

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	: 262	15.00	19.50	0.54
FROM TERRITORIES	: 344	8.00	16.00	0.40
B. VISITS TO CLIENTS IN TERRITORY	: 23	5.00	4.00	0.13
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 0	0.00	0.00	0.00
MISSIONS	: 3	5.00	10.50	0.26
CONFERENCE SEMINARS	: 5	3.00	5.00	0.13
OTHER	: 0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	: 35	14.00	5.50	0.25
POST INITIATED	: 23	6.00	2.00	0.10
E. COMMUNICATIONS ACTIVITIES	: 3	5.00	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 16	2.00	2.50	0.07
FROM TERRITORIES	: 15	10.00	3.00	0.16
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 3	1.00	1.00	0.03
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
H. PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 0	0.00	0.00	0.00
HOST GOVERNMENT	: 0	0.00	0.00	0.00
OTHER DEPARTMENT	: 53	8.00	3.50	0.15
PROVINCES/MUNICIPALITIES	: 14	3.00	6.00	0.15
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 2	2.00	5.00	0.12
LEAVE, PROFESSIONAL DEVELOP	: 12	12.00	16.50	0.45
K. SERVICE TO OTHER MISSION PROGRAMS	: 0	0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES	: 1	1.00	0.00	0.01
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 73
FROM TERRIT : 28

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

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