

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : HELSINKI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	233	17.00	29.00	0.75
FROM TERRITORIES :	294	7.00	26.00	0.59
B.VISITS TO CLIENTS IN TERRITORY :	33	10.00	2.00	0.14
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	5	8.00	4.00	0.16
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	8	8.00	3.00	0.14
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	43	1.00	2.00	0.05
FROM TERRITORIES :	46	14.00	1.00	0.16
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	15	2.00	3.00	0.08
CONNECTIONS ARRANGED :	6	0.00	1.00	0.02
H.PARTICIP'TN 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 :	18	11.00	2.00	0.15
OTHER DEPARTMENT :	124	6.00	4.00	0.14
PROVINCES/MUNICIPALITIES :	3	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.00	0.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		0.00	23.00	0.46
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.04
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 111
FROM TERRIT : 55

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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