

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	636	9.00	14.20	0.98
FROM TERRITORIES :	541	6.33	13.80	0.88
B. VISITS TO CLIENTS IN TERRITORY :	139	3.33	5.20	0.36
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	13	2.33	19.00	1.02
MISSIONS :	4	1.66	4.00	0.25
CONFERENCE SEMINARS :	5	2.66	0.60	0.11
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	0.00	2.00	0.10
POST INITIATED :	9	1.00	1.80	0.12
E. COMMUNICATIONS ACTIVITIES :	8	1.66	0.80	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA :	10	1.00	1.80	0.12
FROM TERRITORIES :	13	1.33	2.40	0.16
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	1.00	0.05
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		4.33	0.60	0.16
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.66	0.80	0.06
HOST GOVERNMENT :	10	1.00	1.00	0.08
OTHER DEPARTMENT :	3	0.00	4.40	0.22
PROVINCES/MUNICIPALITIES :	27	4.00	1.20	0.18
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.33	5.40	0.49
LEAVE, PROFESSIONAL DEVELOP :		5.66	0.00	0.17
K. SERVICE TO OTHER MISSION PROGRAMS :		13.33	0.00	0.40
L. TOURISM PROGRAM ACTIVITIES :		33.33	20.00	2.00
***** TOTALS *****		99.94	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 83
FROM TERRIT : 17
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 19
FROM TERRIT : 590

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 12

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 3
-LOCALLY ENGAGED : 5