

24/08/95

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	731	10.50	15.50	0.83
FROM TERRITORIES :	398	5.50	10.50	0.53
B. VISITS TO CLIENTS IN TERRITORY :	79	2.00	6.50	0.30
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	0.00	9.50	0.38
MISSIONS :	9	1.50	7.25	0.32
CONFERENCE SEMINARS :	14	6.50	5.50	0.35
OTHER :	9	0.50	3.00	0.13
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	0.50	3.25	0.14
POST INITIATED :	13	0.50	3.75	0.16
E. COMMUNICATIONS ACTIVITIES :	5	3.50	3.75	0.22
F. INVESTMENT ENQUIRIES FROM CANADA :	46	2.50	1.75	0.12
FROM TERRITORIES :	9	0.00	2.50	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 :		12.50	4.75	0.44
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	2.00	0.08
HOST GOVERNMENT :	11	1.50	2.25	0.12
OTHER DEPARTMENT :	4	0.50	1.50	0.07
PROVINCES/MUNICIPALITIES :	27	4.00	2.25	0.17
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		35.50	3.25	0.84
LEAVE, PROFESSIONAL DEVELOP :		3.00	8.25	0.39
K. SERVICE TO OTHER MISSION PROGRAMS :		8.50	2.50	0.27
L. TOURISM PROGRAM ACTIVITIES :		1.00	0.50	0.04
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	11
FROM TERRIT :	18
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	68
FROM TERRIT :	239

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	6
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	4