

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : HELSINKI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	189	22.00	18.50	0.59
FROM TERRITORIES :	180	12.00	16.50	0.45
B.VISITS TO CLIENTS IN TERRITORY :	19	8.00	3.00	0.14
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	3	10.00	2.00	0.14
CONFERENCE SEMINARS :	3	5.00	2.00	0.09
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	27	14.00	4.00	0.22
POST INITIATED :	36	5.00	2.00	0.09
E.COMMUNICATIONS ACTIVITIES :	1	2.00	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	4	4.00	5.00	0.14
FROM TERRITORIES :	10	7.00	2.00	0.11
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	1.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	15.00	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	2.00	2.00	0.06
HOST GOVERNMENT :	4	1.00	1.00	0.03
OTHER DEPARTMENT :	33	4.00	1.00	0.06
PROVINCES/MUNICIPALITIES :	12	2.00	0.50	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.00	7.00	0.16
LEAVE, PROFESSIONAL DEVELOP :		0.00	17.50	0.35
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 : 93  
FROM TERRIT : 27

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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