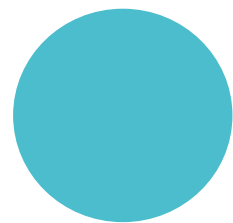


WORK LIFE CO-OPERATION

Handbook for companies



This work life co-operation handbook has been completed as a part of the TalentHUB South Karelia project and it has utilized a similar handbook published in the DYNAMO-project.

Foreword

Dear entrepreneur and employer!

We have a world-class opportunity in South Karelia! Our educational institutions produce modern talents of various expertise. Thousands of motivated students enjoy high-class education provided by LUT University and LAB University of Applied Sciences and they are eager to take on work life challenges.

It is commonly acknowledged that the future of South Karelia greatly depends on what kinds of preconditions companies have in finding competent staff members. Our educational institutions have increasingly fine-tuned their operations to suit the local industry and commerce. Additionally, more and more students, both Finnish and international, want to stay in South Karelia and find work from inspiring local companies.

Have you thought that your company should also jump into the 2020s? This handbook includes a range of practical advice on how you can do that

by starting co-operation with LUT University and LAB University of Applied Sciences. The steps to utilize students in projects and further on in recruitment are relatively easy.

There are plenty of problem solvers, future employees, and even entrepreneurs who want to be a part of your business! Be active and brave to develop the region bursting with vitality!

Jami Holtari
Managing Director
South Karelia Entrepreneurs

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Welcome to co-operating with our region's higher educational institutions

Your company has many ways to find further information and to look for help in LUT Universities' Services. This is how you can start co-operation with us:

If you have a **concrete, practical problem** and you need student resources for it, please contact Firmatiimi firmatiimi@lut.fi

If you have a **need to recruit** one of our talents, please contact our Career Services careerservices@lut.fi

If you have a **new business idea** or you want to **become an entrepreneur**, or your company is going through a change or has needs for development or finances, please contact Business Mill businessmill@lab.fi or look for a suitable person from businessmill.fi

If your company had **needs to train or develop your staff**, please contact

lut.fi - tayedennyskoulutus

lab.fi - tayedennyskoulutus

The importance of work life co-operation

Students, educational institutions, and companies engage in active co-operation. There are two higher education institutions in South Karelia - Lappeenranta-Lahti Technical University LUT and LAB University of Applied Sciences. Both institutions have campuses in Lahti, Mikkeli and Kouvola, among others. The co-operation with higher educational institutions creates a win-win situation where a student learns professional competences and companies can benefit from students' work / contribution in many ways.

"Increasing co-operation with companies and educational institutions is a central goal in our region.

Co-operation is an investment in the company's situation of today but also in its future!"

Mika Peltonen,
Managing Director,
South Karelia Chamber
of Commerce

5 REASONS WHY A COMPANY SHOULD CO-OPERATE WITH EDUCATIONAL INSTITUTIONS

1. Companies can solve current practical problems with students' help.
2. Companies get to know a potential employee which helps a company's recruitment.
3. With students' help companies get new ideas, reports, and development ideas that the company does not necessarily have time for.
4. Companies get the latest information and know-how on ways of developing their business operations.
5. Together with educational institutions, companies create something new and develop industry and commerce in the region.

FURTHER INFORMATION:

lut.fi - [palvelut yrityksille](http://palvelut.yrityksille)
lab.fi - yrityksille

When studies and the corporate world encounter

Case: Visma Solutions & LUT-Universities

Visma Solutions has engaged in a great deal of co-operation with LUT Universities for many years. Students are a very important target group to us because from them we get new perspectives, enthusiasm and contributions to our company. As a company we want to offer students a meaningful place to grow and possibilities to apply those gained skills into practice. Many summer employees want to continue working part-time parallel to their studies, according to their own timetables. We aim at supporting students in many ways and for example, two years ago we opened a branch office at Skinnarila Campus and became Finland's first Campus Partner. With the help of our branch office, it is easy to combine work and studies because both can be advanced flexibly on campus and you do not need to consider time spent in moving from campus to the office.

