

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	140	11.00	36.50	0.84
FROM TERRITORIES :	53	12.00	11.00	0.34
B. VISITS TO CLIENTS IN TERRITORY :	31	13.00	7.50	0.28
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	1.00	2.50	0.06
MISSIONS :	5	5.00	7.50	0.20
CONFERENCE SEMINARS :	3	5.00	7.50	0.20
OTHER :	7	8.00	4.50	0.17
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	37	12.00	2.50	0.17
POST INITIATED :	34	6.00	4.00	0.14
E. COMMUNICATIONS ACTIVITIES :	3	1.00	0.00	0.01
F. INVESTMENT ENQUIRIES FROM CANADA :	16	5.00	2.50	0.10
FROM TERRITORIES :	13	4.00	4.50	0.13
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	1.00	1.50	0.04
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	11	3.00	0.50	0.04
OTHER DEPARTMENT :	48	8.00	2.00	0.12
PROVINCES/MUNICIPALITIES :	19	2.00	1.50	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		2.00	1.00	0.04
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.50	0.01
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	2.50	0.06
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	23
FROM TERRIT :	12
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	41
FROM TERRIT :	16

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	2
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2