.15
E. COMMUNICATIONS ACTIVITIES :	4	5.00	1.00	0.07
F. INVESTMENT ENQUIRIES FROM CANADA :	13	4.00	0.00	0.04
FROM TERRITORIES :	4	6.00	0.00	0.06
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	1.00	0.50	0.02
CONNECTIONS ARRANGED :	1	2.00	0.00	0.02
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :	1	1.00	0.00	0.01
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.00	1.00	0.02
HOST GOVERNMENT :	6	5.00	0.00	0.05
OTHER DEPARTMENT :	30	5.00	8.50	0.22
PROVINCES/MUNICIPALITIES :	25	1.00	4.50	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		0.00	3.00	0.06
LEAVE, PROFESSIONAL DEVELOP :		1.00	23.50	0.48
K. SERVICE TO OTHER MISSION PROGRAMS :		10.00	2.50	0.15
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 :	0
FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	0
FROM TERRIT :	26
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	2
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2