In addition to our Summer Trainee -program we co-operate with student organizations and we participate in different recruitment events. We organize different kinds of events for students also by ourselves, either online or on campus. We participate closely in course modules and in the upcoming years we plan to expand this co-operation further. These operation models bring studies and the corporate world closely together and give us a channel to recruit new young talents.

FURTHER INFORMATION ON VISMA CO-OPERATION MODEL:

visma - oppilaitosyhteistyöt



Find your student on time!

Would you like to impress students positively when you need employees or trainees? About 80% of students from South Karelia have been employed before graduation. So, make sure to catch our students before they start to look for employment possibilities elsewhere!

5 TIPS FOR THE RECRUITMENT OF GRADUATES:

- › Think about / map what kind of professionals you need.
- › Create a long-term plan because students are often signed to companies already during their first summer job.
- › Create a recruitment structure: a summer job or two, thesis or diploma work for your company, and you will practically have a fully qualified professional for your company.
- › Our students want to get to know companies from their own field of study. Express

your interest and create possibilities for student networking.

- › Be active towards educational institutions and tell us about your needs for employees.

FIND TALENTS IN CO-OPERATION WITH US:

- › Placements and project work are completed for companies as a part of students' everyday studies. By producing the topic, you get to know students and new technologies.
- › Students participate actively in events when they look for their dream job, please join too!

Competition for talents is tough

Case: Sami Markkanen
AFRY

Hi! I am Sami Markkanen, a 4th-year student of mechanical engineering at LUT University. I work as a steel structure planner at AFRY Finland Oy. I came to work for them because of a successful summer job in 2020, when I had about ten different summer jobs to choose from. In my opinion, my successful summer job hunt was due to my abilities to sell the technical competences that I had gained during studies and previous summer jobs. My selection of employer was confirmed by guaranteed employment as an engineer, long trainee program and an extensive network of branch offices.

I did not have a lot of experience in designing steel structures, but I was given the necessary information and time to become familiar with it. As a result, I was able to participate in projects already during the first weeks of my employment. I am extremely grateful for this kind of an orientation to work life and the opportunity to work parallel to my studies. These days I am

fully employed by the company and it seems that my studies will take 4.5 years.

I know of many students of engineering who have been pulled into work life already during their studies and I think that this development will only continue in the future. Successful students are working in well-known companies in addition to their studies. Additionally, more and more high-tech companies are establishing product development units in university towns to make sure that they can employ innovative talents. There is also a predicted lack of experts in technical fields for the future. For these reasons I think that employing students and providing them with an orientation to their future tasks is a very current and important task for companies.



Richness in diversity

Students of LUT and LAB have very different student profiles and backgrounds. Many young people continue their studies straight after finishing their upper secondary or vocational school. But we also have more and more adult students who change their careers as well as plenty of international students who aim to work in Finland or Europe after graduation. Every year about 500 international students representing more than 80 nationalities study at Skinnarila Campus. Diversity in professional skills and competences is a true richness in the job market. Be brave and choose the best graduate for the best work!

Companies can benefit from hiring international students and graduates in many ways.

TOP 3 BENEFITS ARE:

1. Companies receive new perspectives and innovative thinking towards problem solving.
2. It is easier to reach new target markets when the company has versatile language and cultural competences.
3. Young people of today see an international company as a responsible and attractive employer.

End result: Sales and market shares increase especially in companies focused on international trade.

Without international talents Finland is going to face a serious problem with the lack of workforce very soon. Think about what your company could do so that it could recruit an international talent already in the very near future.

How can we help you in internationalization?

If you need an international talent, contact us!

If your company has plans to internationalize itself, contact Business Mill.

Further information on a company's internationalization and ideas for it:

[suomi.fi](#) - ulkomaalaisen työntekijän työsuhdeasiat

[osaamisenpaikka.fi](#) - työnantajalle

[migri.fi](#) - työnantajalle

TIP!

