

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : HELSINKI

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	284	10.00	29.00	0.68
FROM TERRITORIES :	211	8.00	19.50	0.47
B.VISITS TO CLIENTS IN TERRITORY :	42	9.00	6.00	0.21
C.EXPORT/TRADE/POLICY FAIRS :	2	0.00	1.00	0.02
PROJECTS AND EVENTS MISSIONS :	3	2.00	3.00	0.08
CONFERENCE SEMINARS :	2	4.00	1.00	0.06
OTHER :	2	2.00	1.50	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	34	0.00	6.50	0.13
POST INITIATED :	22	0.00	5.00	0.10
E.COMMUNICATIONS ACTIVITIES :	2	2.00	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	36	4.00	2.00	0.08
FROM TERRITORIES :	25	4.00	1.50	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	11	0.00	5.00	0.10
CONNECTIONS ARRANGED :	5	2.00	1.00	0.04
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		30.00	0.00	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	0.00	0.50	0.01
HOST GOVERNMENT :	3	2.00	0.50	0.03
OTHER DEPARTMENT :	8	2.00	8.00	0.18
PROVINCES/MUNICIPALITIES :	18	4.00	2.50	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		0.00	5.00	0.10
K.SERVICE TO OTHER MISSION PROGRAMS :		10.00	1.50	0.13
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 26
FROM TERRIT : 13

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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