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# Directory

Ministry for Foreign Affairs

Ulkoministeriö  
Utrikesministeriet

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Director, Personnel Planning

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Seasonal Worker

**Sonja Sirviö**

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### Recruitment

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**Kati Elovaara**

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Desk Officer, HR Planning, administrative staff (MFA)

**Elina Karlsson**

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Desk Officer, HR Planning

**Susanna Kytösaho**

0295 351 418

Desk Officer, HR Planning

**Markus Teir**

0295 350 194

Desk Officer, HR Planning, recruitments and transfers in the diplomatic service

**Riku Warjovaara**

0295 350 737

Desk Officer, assisting in the preparation of ambassadorial appointments

**Anne Hakkarainen**

0295 350 688

Administrative Officer, Honorary Consuls, trainees and private-law employment contracts

**Pirjo Schwalenstöcker**

0295 350 729

Administrative Officer, personnel data system and assistance in the preparation of appointments (technical and administrative staff)

**Suvi-Marja Sallinen**

0295 350 728

### Terms of employment and related law

Legal Officer

**Eeva Winter**

0295 350 739

Legal Officer

**Timo Saarinen**

0295 350 724

### Salary system

Desk Officer

**Irma Saastamoinen**

0295 350 725

Administrative Officer

**Marja-Liisa Sacklén**

0295 350 726

## Register of Finnish diplomats

Desk Officer, special assignment

**Merja Sundberg**

Desk Officer

**Tiina Nelin**

0295 351 745

### Personnel Services Unit (HAL-12)

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Assistant

**Auli Viitanen**

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Seasonal Worker

**Miika Mikonaho**

## Employer's support for the missions abroad

Legal Officer

**Pirjo Kaartinen**

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Administrative Officer, locally employed staff

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Administrative Officer

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## Personal data (Notary), contacts for pay matters (HAL-12)

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Specialist

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Specialist

**Raija Kolehmainen**

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## Allowances, payment and guidance

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Administrative Officer, diplomatic service allowances

**Päivi Korhonen**

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Administrative Officer

**Sanna Ringborg**

### Holidays

Administrative Officer

**Susanne Montonen**

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### Travel administration

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### Special tasks

#### Unit for Human Resources Development and Occupational Wellbeing (HAL-13)

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Director, Unit for Human Resources Development and Wellbeing at Work

**Riitta Korpivaara**

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Occupational Safety Officer

**Sari Ellmén**

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Desk Officer

**Marja Rosvall**

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Desk Officer, HR Development

**Katariina Haavisto**

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Coordinator, human resources and organisational development

**Sirkku Helen**

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Coordinator, human resources and organisational development

Family Wellfare Officer

**Laura Immonen**

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Administrative Officer

**Tiina Krook**

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Administrative Officer

Occupational Accidents

**Anita Moilanen**

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Coordinator, human resources and organisational development  
**Tarja Puro** 0295 350 718

Office Services Attendant  
**Markku Reinikainen** 0295 350 720  
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Coordinator, human resources and organisational development  
**Pia Virtanen** 0295 351 749

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**Riitta Väättämoinen** 0295 350 742

### Information and Documentation Unit (HAL-40)

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Departmental Secretary, Assistant  
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Chief Office Caretaker, Administrative Assistant, information security matters  
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**Kimmo Kaario**

Senior Planning Officer  
**Tiina Klang**

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### Immigration Processes and Systems

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**Tarja Nylander**

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Unit for Information and Service Management (HAL-44)

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Administrative Officer

**Sirpa Kallatsa**

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Systems Specialist

**Teemu Koho**

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Senior Planning Officer

**Anu Mikkola**

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Administrative Officer

**Leena Mikkonen**

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Information Services Coordinator

**Mikko Mutka**

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Team Leader, development of case management and document management

**Sisko Peltonen-Sirén**

0295 350 518

Senior Planning Officer

**Mika Pihlasvaara**

0295 350 326

Systems Administrator, SharePoint

**Tarja Salminen**

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Systems Specialist, work station environment