We recommend that you spend 26 minutes of your time on watching the documentary below which showcases the sustainability of the Finnish job market as well as ideas and tips for how to recruit international graduates:

**[Tuleva Suomi](#)
- Future Finland**

Hurdles are meant for climbing

Case: Rupak Basnet

I am from Nepal, a 29-year-old mechanical engineer. After finishing high school in 2011, I came to know about Finland, its education system and I also knew the Nokia phone came from Finland. Getting admission to an engineering program in a Finnish university was huge for me. I came to Finland in 2011 for my Bachelor program at HAMK University of Applied Sciences and graduated in 2015 from mechanical engineering and production technology. Then I started looking for a job but had no luck, so I continued my job in cleaning since I needed a job to get my "A" residence permit. I got admission into LUT's Master program in Mechatronics System Design and started my studies in autumn 2017 and graduated in 2021.

Getting a job in Finland is very challenging for an international student. I have decent Finnish language skills as I passed the Finnish language test YKI back in 2018 and have been driving taxis as my primary job, which requires some

proficiency of Finnish to start with. After applying continuously for 2.5 years, I finally got hired in December of 2020 at Lumon, after sending out hundreds of applications. Different stages of job interviews were in Finnish, but they allowed me to speak in English also when needed. I was very pleased when I finally got an email which said, "Is this date okay for you to start the job?"

Most of my Finnish classmates did not have much, if any, difficulties in finding work after graduation but many international students like me are left with years of struggle. Since 2018 the situation has been better and today many of my friends with zero Finnish language skills have also been able to find a job. My career was and is always engineering. The most important thing is to never give up and keep applying, there is a position waiting for you!



A perspective on the development of an employee and the workplace

Case: Suvi-Tuuli Lappalainen

I am Suvi-Tuuli Lappalainen, 43-year-old sea captain from Kotka and soon a graduate of Master of Science in Chemical Engineering from LUT. I work in the biggest export harbor of Finland, HaminaKotka, as an assistant transport and safety manager. I was very enthusiastic when I found the biorefineries Master's program on the Internet because the development possibilities of renewable raw materials sounded very interesting. I wanted to study a subject vital in the fight against climate change. I believe also that green technologies will be a competitive advantage for Finland in the future.

Studies for a Master's degree benefit the student's employer a great deal also. The student can think about work-related matters alongside work from a new perspective and you can develop your competences in various ways. The student gets more confidence and forms new networks, and can study current and reliable information on work-related matters.

As an employer I would encourage employees to study because all parties will benefit from the skills' development.

As an employer I would also hire graduates to do their diploma works based on the company's needs. During the diploma work process both parties get to know each other, and the company can then possibly recruit the student who has already been familiarized with the company during the diploma work process.



Project works and student projects

Does your company have a challenge in which the skills and competences as well as the motivation of LUT and LAB students can be utilized? By commissioning project works and by participating in different projects, you can promote your company's know-how as well as find your future employees. Focus your projects especially on tasks for which you need employees in the future.

THE PATH FROM THE OUTLINE OF REQUIREMENTS TO PRACTICE:

- › What kind of projects would you like the students to work on?
 - » Firmatiimi helps you with topics! Firmatiimi@lut.fi
- › Have you planned new innovations or are expanding your company's operations? Are your business operations in need of an update?
 - » You can recruit a project team for your company from the university students.
- › From which educational institution and from which fields of study do you need students?
 - » Firmatiimi helps you with choosing the right experts for the team Firmatiimi@lut.fi
- › Who is responsible for supervising the assignment and the project, and will also act as a contact person for the university?
 - » Choose a supervisor from your company.
- › Will you pay a salary for the project?
 - » As a rule, assignments and project works are free.
- › How do you define the copyright?
 - » The company is directly responsible for the copyright and secrecy obligations with students.

FURTHER INFORMATION:

lut.fi - [opinnäyte ja harjoitustyöt](#)

lab.fi - [opinnäytetyö harjoittelu ja projektit](#)

From metal works into a banquet room

Case: Rämö Oy

Rämö Oy contacted LAB University of Applied Sciences and wanted our students to organize a Finland 100 anniversary event in the company's facilities. The wish was to have a relaxed atmosphere, generous Finnish food, and an event from where the customers were not fleeing away the first minute they got there. The event was organized in co-operation with LAB's hospitality students and Lappeenranta Kampusravintolat. The students were responsible for the planning and execution of the event, and they planned the timetables, menu, and functionality of dishes as well as logistics, together with campus restaurants.

