

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	126	5.00	29.00	0.63
FROM TERRITORIES :	69	6.00	24.00	0.54
B.VISITS TO CLIENTS IN TERRITORY :	44	23.00	5.00	0.33
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	2	0.00	2.00	0.04
MISSIONS :	5	12.00	5.50	0.23
CONFERENCE SEMINARS :	5	3.00	1.50	0.06
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.00	1.00	0.04
POST INITIATED :	13	2.00	3.50	0.09
E.COMMUNICATIONS ACTIVITIES :	3	2.00	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	13	2.00	2.00	0.06
FROM TERRITORIES :	18	1.00	2.50	0.06
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	11	2.00	5.00	0.12
CONNECTIONS ARRANGED :	3	1.00	1.00	0.03
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	1	0.00	0.50	0.01
HOST GOVERNMENT :	11	2.00	1.50	0.05
OTHER DEPARTMENT :	22	2.00	5.00	0.12
PROVINCES/MUNICIPALITIES :	16	1.00	4.50	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.00	2.50	0.07
LEAVE, PROFESSIONAL DEVELOP :		27.00	4.00	0.35
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
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 :	28
FROM TERRIT :	4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	30
FROM TERRIT :	19
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	7
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2