

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	614	5.66	14.40	0.89
FROM TERRITORIES :	375	3.00	13.40	0.76
B. VISITS TO CLIENTS IN TERRITORY :	152	1.66	8.80	0.49
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	12	5.66	10.80	0.71
MISSIONS :	1	4.66	3.40	0.31
CONFERENCE SEMINARS :	5	4.66	3.40	0.31
OTHER :	2	2.00	0.40	0.08
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	8	0.00	1.40	0.07
POST INITIATED :	7	0.00	1.60	0.08
E. COMMUNICATIONS ACTIVITIES :	14	9.00	0.60	0.30
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.00	1.20	0.06
FROM TERRITORIES :	15	0.00	3.60	0.18
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.40	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.33	1.00	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	0.00	1.00	0.05
HOST GOVERNMENT :	11	0.33	1.40	0.08
OTHER DEPARTMENT :	7	0.66	1.20	0.08
PROVINCES/MUNICIPALITIES :	31	4.66	3.20	0.30
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.00	2.40	0.27
LEAVE, PROFESSIONAL DEVELOP :		8.66	4.80	0.50
K. SERVICE TO OTHER MISSION PROGRAMS :		7.66	1.60	0.31
L. TOURISM PROGRAM ACTIVITIES :		33.33	20.00	2.00
***** TOTALS *****		99.93	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	8
	FROM TERRIT :	7
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	55
	FROM TERRIT :	131
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		30
NUMBER OF OCCUPIED OFFICER POSITIONS		
-CANADA BASED :		3
-LOCALLY ENGAGED :		5