

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

90/01/22

POST : HELSINKI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	152	12.00	33.00	0.78
FROM TERRITORIES :	304	11.00	29.00	0.69
B.VISITS TO CLIENTS IN TERRITORY :	26	14.00	6.00	0.26
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	1.00	1.00	0.03
MISSIONS :	2	1.00	0.50	0.02
CONFERENCE SEMINARS :	3	5.00	1.00	0.07
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	23	5.00	7.50	0.20
POST INITIATED :	5	2.00	4.00	0.10
E.COMMUNICATIONS ACTIVITIES :	4	4.00	0.50	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	5	3.00	0.50	0.04
FROM TERRITORIES :	11	8.00	0.50	0.09
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	1.00	0.50	0.02
CONNECTIONS ARRANGED :	1	1.00	0.50	0.02
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.00	1.00	0.02
HOST GOVERNMENT :	1	1.00	1.00	0.03
OTHER DEPARTMENT :	35	2.00	4.00	0.10
PROVINCES/MUNICIPALITIES :	20	4.00	3.50	0.11
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.00	0.00	0.03
LEAVE, PROFESSIONAL DEVELOP :		22.00	6.00	0.34
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 50
FROM TERRIT : 31

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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