The event was executed as a student project. The result was a great event, a happy customer, and guests. In addition, the project team (students, campus restaurant representatives and the supervising teacher) succeeded in their goal of executing the event and students received credits as the project met the learning objectives of their course.

Students developed their courage to meet challenges, tolerate stress and creatively solve problems. Additionally, they learned about how to manage complex catering events, how to carry responsibility and especially about how to develop their professional identity in authentic events.



Placements

Placement is an integral part of the degree that opens doors to work life. The purpose of placements is to apply the learned theory into practice, to learn something new and to network. Many university graduates find their future employer through placements, perhaps even within your company.

The length of the workday and the placement period depend on the learning objectives. Placements conducted during the academic year are typical for students studying at the university of applied sciences, but rarer among university students. In both institutions' placements are carried out especially during summer months and even tasks from the operative level are considered as sufficient placement duties for the basic placement.

BY FINDING ANSWERS TO THE FOLLOWING QUESTIONS YOUR COMPANY IS READY TO RECEIVE A TRAINEE:

- › What kind of a trainee employee do you need and what kind of work tasks can you offer?
- › What kind of placement could be useful to your company?
- › What kind of learning objectives does the student have and how can they be reached?
- › What would be the right stage of studies to start the placement?
- › Will you pay a salary, a reward, or a lunch benefit for the placement?
- › Do you have resources to provide orientation for the student to the placement and do you know who will be supervising the placement?

All done? Great! You can submit your placement advertisement for university students here:
aarresaari.jobteaser.com

STUDENTS APPRECIATE PLACEMENT POSSIBILITIES:

- › They learn to use the latest tools and methods of the field.
- › They get experiences from Finnish work life and they learn new working methods.
- › They are better able to conceive and evaluate their own skills and competences.

FURTHER INFORMATION:

lut.fi - [opinnäyte ja harjoitustyöt](#)

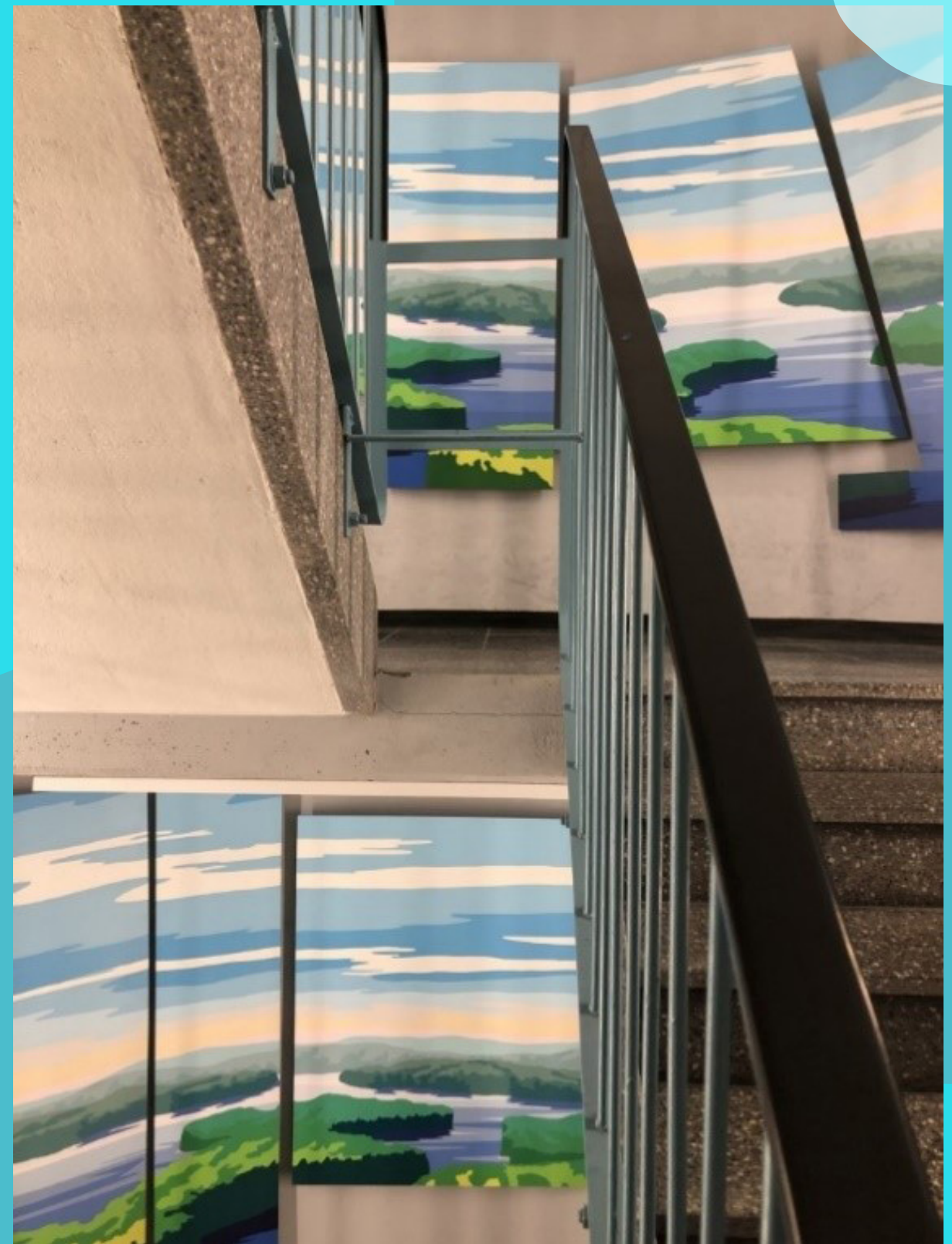
lab.fi - [opinnaytetyö, harjoittelu ja projektit](#)

