

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	696	5.50	12.66	0.87
FROM TERRITORIES :	361	5.00	11.00	0.76
B.VISITS TO CLIENTS IN TERRITORY	183	3.50	6.50	0.46
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	16	5.50	9.16	0.66
MISSIONS :	2	3.00	7.00	0.48
CONFERENCE SEMINARS :	12	2.00	2.66	0.20
OTHER :	3	16.50	0.00	0.33
D.COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	12	3.50	1.33	0.15
POST INITIATED :	11	1.00	2.50	0.17
E.COMMUNICATIONS ACTIVITIES	7	3.00	0.00	0.06
F.INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.00	0.33	0.02
FROM TERRITORIES :	9	0.00	1.16	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	1	0.00	0.16	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST		6.00	1.83	0.23
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	10	0.00	0.50	0.03
HOST GOVERNMENT :	13	0.00	1.00	0.06
OTHER DEPARTMENT :	5	0.00	0.50	0.03
PROVINCES/MUNICIPALITIES :	11	0.00	1.66	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		24.50	3.66	0.71
LEAVE, PROFESSIONAL DEVELOP :		15.00	2.16	0.43
K.SERVICE TO OTHER MISSION PROGRAMS		6.00	0.83	0.17
L.TOURISM PROGRAM ACTIVITIES		0.00	33.33	2.00
***** TOTALS *****		100.00	99.93	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	18
	FROM TERRIT :	7
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	139
	FROM TERRIT :	347

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	27
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	6