**Juha Tuomainen**

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### Telecommunications Centre (HAL-45)

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Head of Telecommunications Centre

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Seasonal Worker

**Ella Kauvosaari**

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Seasonal Worker

**Joel Lähdevirta**

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### 24/7 Communications Centre

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### The Estate and Procurement Services Unit (HAL-60)

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Director, real estates, procurement and technical support services

**Antti Haukioja**

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### Properties group

|  |              |
|--|--------------|
| Real Estate Manager<br><b>Hanni Sippo</b>                                    | 0295 350 759 |
| Senior Officer<br><b>Heikki Lehto</b>  | 0295 350 755 |
| Project Manager<br><b>Teemu Naskali</b>                                      | 0295 351 957 |
| Project Manager<br><b>Teemu Metsälä</b>                                      | 0295 351 011 |
| Project Manager<br><b>Asko Pajunen</b>                                       | 0295 350 129 |
| Specialist, procurement<br><b>Kirsi Onikki</b>                               | 0295 350 757 |
| Administrative Assistant<br><b>Saila Kankaanpää</b>                          | 0295 350 635 |
| Desk Officer<br><b>Veli-Matti Mustonen</b>                                   | 0295 351 691 |
| Assistant<br><b>Tommi Backman</b>  | 0295 351 925 |
| Systems Administrator, property management software<br><b>Eero Kuosmanen</b> | 0295 351 473 |

#### Procurement group

|   |              |
|---|--------------|
| Procurement Manager, procurement and printing services<br><b>Asmo Kempainen</b> | 0295 350 836 |
| Senior Officer<br><b>Vesa Leino</b>   | 0295 350 973 |
| Assistant<br><b>Leena Romppainen</b>  | 0295 350 171 |
| Coordinator, procurement<br><b>Mika Kyllönen</b>                                | 0295 350 838 |
| Specialist<br><b>Kimmo Lehtonen</b>   | 0295 350 840 |
| Coordinator, procurement, office supplies<br><b>Pirkko Pasanen</b>              | 0295 350 844 |
| In-house Services Coordinator, printing services<br><b>Jarmo Pelkonen</b>       | 0295 350 845 |

#### Support services group

|  |              |
|--|--------------|
| Chief of Office Services, logistic and support services<br><b>Seppo Katilainen</b> | 0295 350 835 |
|--|--------------|

## Real estates' maintenance services

|   |              |
|---|--------------|
| Coordinator<br><b>Erkki Ojansivu</b>  | 0295 350 083 |
| Coordinator<br><b>Jari Rosenlindt</b>   | 0295 350 141 |
| Senior Attendant for In-house Services based in Helsinki /at the Ministry<br><b>Jarkko Saarinen</b> | 0295 350 040 |

## Courier and Logistic Services

|  |              |
|--|--------------|
| Services Manager<br><b>Esko Paavola</b>  | 0295 351 054 |
| Coordinator, diplomatic mail and logistic services<br><b>Harri Järvinen</b>      | 0295 350 097 |
| In-house Services Coordinator, transport, diplomatic mail<br><b>Timo Lehtelä</b> | 0295 351 729 |
| In-house Services Coordinator, diplomatic mail<br><b>Anu Urpalainen</b>          | 0295 350 857 |

## Security surveillance services

|   |              |
|---|--------------|
| Services Manager, security and access management<br><b>Juha Topo</b>          | 0295 350 855 |
| Services Manager, security and access management<br><b>Tomi Tapola</b>        | 0295 350 853 |
| In-house Services Coordinator, security surveillance<br><b>Jouni Aittola</b>  | 0295 350 823 |
| In-house Services Coordinator, security surveillance<br><b>Ari Nevalainen</b> | 0295 351 818 |

## Assistants

|   |              |
|---|--------------|
| Administrative Officer, office and residence matters in the diplomatic service<br><b>Susanne Silfverberg-Pullinen</b> | 0295 351 486 |
| Assistant<br><b>Aino Luodeslampi</b>  | 0295 351 892 |
| In-house Services Coordinator<br><b>Jaana Hintzell-Paunonen</b>   | 0295 350 830 |

