

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	600	6.00	14.80	0.92
FROM TERRITORIES :	731	4.33	14.80	0.87
B. VISITS TO CLIENTS IN TERRITORY :	97	1.33	5.20	0.30
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	5.33	3.20	0.32
MISSIONS :	3	2.33	2.00	0.17
CONFERENCE SEMINARS :	8	4.66	4.20	0.35
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	13	6.66	1.80	0.29
POST INITIATED :	11	1.00	2.20	0.14
E. COMMUNICATIONS ACTIVITIES :	5	3.33	0.60	0.13
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.00	1.00	0.05
FROM TERRITORIES :	11	0.33	2.00	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 :		1.00	12.20	0.64
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	15	0.00	1.00	0.05
HOST GOVERNMENT :	9	0.66	0.40	0.04
OTHER DEPARTMENT :	5	0.00	1.20	0.06
PROVINCES/MUNICIPALITIES :	32	1.66	6.40	0.37
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.66	1.00	0.22
LEAVE, PROFESSIONAL DEVELOP :		12.66	5.60	0.66
K. SERVICE TO OTHER MISSION PROGRAMS :		9.66	0.40	0.31
L. TOURISM PROGRAM ACTIVITIES :		33.33	20.00	2.00
***** TOTALS *****		99.93	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	8
	FROM TERRIT :	48
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	76
	FROM TERRIT :	247
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		11
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	5