

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

87/12/23

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	147	11.00	26.00	0.63
FROM TERRITORIES :	221	3.00	12.00	0.27
B. VISITS TO CLIENTS IN TERRITORY VISITS :	46	9.00	7.00	0.23
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	2	0.00	10.00	0.20
OTHER :	1	6.00	1.00	0.08
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	16	2.00	6.00	0.14
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	20	3.00	2.00	0.07
FROM TERRITORIES :	33	5.00	4.00	0.13
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	21	2.00	2.00	0.06
CONNECTIONS ARRANGED :	2	1.00	0.00	0.01
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	15	7.00	1.00	0.09
FROM OTHER GOV'T SOURCES- CONTACTS :	50	2.00	7.00	0.16
- REPORTS :	13	2.00	4.00	0.10
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		8.00	0.00	0.08
LEAVE, PROFESSIONAL DEVELOP :		30.00	18.00	0.66
J. SERVICE TO OTHER MISSION PROGRAMS :		9.00	0.00	0.09
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 38
FROM TERRIT : 79

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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