

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	174	6.00	35.50	0.77
FROM TERRITORIES :	168	5.00	14.50	0.34
B.VISITS TO CLIENTS IN TERRITORY :	32	8.00	8.00	0.24
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	2	1.00	5.50	0.12
CONFERENCE SEMINARS :	2	1.00	5.00	0.11
OTHER :	3	1.00	4.50	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	10.00	3.00	0.16
POST INITIATED :	23	12.00	4.00	0.20
E.COMMUNICATIONS ACTIVITIES :	7	2.00	2.50	0.07
F.INVESTMENT ENQUIRIES FROM CANADA :	12	5.00	0.00	0.05
FROM TERRITORIES :	5	5.00	0.50	0.06
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.50	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.01
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	13	5.00	0.00	0.05
OTHER DEPARTMENT :	41	13.00	4.50	0.22
PROVINCES/MUNICIPALITIES :	20	2.00	3.50	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	0.50	0.01
LEAVE, PROFESSIONAL DEVELOP :		8.00	5.50	0.19
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 :	15
	FROM TERRIT :	8
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	33
	FROM TERRIT :	20
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		3
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2