## Security Service (HÄL-70)

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Senior Officer

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Security Specialist

**Nora Klemets**

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## Financial Management Unit (TAS-10)

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### Resource Planning Group

Head of Financial Planning

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Planning Officer, Financial Affairs

**Jaana Haapasaari**

0295 351 801

Financial Planning Officer

**Saija Stenberg-Vikholm**

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Financial Planning Officer

**Juha Toivola**

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### Financial Services Group

Head of Financial Services

**Anneli Holmberg**

0295 351 289

Financial Administration Officer

**Mari Koukonen**

0295 351 499

Financial Management Specialist

**Minna Lehti**

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Financial Management Specialist

**Helena Rautio**

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Team Leader

**Anu Salmi**

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Financial Management Specialist

**Anne Salo**

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Departmental Secretary, Financial Management Specialist

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## Legal Service (OIK)

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**Outi Hella**

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**Lilian Bitar**

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Counsellor, Desk Officer

ICC, impunity

**Riina-Riikka Heikka**

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Legal Counsellor

**Virpi Laukkanen**

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Counsellor, Desk Officer, international law issues

**Tarja Långström**

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Trainee

**Elisa Musakka**

**Liisilotta Sillanpää**

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### Sanctions Team

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Desk Officer

Team leader (Deputy Director, sanction related matters)

**Pekka Kosonen**

0295 351 324

Desk Officer, UN and EU sanctions

**Elisa Alho-Kullström**

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Legal Officer

UN and EU sanctions

**Juho Keinänen**

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### Unit for EU and Treaty Law (OIK-20)

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Director

**Kaija Suvanto**

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Assistant

**Laila Ljokkoi-Alisalo**

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Legal Counsellor

**Maria Guseff**

Information Officer, EU treaties and International treaties

**Anne Koskinen**

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Desk Officer, specialist staff

**Taru Kuosmanen**

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Legal Officer

**Johanna Lahti**

Legal Officer

**Maija Mansikkaniemi**

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Legal Officer

**Annika Naskila**

Legal Officer

**Laura Peuraniemi**

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Desk Officer

**Elina Rimppi**

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Legal Officer

**Jasmine Somnardal**

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**Elina Tölö**

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Director

**Joni Heliskoski**

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Legal Counsellor

**Henriikka Leppo**

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Legal Counsellor

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Legal Officer

**Liisa Reunanen**

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Legal Officer

**Heidi Pylkäs**

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Legal Officer

**Saara Ingström**

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Administrative Officer, notifications related to EU legislation

**Päivi Calabretta**

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Desk Officer, Information Service, documents related to the EU Court of Justice

**Tiina Kronström**

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Information Service Assistant, documents related to the EU Court of Justice

**Taran Möttönen**

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### Unit for Human Rights Courts And Conventions (OIK-40)

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|   |              |
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| Legal Counsellor<br><b>Päivi Rotola-Pukkila</b> | 0295 351 922 |
| Assistant<br><b>Sirpa Horppu</b>                | 0295 351 926 |
| Legal Officer<br><b>Katja Fokin</b>             | 0295 351 176 |
| Legal Counsellor<br><b>Marjatta Hiekka</b>      | 0295 351 154 |
| Legal Officer<br><b>Katja Kuuppelomäki</b>      | 0295 351 175 |
| Seasonal Worker<br><b>Sanni Mäntyniemi</b>      | 0295 351 526 |
| Legal Officer<br><b>Satu Sistonen</b>           | 0295 351 789 |
| Counsellor<br><b>Liisa Valjento</b>             | 0295 351 153 |

## Consular Services (KPA)

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**Pasi Tuominen**

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**Laura Sarpalehto**

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Process Owner, Immigration Processes

