

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

90/10/03

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : MINNEAPOLIS

|   | NUMBER | % OFFICER-TIME |         | TOTAL-TIME |
|---|--------|----------------|---------|------------|
|   |        | CANADA         | LOC-ENG | PERSON-QTR |
| A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :   | 594    | 7.00           | 21.00   | 1.05       |
| FROM TERRITORIES :                              | 752    | 8.33           | 17.00   | 0.93       |
| B.VISITS TO CLIENTS IN TERRITORY :              | 189    | 4.66           | 12.00   | 0.62       |
| C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS       |        |                |         |            |
| FAIRS :   | 11     | 1.33           | 9.75    | 0.43       |
| MISSIONS :                                      | 9      | 0.66           | 12.00   | 0.50       |
| CONFERENCE SEMINARS :                           | 6      | 2.00           | 1.50    | 0.12       |
| OTHER :   | 2      | 1.00           | 0.50    | 0.05       |
| D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :   | 16     | 3.00           | 3.00    | 0.21       |
| POST INITIATED :                                | 18     | 4.00           | 1.75    | 0.19       |
| E.COMMUNICATIONS ACTIVITIES :                   | 4      | 0.33           | 1.00    | 0.05       |
| F.INVESTMENT ENQUIRIES FROM CANADA :            | 8      | 1.00           | 0.25    | 0.04       |
| FROM TERRITORIES :                              | 25     | 2.00           | 2.25    | 0.15       |
| G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 20     | 0.00           | 0.50    | 0.02       |
| CONNECTIONS ARRANGED :                          | 0      | 0.00           | 0.00    | 0.00       |
| H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :  |        | 4.66           | 4.00    | 0.30       |
| I.SERVICE REQUESTS FM GOV'T SOURCES             |        |                |         |            |
| NGO :   | 2      | 0.00           | 0.25    | 0.01       |
| HOST GOVERNMENT :                               | 10     | 1.33           | 0.75    | 0.07       |
| OTHER DEPARTMENT :                              | 5      | 0.66           | 0.00    | 0.02       |
| PROVINCES/MUNICIPALITIES :                      | 20     | 1.66           | 3.00    | 0.17       |
| J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:  |        | 6.33           | 1.00    | 0.23       |
| LEAVE, PROFESSIONAL DEVELOP :                   |        | 10.00          | 8.50    | 0.64       |
| K.SERVICE TO OTHER MISSION PROGRAMS :           |        | 6.66           | 0.00    | 0.20       |
| L.TOURISM PROGRAM ACTIVITIES :                  |        | 33.33          | 0.00    | 1.00       |
| ***** TOTALS *****                              |        | 99.94          | 100.00  | 7.00       |

NUMBER OF BUSINESS VISITORS FROM CANADA : 0  
FROM TERRIT : 880

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3  
- LOCALLY-ENGAGED : 4