

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	514	14.00	29.00	1.15
FROM TERRITORIES :	482	9.00	25.33	0.94
B. VISITS TO CLIENTS IN TERRITORY VISITS :	163	6.50	13.66	0.54
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	7	23.50	6.66	0.67
MISSIONS :	1	3.50	0.33	0.08
OTHER :	7	3.00	4.33	0.19
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	5	2.50	1.00	0.08
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	6	0.50	0.66	0.03
FROM TERRITORIES :	23	3.50	2.00	0.13
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. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	3	6.00	0.33	0.13
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	4	0.50	1.00	0.04
FROM OTHER GOV'T SOURCES- CONTACTS :	77	4.00	4.33	0.21
- REPORTS :	2	1.00	0.66	0.04
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		7.50	4.33	0.28
LEAVE, PROFESSIONAL DEVELOP :		12.50	6.00	0.43
J. SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.33	0.06
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 137
FROM TERRIT : 491

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

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