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**Sari Aho**

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**Raisa Rautala**

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**Susanna Alakotila**

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Attaché

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Seasonal Worker

**Ellen Söderman**

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Assistant

**Marit Verma**

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### Crisis and Assistance Team

|   |                               |
|---|-------------------------------|
| Desk Officer<br><b>Virpi Hanhikoski</b>   | 0295 350 067<br>09 160 557 35 |
| Desk Officer, consular assistance<br><b>Johanna Kangasniemi</b>                             | 0295 350 324<br>09 160 557 82 |
| Desk Officer, consular assistance<br><b>Sari Kilpi</b>                                      | 0295 350 644<br>09 160 557 49 |
| Desk Officer, crisis team, development of consular services<br><b>Sari Lietsala</b>         | 0295 351 802                  |
| Desk Officer, crisis team, travel safety<br><b>Hanna-Liisa Peltoniemi</b>                   | 0295 350 139<br>09 160 551 75 |
| Desk Officer, crisis team, major disasters and preparedness matters<br><b>Satu Rasijeff</b> | 0295 351 057<br>09 160 557 44 |
| Desk Officer, crisis team, consular rapid response teams<br><b>Esa Vallioniemi</b>          | 050 407 1192 (mobile)         |

#### Team for Assistance of Families

|   |              |
|---|--------------|
| Legal Officer<br><b>Henna Harju</b>                 | 0295 351 056 |
| Trainee<br><b>Anne-Maria Marttila</b>               | 0295 350 239 |
| Legal Officer<br><b>Mona Nyholm-Niemi</b>           | 0295 350 119 |
| Legal Officer<br><b>Hanna Rantala</b>               |              |
| Consular Services Assistant<br><b>Jani Vuorinen</b> | 0295 351 127 |

#### Team for Legalization and Executive Assistance

|   |              |
|---|--------------|
| Legal Officer<br><b>Minna-Kaisa Liukko</b>  | 0295 351 053 |
| Administrative Officer, international requests for legal assistance<br><b>Tuula Piirainen</b> | 0295 351 940 |
| Consular Services Assistant, legalisations<br><b>Päivi Pukero</b>                             | 0295 351 085 |
| Consular Services Assistant, legalisations<br><b>Päivi Syrjäsoo</b>                           | 0295 351 092 |



Desk Officer, elections, international official and legal assistance  
**Karita Tammi-Kortelainen** 0295 351 060

Service Centre  
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### Visa and Passport Unit (KPA-20)

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Director  
**Leena Liukkonen** 0295 351 547

Counsellor, Desk Officer, coordination of entry issues, the EU's justice and home  
affairs

**Virpi Kankare** 0295 351 772

Assistant  
**Mari Vidgrén** 0295 350 090

Desk Officer  
**Marita Auvinen** 0295 351 783

Desk Officer, Schengen coordination  
**Timo Täyrynen** 0295 351 093

Desk Officer, residence permits and comments, administrative affairs  
**Eliisa Kojo** 0295 351 774

Coordinator, entry permit and travel document training  
**Merja Mustikka** 0295 351 079

Legal Officer  
**Tommy Walkila** 0295 351819

Legal Officer  
**Henna Närhi** 029 535 0153

Trainee  
**Kia Ahlfors** 0295 350 325

Desk Officer  
**Anja Lahdenperä** 0295 351 715

**Jaana Lång** 0295 350 130

### Team for Visas

Team Leader, visas  
**Saara Grip**

Administrative Officer, visa team

**Taina Karpenko**

**Ville Karjalainen**

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Consular Services Assistant, visas

**Brita Eriksson**

**Jaana Honkakunnas**

Consular Services Assistant, visas

**Aila Mustalahti**

Consular Services Assistant

**Minna Niemi**

### Team for Passports

Team Leader, passports

**Arja Safarov**

0295 351 927

Desk officer passports

**Heimo Repo**

0295 351 703

Attaché, Administrative Affairs, Administrative Officer, passport system training

**Vuokko Ritari**

0295 351 496

### Service passports and visas

**Susanne Arola**

Consular Services Assistant, diplomatic and service passports, visas to diplomatic and service passports

