

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	675	4.00	25.25	1.09
FROM TERRITORIES :	634	5.00	24.00	1.06
B. VISITS TO CLIENTS IN TERRITORY :	158	4.50	11.25	0.54
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	14	12.00	13.00	0.76
MISSIONS :	7	16.00	4.50	0.50
CONFERENCE SEMINARS :	5	2.00	6.50	0.30
OTHER :	1	0.00	0.50	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	12	2.00	2.75	0.15
POST INITIATED :	15	3.00	1.50	0.12
E. COMMUNICATIONS ACTIVITIES :	2	0.50	0.25	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	13	3.00	0.50	0.08
FROM TERRITORIES :	22	7.50	1.50	0.21
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		13.00	0.50	0.28
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	8	0.50	0.75	0.04
OTHER DEPARTMENT :	13	1.00	0.75	0.05
PROVINCES/MUNICIPALITIES :	27	2.00	3.00	0.16
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	0.75	0.15
LEAVE, PROFESSIONAL DEVELOP :		4.50	2.75	0.20
K. SERVICE TO OTHER MISSION PROGRAMS :		13.50	0.00	0.27
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0
FROM TERRIT : 121

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 27

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4