

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/05/12

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	749	14.00	28.66	1.14
FROM TERRITORIES :	556	9.00	25.33	0.94
B.VISITS TO CLIENTS IN TERRITORY :	183	10.00	9.00	0.47
C.EXPORT/TRADE/POLICY FAIRS :	7	10.00	11.66	0.55
PROJECTS AND EVENTS MISSIONS :	3	2.00	4.33	0.17
CONFERENCE SEMINARS :	13	6.00	3.33	0.22
OTHER :	3	1.00	1.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	3.50	0.66	0.09
POST INITIATED :	6	3.50	0.00	0.07
E.COMMUNICATIONS ACTIVITIES :	4	2.50	0.00	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	9	0.50	0.33	0.02
FROM TERRITORIES :	18	2.50	2.33	0.12
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		16.00	6.66	0.52
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 :	5	0.50	0.00	0.01
PROVINCES/MUNICIPALITIES :	2	3.50	1.66	0.12
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	1.33	0.16
LEAVE, PROFESSIONAL DEVELOP :		4.50	3.33	0.19
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.33	0.09
***** TOTALS *****		100.00	99.94	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 153
FROM TERRIT : 986

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

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