

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

90/01/22

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	666	9.00	24.00	1.05
FROM TERRITORIES :	857	7.00	26.50	1.13
B. VISITS TO CLIENTS IN TERRITORY :	193	2.00	8.25	0.35
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	0.00	16.25	0.65
MISSIONS :	6	3.00	4.50	0.21
CONFERENCE SEMINARS :	10	12.00	3.25	0.25
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	7	3.00	0.75	0.06
POST INITIATED :	15	2.00	2.00	0.10
E. COMMUNICATIONS ACTIVITIES :	1	0.00	0.25	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	6	1.00	0.00	0.01
FROM TERRITORIES :	28	3.00	1.50	0.09
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 :		6.00	3.25	0.19
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	0.25	0.01
HOST GOVERNMENT :	23	3.00	0.75	0.06
OTHER DEPARTMENT :	36	2.00	0.75	0.05
PROVINCES/MUNICIPALITIES :	41	2.00	1.75	0.09
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.:		10.00	0.75	0.13
LEAVE, PROFESSIONAL DEVELOP :		35.00	5.25	0.56
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 88
FROM TERRIT : 448

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 13

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 4