

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	515	1.00	9.66	0.59
FROM TERRITORIES :	744	0.00	8.00	0.48
B. VISITS TO CLIENTS IN TERRITORY :	187	10.00	6.33	0.48
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	8.00	0.48
MISSIONS :	0	0.00	9.83	0.59
CONFERENCE SEMINARS :	0	10.00	2.50	0.25
OTHER :	2	2.00	0.33	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	12	2.00	2.00	0.14
POST INITIATED :	7	1.00	1.00	0.07
E. COMMUNICATIONS ACTIVITIES :	14	4.00	1.16	0.11
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	0.00	0.66	0.04
FROM TERRITORIES :	10	1.00	2.00	0.13
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.33	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	4.00	0.24
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.83	0.05
HOST GOVERNMENT :	6	1.00	1.50	0.10
OTHER DEPARTMENT :	1	0.00	1.00	0.06
PROVINCES/MUNICIPALITIES :	10	1.00	1.66	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		66.00	2.16	0.79
LEAVE, PROFESSIONAL DEVELOP :		0.00	2.66	0.16
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	1.00	0.07
L. TOURISM PROGRAM ACTIVITIES :		0.00	33.33	2.00
***** TOTALS *****		100.00	99.94	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	0
FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	83
FROM TERRIT :	307
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	19
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	6