

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	590	10.50	27.66	1.04
FROM TERRITORIES	226	9.50	18.66	0.75
B. VISITS TO CLIENTS IN TERRITORY	217	8.50	9.33	0.45
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	5	10.00	9.00	0.47
MISSIONS	3	5.00	6.00	0.28
OTHER	11	9.50	3.66	0.30
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	7	6.50	1.66	0.18
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	6	0.50	0.66	0.03
FROM TERRITORIES	29	2.50	3.00	0.14
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA	4	9.00	4.00	0.30
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	5	3.50	1.66	0.12
FROM OTHER GOV'T SOURCES- CONTACTS	64	3.50	3.66	0.18
- REPORTS	13	0.50	0.00	0.01
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		8.00	4.33	0.29
LEAVE, PROFESSIONAL DEVELOP		8.50	3.66	0.28
J. SERVICE TO OTHER MISSION PROGRAMS		4.50	3.00	0.18
***** TOTALS *****		100.00	99.94	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 68
FROM TERRIT : 776

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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