

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	118	9.00	31.00	0.71
FROM TERRITORIES :	38	6.00	18.50	0.43
B. VISITS TO CLIENTS IN TERRITORY :	45	16.00	8.00	0.32
C. EXPORT/TRADE/POLICY FAIRS :	0	2.00	3.00	0.08
PROJECTS AND EVENTS MISSIONS :	4	6.00	3.50	0.13
CONFERENCE SEMINARS :	3	5.00	2.00	0.09
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	37	15.00	4.00	0.23
POST INITIATED :	8	6.00	2.50	0.11
E. COMMUNICATIONS ACTIVITIES :	4	2.00	1.00	0.04
F. INVESTMENT ENQUIRIES FROM CANADA :	6	3.00	1.00	0.05
FROM TERRITORIES :	13	2.00	1.00	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.50	0.01
CONNECTIONS ARRANGED :	0	0.00	0.50	0.01
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.50	0.06
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	1.00	1.00	0.03
HOST GOVERNMENT :	20	3.00	2.50	0.08
OTHER DEPARTMENT :	36	4.00	4.00	0.12
PROVINCES/MUNICIPALITIES :	18	2.00	2.50	0.07
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	1.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		0.00	5.00	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	5.00	0.13
L. TOURISM PROGRAM ACTIVITIES :		0.00	2.00	0.04
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	8
FROM TERRIT :	6
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	47
FROM TERRIT :	17
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2