A fine arts student completes placement at Stora Enso

Case: Olga Forssel

All degrees completed at the university of applied sciences include at least 6 months of compulsory placements. Social and health care students complete even about half of their studies as placement in companies, under the supervision of company representatives. The purpose of placement is to combine the theory learned in various courses with the practice. All placements have learning objectives and the placement can be carried out in companies, public administration or in non-governmental organizations.

A student's placement can leave a permanent footprint in the company. This happened with a fine arts student, Olga Forssel, who gained placement credits through completing an art piece called Regionalism for a building's staircase at Stora Enso Mills, Imatra.



Thesis and diploma works

A student can show his or her expertise to the company through a thesis or diploma work, and from which many have subsequently received employment. It is beneficial to invest in offering a topic for the thesis work: it helps in finding the right student, makes the content interesting also for the company and helps to develop issues that otherwise the company might have no time for. Typically, students begin with their thesis and diploma work either in the beginning of the autumn or the spring term. Brainstorm thesis and diploma topics in autumn for the spring term and vice versa!

HOW LONG AND OF WHAT SCALE CAN THE THESIS AND DIPLOMA WORK BE?

- › Bachelor's thesis work is equivalent to work of 2-3 months.
- › Diploma work and Master thesis work are equivalent to about 6 months of work.

PLAN THE THESIS PROCESS:

1. What do you need to agree on first inside the company?
 - » What is the good stage of studies to complete the thesis from the company's point of view?
 - » Who is responsible in the company for the familiarization process and the overall supervision of the work?
 - » Would a functional thesis work be possible?
2. Where can I find ideas?
 - » Firmatiimi acts as a bridge between companies and students
firmatiimi@lut.fi
3. How do I offer a topic for the thesis or the diploma work?

- » JobTeaser thesis advertisement: aarresaari.jobteaser.com

4. Do I have to compensate the thesis work for the student?

- » We recommend that the student gets a salary or a scholarship for the thesis work.

5. Are thesis and diploma work confidential?

- » Thesis and diploma work can be determined as confidential for a limited time for a special reason. Confidential information must be separated from the main work (e.g. as an appendix). The thesis report cannot be confidential, and it must be readable even without the appendices.
- » Bachelor works are always public.