**Aino Möltzi**

0295 351 080

### Service Centre for Entry Permits (KPA-30)

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Director

**Tito Gronow**

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NETVIS/ELVIS-Specialist

**Joel Soinin**

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Liaison Officer, the Finnish Police

**Kari Onikki**

Liaison Officer, Finnish Border Guard

**Pasi Potinkara**

Systems Administrator, SUVI visa system

**Sanna Rantamäki**

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Senior Specialist, police matters

**Teppo Tähtinen**

## Protocol Services (PRO-00)

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Solutions Oy (E204503)

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Chief of Protocol

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351 718

Deputy Director General

**Marja Joenusva**

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Executive Secretary

**Kristiina Vuorenpää**

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Chancery Secretary

**Leena Mahr**

0295 350 131

## Chancery

Legal Officer

**Sinikka Malmberg**

0295 351 253

Administrative Officer, Honorary Consuls in Finland, diplomatic privileges and immunities

**Marika Knaapila-Navarrete**

0295 350 283

Coordinator, Helsinki Diplomatic List and diplomatic privileges and immunities

**Nelli Montonen**

0295 351 254

Administrative Officer, diplomatic register, diplomatic privileges and immunities

**Pirkko Valta-Kervinen**

0295 350 658

## Visits and state ceremonies

Desk Officer, protocol affairs, coordination of visits

**Anna-Maria Salomaa**

0295 351 680  
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Attaché, Administrative Affairs, Coordinator, state ceremonies

**Paula Jääskeläinen**

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Coordinator, visit arrangements, transportation

**Jarmo Nojonen**

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Coordinator, visit arrangements, transportation

**Jari Kokkonen**

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Administrative Assistant, financial management, visit arrangements  
**Tomi Nenonen** 0295 351 255

## Development Evaluation (EVA-11)

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EVA-11@formin.fi

Director, evaluation of development cooperation

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**Ilona Mattila**

0295 351 431

Desk Officer, development policy

**Sanna Pulkkinen**

0295 351 346

Senior Specialist

**Mari Rökköläinen**

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## Meeting Rooms

### Aallotar

Kanavakatu 3 B, II Kerros, 00160 HELSINKI  
016 055 6524  
kb2valvomo@formin.fi

### Amiraali / Kommodori

Laivastokatu 22, F-rakennus, 00160 HELSINKI

### Ankkuri

Kanavakatu 3 B,, VI kerros, 00160 HELSINKI

### ATK-luokka Kassu

Laivastokatu 22,, D-rakennus, 00160 HELSINKI

### ATK-luokka, pieni

Kanavakatu 3 B, III kerros, 00160 HELSINKI

### ATK-koulutusluokka

Kanavakatu 3 B,, IV kerros, 00160 HELSINKI

### Bunkkeri

Katajanokanlaituri 3, katutaso, 00160 HELSINKI

### Ehrensvärd

Laivastokatu 22, G-rakennus,, I kerros, 00160  
HELSINKI

### Enckell

Laivastokatu 22, H-rakennus,, II kerros, 00160  
HELSINKI  
016 055 6503

### Engelsali

Laivastokatu 22, A-rakennus,, pohjakerros,  
00160 HELSINKI

### Erich

Laivastokatu 22, B-rakennus,, II kerros, 00160  
HELSINKI

### Etukeno

Laivastokatu 22, G-rakennus, I kerros, 00160  
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### Holsti

Laivastokatu 22, A-rakennus,, I kerros, 00160  
HELSINKI

### Hopea

Kanavakatu 4 A, Katutaso, 00160 HELSINKI

### Jäänmurtaja

Laivastokatu 22, A-rakennus,, III kerros, 00160  
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### Kanava

