

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : HELSINKI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	101	10.00	27.50	0.65
FROM TERRITORIES :	29	10.00	11.00	0.32
B.VISITS TO CLIENTS IN TERRITORY :	38	18.00	6.00	0.30
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	2	2.00	6.50	0.15
CONFERENCE SEMINARS :	2	4.00	1.00	0.06
OTHER :	1	2.00	2.50	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	21	16.00	2.50	0.21
POST INITIATED :	15	7.00	2.50	0.12
E.COMMUNICATIONS ACTIVITIES :	6	2.00	1.00	0.04
F.INVESTMENT ENQUIRIES FROM CANADA :	3	2.00	1.00	0.04
FROM TERRITORIES :	6	2.00	2.00	0.06
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	1.00	0.02
CONNECTIONS ARRANGED :	2	1.00	1.00	0.03
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.00	1.50	0.04
HOST GOVERNMENT :	1	4.00	0.50	0.05
OTHER DEPARTMENT :	29	5.00	3.00	0.11
PROVINCES/MUNICIPALITIES :	25	2.00	3.00	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.00	1.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		0.00	18.00	0.36
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	2.50	0.07
L.TOURISM PROGRAM ACTIVITIES :		2.00	5.00	0.12
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 18

FROM TERRIT : 7

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 25

FROM TERRIT : 14

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 8

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2