

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	651	3.50	10.50	0.70
FROM TERRITORIES :	401	8.00	10.33	0.78
B.VISITS TO CLIENTS IN TERRITORY :	214	12.50	7.00	0.67
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	14	5.00	7.83	0.57
MISSIONS :	0	1.50	1.66	0.13
CONFERENCE SEMINARS :	20	3.00	10.66	0.70
OTHER :	7	3.00	0.33	0.08
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	1.00	1.00	0.08
POST INITIATED :	12	1.50	0.66	0.07
E.COMMUNICATIONS ACTIVITIES :	6	12.50	0.16	0.26
F.INVESTMENT ENQUIRIES				
FROM CANADA :	12	0.50	0.66	0.05
FROM TERRITORIES :	15	1.00	1.50	0.11
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 :		4.00	2.33	0.22
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	22	0.50	1.50	0.10
HOST GOVERNMENT :	14	1.50	1.00	0.09
OTHER DEPARTMENT :	7	0.50	0.16	0.02
PROVINCES/MUNICIPALITIES :	30	1.00	2.00	0.14
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		22.50	2.33	0.59
LEAVE, PROFESSIONAL DEVELOP :		8.00	4.00	0.40
K.SERVICE TO OTHER MISSION PROGRAMS :		9.00	1.00	0.24
L.TOURISM PROGRAM ACTIVITIES :		0.00	33.33	2.00
***** TOTALS *****		100.00	99.94	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	19
	FROM TERRIT :	23
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	81
	FROM TERRIT :	294
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		24
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	6