FURTHER INFORMATION:

lut.fi - [opinnäyte ja harjoitustyöt](#)

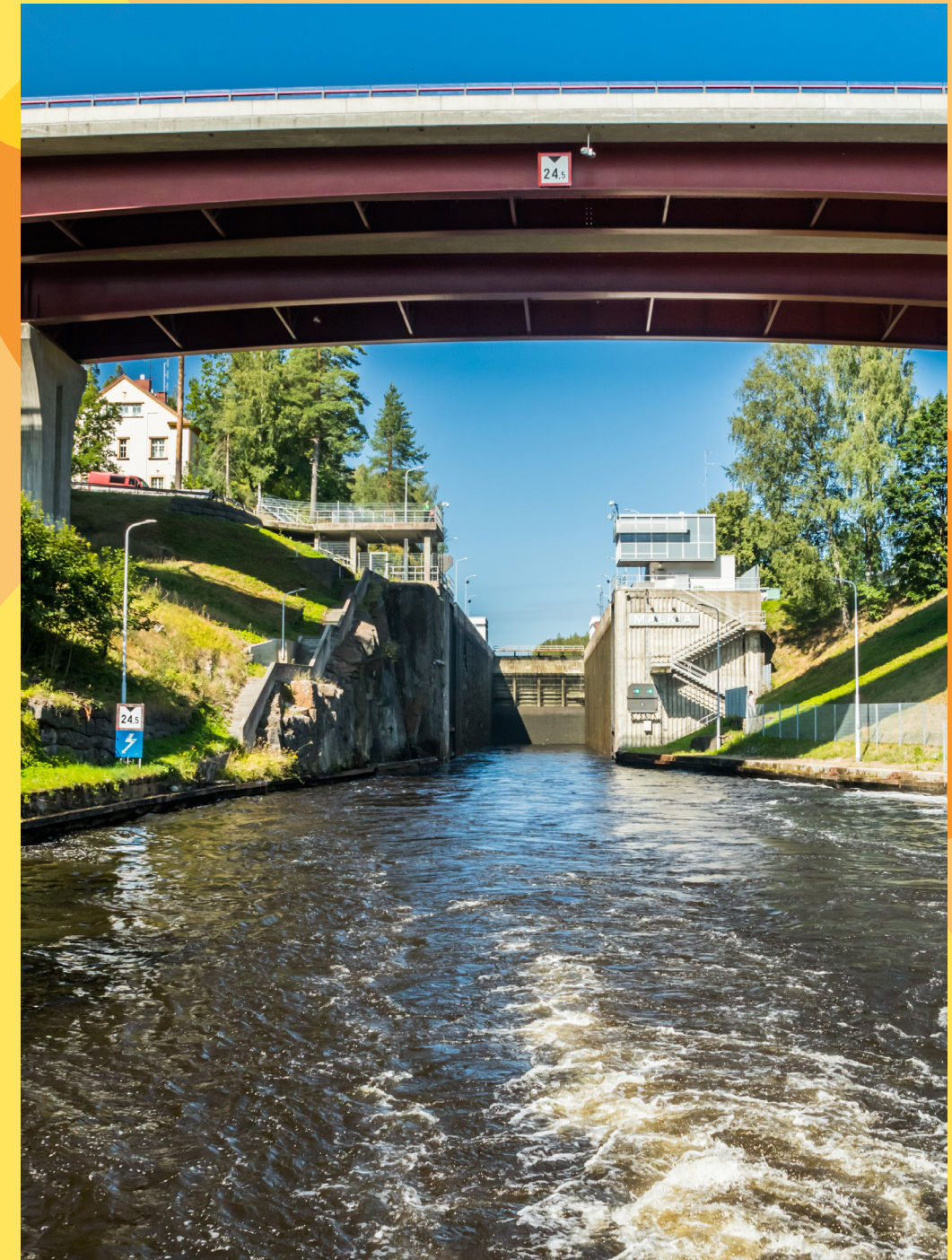
lab.fi - [opinnäytetyö harjoittelu ja projektit](#)

Bachelor's thesis benefits work life and employs the student

Case: Saimaa Canal locks

Saimaa Canal is vitally important for South Karelia's industry and commerce. The modernization project of the canal's locks' lower gates was funded by the Finnish government for 2021 and 2022. The project will offer work to 1200 Finns. Aleksi Jerkku, a civil engineering student from LAB UAS, connected his thesis work to the current topic and his work was awarded in Des-tia's thesis work competition with the first-place prize.

