

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	197	9.00	36.00	0.81
FROM TERRITORIES :	272	10.00	22.00	0.54
B. VISITS TO CLIENTS IN TERRITORY :	18	13.00	1.00	0.15
C. EXPORT/TRADE/POLICY FAIRS :	2	1.00	2.00	0.05
PROJECTS AND EVENTS MISSIONS :	8	7.00	6.00	0.19
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	19	8.00	7.00	0.22
POST INITIATED :	24	9.00	7.00	0.23
E. COMMUNICATIONS ACTIVITIES :	2	2.00	0.00	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	1	2.00	1.00	0.04
FROM TERRITORIES :	2	3.00	1.00	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	1.00	2.00	0.05
CONNECTIONS ARRANGED :	2	1.00	1.00	0.03
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	1	1.00	0.00	0.01
HOST GOVERNMENT :	1	1.00	0.00	0.01
OTHER DEPARTMENT :	26	7.00	4.00	0.15
PROVINCES/MUNICIPALITIES :	12	6.00	1.00	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		8.00	9.00	0.26
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.01
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 45
FROM TERRIT : 30

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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