

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	451	15.00	29.66	1.19
FROM TERRITORIES :	351	8.50	16.00	0.65
B.VISITS TO CLIENTS IN TERRITORY :	326	12.00	18.00	0.78
C.EXPORT/TRADE/POLICY FAIRS :	4	5.50	19.33	0.69
PROJECTS AND EVENTS MISSIONS :	2	5.50	0.00	0.11
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	15	14.00	2.33	0.35
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	7	5.00	0.66	0.12
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	5	1.00	0.00	0.02
FROM TERRITORIES :	22	1.50	2.33	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.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.50	2.66	0.19
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	10	2.50	1.00	0.08
OTHER DEPARTMENT :	26	5.50	1.33	0.15
PROVINCES/MUNICIPALITIES :	9	2.00	0.66	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.50	1.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		5.50	3.33	0.21
K.SERVICE TO OTHER MISSION PROGRAMS :		2.50	1.66	0.10
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 142
FROM TERRIT : 779

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

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