

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : HELSINKI

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	252	12.00	31.00	0.43
FROM TERRITORIES	280	3.00	22.00	0.25
B. VISITS TO CLIENTS IN TERRITORY VISITS :	38	7.00	3.00	0.10
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	5	17.00	7.00	0.24
OTHER :	1	1.00	0.00	0.01
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	9	7.00	4.00	0.11
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	44	4.00	1.00	0.05
FROM TERRITORIES :	40	5.00	2.00	0.07
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	4	1.00	0.00	0.01
CONNECTIONS ARRANGED :	2	1.00	0.00	0.01
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA :	1	1.00	15.00	0.16
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	13	12.00	4.00	0.16
FROM OTHER GOV'T SOURCES- CONTACTS :	40	5.00	6.00	0.11
- REPORTS :	3	1.00	2.00	0.03
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		16.00	0.00	0.16
LEAVE, PROFESSIONAL DEVELOP :		3.00	3.00	0.06
J. SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.04
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 48
FROM TERRIT : 41

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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