

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	777	17.00	22.00	1.00
FROM TERRITORIES :	1059	12.00	24.66	0.98
B.VISITS TO CLIENTS IN TERRITORY :	333	8.00	10.33	0.47
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	3.50	13.66	0.48
MISSIONS :	4	4.50	5.00	0.24
CONFERENCE SEMINARS :	11	7.50	1.00	0.18
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	14	2.00	1.33	0.08
POST INITIATED :	8	2.50	0.33	0.06
E.COMMUNICATIONS ACTIVITIES :	2	2.50	0.00	0.05
F.INVESTMENT ENQUIRIES				
FROM CANADA :	14	1.00	0.33	0.03
FROM TERRITORIES :	43	2.50	1.66	0.10
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		12.00	4.00	0.36
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.00	0.66	0.04
HOST GOVERNMENT :	21	3.00	1.33	0.10
OTHER DEPARTMENT :	44	2.50	1.33	0.09
PROVINCES/MUNICIPALITIES :	24	2.00	3.00	0.13
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	1.66	0.19
LEAVE, PROFESSIONAL DEVELOP :		9.50	7.66	0.42
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.94	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 79
FROM TERRIT : 828

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 15

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 3