

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : HELSINKI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 128	10.00	31.00	0.72
FROM TERRITORIES	: 108	4.00	9.50	0.23
B. VISITS TO CLIENTS IN TERRITORY	: 34	25.00	3.50	0.32
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 0	0.00	0.00	0.00
MISSIONS	: 0	0.00	0.00	0.00
CONFERENCE SEMINARS	: 0	0.00	0.00	0.00
OTHER	: 5	0.00	5.50	0.11
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 6	4.00	17.00	0.38
POST INITIATED	: 8	8.00	2.00	0.12
E. COMMUNICATIONS ACTIVITIES	: 6	2.00	3.50	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 0	0.00	0.00	0.00
FROM TERRITORIES	: 3	0.00	0.50	0.01
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 2	0.00	1.00	0.02
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 2	0.00	1.50	0.03
HOST GOVERNMENT	: 1	1.00	0.00	0.01
OTHER DEPARTMENT	: 3	1.00	1.50	0.04
PROVINCES/MUNICIPALITIES	: 4	0.00	2.50	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 0	0.00	3.50	0.07
LEAVE, PROFESSIONAL DEVELOP	: 30	30.00	16.50	0.63
K. SERVICE TO OTHER MISSION PROGRAMS	: 15	15.00	1.00	0.17
L. TOURISM PROGRAM ACTIVITIES	: 0	0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 10
	FROM TERRIT	: 7
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 4
	FROM TERRIT	: 28
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 1
NUMBER OF OCCUPIED OFFICER POSITIONS	- CANADA BASED	: 1
	- LOCALLY ENGAGED	: 2