

21/02/95

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	201	5.00	29.50	0.64
FROM TERRITORIES :	256	2.00	10.00	0.22
B. VISITS TO CLIENTS IN TERRITORY :	36	25.00	5.00	0.35
C. EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	2	2.00	3.00	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	3.00	16.00	0.35
POST INITIATED :	14	10.00	6.50	0.23
E. COMMUNICATIONS ACTIVITIES :	3	7.00	0.50	0.08
F. INVESTMENT ENQUIRIES FROM CANADA :	5	2.00	0.00	0.02
FROM TERRITORIES :	2	1.00	0.00	0.01
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 :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.00	0.50	0.01
HOST GOVERNMENT :	7	2.00	0.50	0.03
OTHER DEPARTMENT :	19	0.00	12.00	0.24
PROVINCES/MUNICIPALITIES :	10	0.00	3.50	0.07
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		6.00	0.50	0.07
LEAVE, PROFESSIONAL DEVELOP :		35.00	12.50	0.60
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
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 : 1

FROM TERRIT : 0

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 20

FROM TERRIT : 16

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 1

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2