

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : MINNEAPOLIS

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA :	518	14.50	29.00	1.16
	FROM TERRITORIES :	290	9.00	20.66	0.80
B. VISITS TO CLIENTS IN TERRITORY	VISITS :	409	8.00	9.66	0.45
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS :	10	9.50	10.33	0.50
	MISSIONS :	7	6.50	9.33	0.41
	OTHER :	12	10.00	1.33	0.24
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	:	5	6.00	0.00	0.12
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA :	6	1.00	0.00	0.02
	FROM TERRITORIES :	31	2.00	5.66	0.21
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	:	0	0.00	0.00	0.00
	CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	:	3	2.50	1.33	0.09
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	:	7	2.50	0.33	0.06
	FROM OTHER GOV'T SOURCES- CONTACTS :	65	3.50	3.33	0.17
	- REPORTS :	19	0.00	0.00	0.00
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN. :		6.50	3.00	0.22
	LEAVE, PROFESSIONAL DEVELOP :		10.50	4.00	0.33
J. SERVICE TO OTHER MISSION PROGRAMS	:		8.00	2.00	0.22
***** TOTALS *****			100.00	99.96	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 175
FROM TERRIT : 742

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 21

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