

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	694	15.50	22.75	1.22
FROM TERRITORIES :	629	8.00	24.00	1.12
B. VISITS TO CLIENTS IN TERRITORY :	147	5.00	8.00	0.42
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	7.50	16.50	0.81
MISSIONS :	6	12.50	4.25	0.42
CONFERENCE SEMINARS :	8	11.00	1.25	0.27
OTHER :	2	2.50	0.50	0.07
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	1.50	2.50	0.13
POST INITIATED :	15	4.00	1.50	0.14
E. COMMUNICATIONS ACTIVITIES :	1	0.00	0.25	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	19	3.00	0.75	0.09
FROM TERRITORIES :	14	1.00	1.25	0.07
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'T'N IN PROG-REL EVENTS OUTSIDE POST :		10.00	6.25	0.45
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	15	1.50	1.00	0.07
OTHER DEPARTMENT :	20	1.50	0.50	0.05
PROVINCES/MUNICIPALITIES :	25	3.00	3.00	0.18
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	1.00	0.14
LEAVE, PROFESSIONAL DEVELOP :		2.50	4.75	0.24
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 125
FROM TERRIT : 205

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 43

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4