

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/01/09

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	586	5.00	18.50	0.89
FROM TERRITORIES :	454	6.33	16.25	0.84
B.VISITS TO CLIENTS IN TERRITORY :	151	0.66	8.50	0.36
C.EXPORT/TRADE/POLICY FAIRS :	5	4.00	19.75	0.91
PROJECTS AND EVENTS MISSIONS :	2	0.00	4.00	0.16
CONFERENCE SEMINARS :	10	4.33	5.25	0.34
OTHER :	1	1.00	0.00	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	1.33	1.50	0.10
POST INITIATED :	20	3.66	3.00	0.23
E.COMMUNICATIONS ACTIVITIES :	3	3.33	0.50	0.12
F.INVESTMENT ENQUIRIES FROM CANADA :	5	0.33	0.75	0.04
FROM TERRITORIES :	16	1.66	3.75	0.20
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	3	0.00	0.75	0.03
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.03
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.00	0.25	0.01
HOST GOVERNMENT :	10	1.33	1.00	0.08
OTHER DEPARTMENT :	26	2.33	0.25	0.08
PROVINCES/MUNICIPALITIES :	25	2.00	5.50	0.28
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.66	0.75	0.23
LEAVE, PROFESSIONAL DEVELOP :		10.00	9.75	0.69
K.SERVICE TO OTHER MISSION PROGRAMS :		14.33	0.00	0.43
L.TOURISM PROGRAM ACTIVITIES :		30.66	0.00	0.92
***** TOTALS *****		99.94	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 5
FROM TERRIT : 27

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 4