

02/12/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 119	9.00	29.00	0.67
FROM TERRITORIES	: 96	5.00	12.50	0.30
B. VISITS TO CLIENTS IN TERRITORY	: 35	20.00	2.50	0.25
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 0	0.00	0.00	0.00
MISSIONS	: 2	2.00	2.00	0.06
CONFERENCE SEMINARS	: 1	0.00	2.00	0.04
OTHER	: 1	9.00	0.00	0.09
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 8	5.00	6.50	0.18
POST INITIATED	: 12	10.00	5.00	0.20
E. COMMUNICATIONS ACTIVITIES	: 0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA	: 21	2.00	0.50	0.03
FROM TERRITORIES	: 14	3.00	1.00	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 0	0.00	0.00	0.00
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	: 1	0.00	0.50	0.01
HOST GOVERNMENT	: 4	1.00	0.00	0.01
OTHER DEPARTMENT	: 26	2.00	3.00	0.08
PROVINCES/MUNICIPALITIES	: 24	2.00	5.00	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 5	5.00	8.00	0.21
LEAVE, PROFESSIONAL DEVELOP	: 0	0.00	22.50	0.45
K. SERVICE TO OTHER MISSION PROGRAMS	: 25	25.00	0.00	0.25
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 : 7

FROM TERRIT : 5

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 15

FROM TERRIT : 12

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 1

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2