

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : HELSINKI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
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A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	152	8.00	28.50	0.65
FROM TERRITORIES :	248	10.00	26.00	0.62
B.VISITS TO CLIENTS IN TERRITORY :	27	14.00	3.00	0.20
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	1.00	2.00	0.05
MISSIONS :	1	2.00	10.00	0.22
CONFERENCE SEMINARS :	1	2.00	0.00	0.02
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	15	5.00	4.00	0.13
POST INITIATED :	3	2.00	3.00	0.08
E.COMMUNICATIONS ACTIVITIES :	1	3.00	0.00	0.03
F.INVESTMENT ENQUIRIES				
FROM CANADA :	11	2.00	2.00	0.06
FROM TERRITORIES :	31	3.00	4.00	0.11
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	1.00	1.00	0.03
CONNECTIONS ARRANGED :	1	2.00	1.00	0.04
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	9	0.00	2.00	0.04
HOST GOVERNMENT :	1	1.00	0.00	0.01
OTHER DEPARTMENT :	122	16.00	8.50	0.33
PROVINCES/MUNICIPALITIES :	3	2.00	1.00	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.00	0.00	0.11
LEAVE, PROFESSIONAL DEVELOP :		14.00	4.00	0.22
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.01
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 23
FROM TERRIT : 51

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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