

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	638	14.50	27.33	1.11
FROM TERRITORIES	456	19.00	18.66	0.94
B. VISITS TO CLIENTS IN TERRITORY VISITS :	125	13.50	12.00	0.63
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	3	4.50	15.33	0.55
MISSIONS :	1	1.50	3.00	0.12
OTHER :	9	2.50	3.66	0.16
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	11	2.50	2.00	0.11
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	3	2.50	0.00	0.05
FROM TERRITORIES :	33	9.00	1.66	0.23
F. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	1.00	0.00	0.02
CONNECTIONS ARRANGED :	3	1.00	0.00	0.02
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA :	2	6.50	0.00	0.13
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	7	2.50	1.66	0.10
FROM OTHER GOV'T SOURCES- CONTACTS :	86	5.00	3.66	0.21
- REPORTS :	1	0.00	0.66	0.02
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.:		10.00	2.00	0.26
LEAVE, PROFESSIONAL DEVELOP :		0.00	7.00	0.21
J. SERVICE TO OTHER MISSION PROGRAMS :		4.50	1.33	0.13
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 174
FROM TERRIT : 509

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 27

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