

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	508	12.00	32.33	1.21
FROM CANADA :				
FROM TERRITORIES :	422	11.00	22.33	0.89
B. VISITS TO CLIENTS IN TERRITORY :	240	10.00	16.00	0.68
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	19.50	9.33	0.67
MISSIONS :	3	1.00	2.66	0.10
CONFERENCE SEMINARS :	6	4.00	2.33	0.15
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	4	1.50	0.33	0.04
POST INITIATED :	9	2.50	1.66	0.10
E. COMMUNICATIONS ACTIVITIES :	2	0.50	0.00	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	0.50	0.33	0.02
FROM TERRITORIES :	29	2.00	4.00	0.16
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. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		2.00	2.66	0.12
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	4	1.00	0.00	0.02
OTHER DEPARTMENT :	6	1.50	0.00	0.03
PROVINCES/MUNICIPALITIES :	15	3.00	0.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	1.66	0.17
LEAVE, PROFESSIONAL DEVELOP :		15.50	4.33	0.44
K. SERVICE TO OTHER MISSION PROGRAMS :		6.50	0.00	0.13
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 153
FROM TERRIT : 768

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 19

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