

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIM PERSON-QT
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES : FROM CANADA :	587	7.00	10.83	0.79
FROM TERRITORIES :	432	4.00	11.83	0.79
B.VISITS TO CLIENTS IN TERRITORY :	185	2.50	5.66	0.39
C.EXPORT/TRADE/POLICY FAIRS :	23	16.50	8.33	0.83
PROJECTS AND EVENTS MISSIONS :	1	2.00	5.00	0.34
CONFERENCE SEMINARS :	9	3.50	4.83	0.36
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	2.50	1.00	0.11
POST INITIATED :	17	1.00	1.83	0.13
E.COMMUNICATIONS ACTIVITIES :	9	3.50	0.50	0.10
F.INVESTMENT ENQUIRIES FROM CANADA :	4	0.00	0.66	0.04
FROM TERRITORIES :	7	0.00	0.83	0.05
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.66	0.04
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.50	2.00	0.17
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	21	0.00	1.16	0.07
HOST GOVERNMENT :	7	0.00	1.50	0.09
OTHER DEPARTMENT :	8	1.00	0.66	0.06
PROVINCES/MUNICIPALITIES :	33	2.00	2.33	0.18
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	1.66	0.35
LEAVE, PROFESSIONAL DEVELOP :		35.00	4.33	0.96
K.SERVICE TO OTHER MISSION PROGRAMS :		4.50	1.00	0.15
L.TOURISM PROGRAM ACTIVITIES :		0.00	33.33	2.00
***** TOTALS *****		100.00	99.93	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 8
FROM TERRIT : 16
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 82
FROM TERRIT : 363

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 24

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2
-LOCALLY ENGAGED : 6