

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	543	14.00	17.75	0.99
FROM TERRITORIES :	295	3.50	19.00	0.83
B. VISITS TO CLIENTS IN TERRITORY :	146	2.00	9.50	0.42
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	3.00	3.25	0.19
MISSIONS :	3	0.00	6.50	0.26
CONFERENCE SEMINARS :	10	6.50	2.50	0.23
OTHER :	5	3.50	0.25	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	1.00	2.25	0.11
POST INITIATED :	14	1.00	3.25	0.15
E. COMMUNICATIONS ACTIVITIES :	20	8.00	1.25	0.21
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	0.50	1.75	0.08
FROM TERRITORIES :	11	0.00	5.00	0.20
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.25	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	7.50	0.40
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	0.25	0.01
HOST GOVERNMENT :	11	1.00	1.25	0.07
OTHER DEPARTMENT :	7	0.50	1.25	0.06
PROVINCES/MUNICIPALITIES :	31	2.00	4.50	0.22
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		32.50	3.25	0.78
LEAVE, PROFESSIONAL DEVELOP :		5.00	7.00	0.38
K. SERVICE TO OTHER MISSION PROGRAMS :		11.00	2.00	0.30
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.50	0.02
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 7
FROM TERRIT : 17
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 12
FROM TERRIT : 152

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 16

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