

25/05/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	553	8.33	17.80	1.14
FROM TERRITORIES :	440	5.33	13.00	0.81
B.VISITS TO CLIENTS IN TERRITORY :	93	2.33	6.40	0.39
C.EXPORT/TRADE/POLICY FAIRS :	11	3.66	11.60	0.69
PROJECTS AND EVENTS MISSIONS :	5	1.66	2.00	0.15
CONFERENCE SEMINARS :	10	2.00	4.20	0.27
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	1.00	3.40	0.20
POST INITIATED :	8	1.66	3.20	0.21
E.COMMUNICATIONS ACTIVITIES :	6	0.66	0.60	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	6	1.00	0.40	0.05
FROM TERRITORIES :	12	0.66	3.60	0.20
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 :		1.33	1.40	0.11
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.33	0.00	0.01
HOST GOVERNMENT :	10	0.66	1.00	0.07
OTHER DEPARTMENT :	5	0.00	0.80	0.04
PROVINCES/MUNICIPALITIES :	20	1.00	2.60	0.16
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	1.20	0.36
LEAVE, PROFESSIONAL DEVELOP :		10.00	6.40	0.62
K.SERVICE TO OTHER MISSION PROGRAMS :		15.00	0.40	0.47
L.TOURISM PROGRAM ACTIVITIES :		33.33	20.00	2.00
***** TOTALS *****		99.94	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	52
FROM TERRIT :	24
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	82
FROM TERRIT :	209
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	14
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	5