

22/08/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1993

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	603	8.00	11.00	0.82
FROM TERRITORIES :	325	5.50	9.16	0.66
B. VISITS TO CLIENTS IN TERRITORY :	225	10.00	4.16	0.45
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	16	0.00	5.00	0.30
MISSIONS :	2	0.00	4.16	0.25
CONFERENCE SEMINARS :	15	1.00	6.66	0.42
OTHER :	1	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	0.00	4.50	0.27
POST INITIATED :	9	8.00	1.50	0.25
E. COMMUNICATIONS ACTIVITIES :	5	7.50	0.66	0.19
F. INVESTMENT ENQUIRIES				
FROM CANADA :	16	0.50	0.16	0.02
FROM TERRITORIES :	11	3.00	0.50	0.09
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.50	0.03
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		6.50	2.50	0.28
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	0.00	0.83	0.05
HOST GOVERNMENT :	11	0.00	2.16	0.13
OTHER DEPARTMENT :	14	0.00	1.66	0.10
PROVINCES/MUNICIPALITIES :	15	0.50	2.16	0.14
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		39.00	2.00	0.90
LEAVE, PROFESSIONAL DEVELOP :		2.50	6.00	0.41
K. SERVICE TO OTHER MISSION PROGRAMS :		8.00	1.33	0.24
L. TOURISM PROGRAM ACTIVITIES :		0.00	33.33	2.00
***** TOTALS *****		100.00	99.93	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	27
	FROM TERRIT :	16
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	140
	FROM TERRIT :	129
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		37
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	6