

07/06/94

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	796	8.00	13.16	0.95
FROM TERRITORIES :	334	5.50	8.50	0.62
B. VISITS TO CLIENTS IN TERRITORY :	177	6.00	4.83	0.41
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	1.83	0.11
MISSIONS :	0	0.00	2.66	0.16
CONFERENCE SEMINARS :	0	0.50	3.83	0.24
OTHER :	0	0.50	0.00	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	0.50	2.66	0.17
POST INITIATED :	9	8.00	2.00	0.28
E. COMMUNICATIONS ACTIVITIES :	0	11.00	0.50	0.25
F. INVESTMENT ENQUIRIES				
FROM CANADA :	6	0.00	0.50	0.03
FROM TERRITORIES :	15	0.50	1.00	0.07
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	0.66	0.04
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		4.00	5.83	0.43
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.00	1.16	0.07
HOST GOVERNMENT :	5	0.00	1.16	0.07
OTHER DEPARTMENT :	13	0.50	1.33	0.09
PROVINCES/MUNICIPALITIES :	16	0.50	2.50	0.16
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		45.00	2.33	1.04
LEAVE, PROFESSIONAL DEVELOP :		4.00	8.66	0.60
K. SERVICE TO OTHER MISSION PROGRAMS :		5.50	1.50	0.20
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 :	5
	FROM TERRIT :	23
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	63
	FROM TERRIT :	157
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	19
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	6