Aleksi completed the thesis work for his current employer GRK Infra Oy. His focus was to analyze factors affecting the tightness of the lower gates and to find alternative construction methods for the modernization project. "The topic was related to the project that I was involved in alongside my studies, but of course I was surprised about the positive reception of my thesis work. It was great that I was employed during the project and that the work benefited my employer in this big project," Aleksi says.



Summer jobs

Companies should prepare their recruitment process for summer jobs already in the autumn so that they can get the best employees. Students become active in their search of summer jobs already in October-November. Many students want to work during the summertime to complete their compulsory placements as well as gain more work experience for their mainly theoretical studies, but they also work to finance their everyday lives.

Below you can see the most typical student questions related to summer jobs. Your company will be saved from a flow of emails if you publish answers to these questions e.g., on your website or on LinkedIn.

- › When will you open your application procedure for summer jobs and how do you inform students about them?
- › Could a summer employee produce new information for you as a part of placement duties?
- › What tasks can one apply for if the degree has not been completed yet?
- › Could you hire an international talent?
- › On which platform will you carry out the application procedure?
 - » A tip! On JobTeaser (aarresaari.jobteaser.com) you will reach students of higher education from South Karelia

RECRUITER, PLEASE KEEP THESE POINTS IN MIND WHEN YOU LOOK FOR A SUMMER EMPLOYEE:

- › Target your message to the right audience and remember to utilize educational institutions' recruitment channels such as social media.
- › Participate in recruitment events – you will get direct contacts with students looking for work.
- › Inform all applicants actively about different phases and the outcome of the recruitment. Reciprocity helps in creating a positive employer image.

Do you have a student as a summer employee in your company? Please take following matters into consideration in their orientation to work:

- › Hiring, vacations, written work contract, work time, orientation to work, testimonial etc. Remember also issues such as labor law and its regulations, professional secrecy etc.
- › Remember that students might enter into work life for the very first time as university students, so they need basic work life skills, too.

TIP! RECRUIT A STUDENT TO SEASONAL AND PART-TIME JOBS.

Students like to finance their studies e.g. with part-time work outside of summer jobs to gain valuable work experience. You will find a qualified work force from institutions of higher education for other needs as well! Open your job hunt: aarresaari.jobteaser.com

Further training

Further training is a gold mine for a company in developing its staff. This training is offered for a charge and the extent of the training can be from a single-day event up to larger units either for an individual or the entire staff. Some of the further training is open to everyone but we also offer tailor-made training concepts to companies. Education leading to an employee's degree takes place in degree programs and you can apply to them through the joint application procedure.

FURTHER INFORMATION ON LUT UNIVERSITIES' OFFER ON FURTHER TRAINING PROGRAMS:

[lut.fi - täydennyskoulutus](https://lut.fi/taydennyskoulutus)

[lab.fi - täydennyskoulutus](https://lab.fi/taydennyskoulutus)

LUT Universities' further training can be tailored according to a customer's needs or it can be organized by the degree programs or the Language Center. Some good examples of these are e.g., Chinese business etiquette and basics of Chinese training that was conducted by the Language Center, or sausage making courses, organized by Saimaa GastroBar, which are suitable recreational and team-building activities for companies' staff members, clubs, and organizations. Be brave in expressing your needs in further training!

Research and development work

Universities offer research to order (subject to charge) when it suits the research and education focuses of the universities. RDI work is commonly conducted through projects in co-operation with companies or organizations. Does your company have an idea about a joint RDI project?

FURTHER INFORMATION:

[lut.fi - research](https://lut.fi/research)

[lab.fi - research & development](https://lab.fi/research&development)



Excel-based pricing calculator for an accounting company chain

Case: Robocamp

Second-year accounting students of LAB University of Applied Sciences participated in RoboCamp's work-life project in which an Excel-based pricing calculator was created for one of Finland's biggest accounting companies, a chain of accounting company Rantalainen. The pricing calculator helped the company's sales staff in pricing service entities and because of that many phases using different calculators could be avoided.

"The project was also important for the commissioner because it is vital to understand all factors affecting the price. Previously used calculators did not take into consideration all variables, such as special features of the industry or the impact of a customer's automation degree," tells sales manager Teemu Teittinen from Rantalainen Oy.