Kanavakatu 3A, 5. kerros, 00160 HELSINKI

### Kapteeni

Laivastokatu 22, F-rakennus, 00160 HELSINKI  
flvalvomo@formin.fi

### Kongo

Kruunuvuorenkatu 4, III kerros, 00160  
HELSINKI

### Kulta

Kanavakatu 4 A, Katutaso, 00160 HELSINKI

### Kustaanmiekka

Laivastokatu 22, G-rakennus., I kerros, 00160  
HELSINKI

### Pressiaula

Kanavakatu 3C, 00160 HELSINKI

### Lokki

Kanavakatu 3b, IV kerros, 00160 HELSINKI

### Luotsi

Laivastokatu 22, G-rakennus, III kerros, 00160  
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### Majakka

Kanavakatu 3B, V kerros, 00160 HELSINKI

### Marina

Ankkurikatu, 00160 HELSINKI



**Matruusi**

Laivastokatu 22, F-rakennus, 00160 HELSINKI

**Messi**

Kanavakatu 3b, III kerros, 00160 HELSINKI

**Messinki**

Kanavakatu 4 A, Katutaso, 00160 HELSINKI

**Neuvotteluhuone 106**

Katajanokanlaituri 3, I krs, 00160 HELSINKI

**Neuvotteluhuone 152**

Katajanokanlaituri 3, I krs, 00160 HELSINKI

**Neuvotteluhuone 162**

Katajanokanlaituri 3, I krs, 00160 HELSINKI

**Neuvotteluhuone 206**

Katajanokanlaituri 3, II krs, 00160 HELSINKI

**Neuvotteluhuone 262**

Katajanokanlaituri 3, II krs, 00160 HELSINKI

**Neuvotteluhuone 264**

Katajanokanlaituri 3, II krs, 00160 HELSINKI

**Neuvotteluhuone 306**

Katajanokanlaituri 3, III krs, 00160 HELSINKI

**Neuvotteluhuone 362**

Katajanokanlaituri 3, III krs, 00160 HELSINKI

**Neuvotteluhuone 364**

Katajanokanlaituri 3, III krs, 00160 HELSINKI

**Niili**

Kruunuvuorenkatu 4, III kerros, 00160  
HELSINKI

**Nikkeli**

Kanavakatu 4 A,, II krs, 00160 HELSINKI

**Paasikivisali**

Laivastokatu 22, E-rakennus, I kerros, 00160  
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### Polaari

Laivastokatu 22, G-rakennus, II kerros, 00160  
HELSINKI

### Procopé

Laivastokatu, C-rakennus, II kerros, 00160  
HELSINKI

### Pronssi

Kanavakatu 4 A, Katutaso, 00160 HELSINKI

### Raportti

Laivastokatu 22, D-rakennus, 00160 HELSINKI

### Ritarikatusali

Laivastokatu 22, A-rakennus, pohjakerros,  
00160 HELSINKI

### Saarelma/Takkakabinetti

Kanavakatu 3B, VII kerros, 00160 HELSINKI

### Sambesi

Kruunuvuorenkatu 4, III kerros, 00160  
HELSINKI

### Sauna ja Takkahuone

Kanavakatu 4 A, II krs, 00160 HELSINKI

### Signum

Laivastokatu 22, C-rakennus, I kerros, 00160  
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### Suomenlinna

Laivastokatu 22, G-rakennus, II kerros, 00160  
HELSINKI

### Takkakabinetti ja Sauna

Laivastokatu 22, A-rakennus, pohjakerros,,  
00160 HELSINKI

### Tiira

Kanavakatu 3b, IV kerros, 00160 HELSINKI

### Tigris

Kruunuvuorenkatu, 00160 HELSINKI

### Ulappa

Kanavakatu 3b, VII kerros, 00160 HELSINKI

### Valopiha

Katajanokanlaituri 3,, I krs, 00160 HELSINKI

### Videokatsomo

Kanavakatu 3C., I kerros, 00160 HELSINKI

### Vire

Kanavakatu 3A, I kerros, 00160 HELSINKI

### Ajatus

Kanavakatu 3 C, I kerros, 00160 HELSINKI

### Innostus

Kanavakatu 3 C, I kerros, 00160 HELSINKI

### Oivallus

Kanavakatu 3 C, 00160 HELSINKI

### Uudistus

Kanavakatu 3 C, 00160 HELSINKI