

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	256	5.00	17.50	0.40
FROM TERRITORIES :	210	2.00	10.00	0.22
B. VISITS TO CLIENTS IN TERRITORY :	52	36.00	7.50	0.51
C. EXPORT/TRADE/POLICY FAIRS :	3	0.00	8.50	0.17
PROJECTS AND EVENTS MISSIONS :	1	3.00	7.50	0.18
CONFERENCE SEMINARS :	1	1.00	1.00	0.03
OTHER :	8	24.00	3.50	0.31
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	3.00	2.50	0.08
POST INITIATED :	14	14.00	7.50	0.29
E. COMMUNICATIONS ACTIVITIES :	2	0.00	1.00	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	8	1.00	0.00	0.01
FROM TERRITORIES :	4	1.00	0.00	0.01
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'TN IN PROG-REL EVENTS OUTSIDE POST :		3.00	3.00	0.09
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	2.00	1.00	0.04
OTHER DEPARTMENT :	15	2.00	1.50	0.05
PROVINCES/MUNICIPALITIES :	19	3.00	0.00	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		0.00	26.50	0.53
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	1.50	0.03
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 : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 0

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2