"We were very happy with the outcome. Our expectations were exceeded. Students worked proactively and found their own perspectives on the project. Interaction between the company and the students worked perfectly through remote access. With the help of the project, we got exactly the tool we hoped for. The calculator's logic functions well, and the company can adjust its coefficients and functionality according to its needs. "

Innovative and playful restaurant experiences

Case: GastroBar Saimaa

GastroBar Saimaa is a study environment on LAB UAS' Skinärilä campus where practical, interdisciplinary, and versatile restaurant experiences can be carried out as a central element of hospitality students' learning. GastroBar has many

co-operation partners and customers in South Karelia (e.g., Nordea, Kattava Catering, Lappeenranta Entrepreneurs and Kampusravintolat.) Is your company or club interested in creating a memorable event?



Business MILL - business incubator

WHAT ON EARTH IS BUSINESS MILL?

Business Mill – business incubator offers support to companies and teams interested in growing and internationalizing their business operations. We offer coaching in the testing of business ideas, support in applying for finances and help in making valuable contacts for the future. We are also a gateway to the special know-how available at LAB University of Applied Sciences and LUT University. We work in tight co-operation with different regional and national operators and experts. A customer-based approach, confidential service as well as very broad networks with talents are our strengths. Our services are free of charge for all South Karelia teams, start-ups and companies.

Check out **Business Mill** pages. From there you'll find our service descriptions and contact details, as well as some success stories of our corporate clients.

With us you don't need to run from door-to-door. We are alongside you in all phases – from an idea to the renewal!

Contact us to set up an hour's meeting to discuss your needs and find out how we can assist you through co-operation.

Business mentoring

Many students are considering entrepreneurship as a form of employment after graduation. Peer support from other entrepreneurs helps new entrepreneurs a great deal and business mentoring is a great way to help them. Many students start small-scale entrepreneurial activities already during their study time so that studies can support entrepreneurship and the student can get credits from acting as an entrepreneur. Building networks is also easier when you get support from other entrepreneurs!

WOULD YOU BE INTERESTED IN BECOMING A MENTOR FOR A NEW ENTREPRENEUR? FURTHER INFORMATION AVAILABLE:
yrityskummit.fi

Entrepreneurship during studies

Case: Ondrej Grzegorz

I started small-scale entrepreneurship in 2006 when I was still an upper secondary school student in Czech Republic. I was a DJ and I did sound design. Then I started my studies of musicology at the university. I was in Finland as an exchange student in 2009, fell in love and I moved permanently to Finland in 2012. First, I studied Finnish for 10 months. Then, unemployment was high, and I noticed that in a work of a musicologist e.g., to a philharmonic orchestra perfect knowledge of Finnish was needed because the work contains plenty of writing. It was time for me to look for new opportunities.

I joined the ABC Course in Entrepreneurship organized by Jyväskylä Employment Office and established a music studio. I made sound recordings for games, commercials and answering phones e.g. for Stora Enso, Finnair and Ferratum, and also different kinds of other works in my company's name. Through networking I received the exclusive

sale rights of BeWooden accessories to Finland. Products of the BeWooden family such as jewelry, face masks and wooden bowties for men have been a success. Due to me being a part-time entrepreneur, running my own business was not difficult parallel to my degree studies in tourism and hospitality management.

However, hunger grows while you eat. In 2021 Ondrej will establish his fourth company related to IT and the hospitality business. He has also already received help towards the business from the networks of the Business Mill and RDI staff of LAB UAS.

Entrepreneurship pays off!



Tips for this handbook were provided by:

LAB UNIVERSITY OF APPLIED SCIENCES
lab.fi

LUT UNIVERSITY
lut.fi

LUT & LAB CAREER SERVICES
lut.fi - rekrytointipalvelut

South Karelia Chamber of Commerce
etela-karjalankauppakamari.fi

IN COOPERATION WITH:

 LAB University of
Applied Sciences

 BUSINESS MILL

KEHY
Imatran Seudun Kehitysyhtiö Oy

 LUT
University

 Yrittäjät
ETELÄ-KARJALA

ETELÄ-KARJALAN
KAUPPAKAMARI

 WIRMA