

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	646	6.33	14.00	0.89
FROM TERRITORIES :	472	4.00	13.60	0.80
B.VISITS TO CLIENTS IN TERRITORY :	275	4.33	9.60	0.61
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	16	5.33	9.40	0.63
MISSIONS :	12	6.66	5.00	0.45
CONFERENCE SEMINARS :	6	1.33	2.60	0.17
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	1.66	5.00	0.30
POST INITIATED :	8	0.33	2.40	0.13
E.COMMUNICATIONS ACTIVITIES :	13	2.00	0.60	0.09
F.INVESTMENT ENQUIRIES				
FROM CANADA :	4	0.33	0.60	0.04
FROM TERRITORIES :	13	1.00	2.00	0.13
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.20	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	3.40	0.32
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	0.66	0.40	0.04
HOST GOVERNMENT :	13	0.66	1.20	0.08
OTHER DEPARTMENT :	8	1.00	1.20	0.09
PROVINCES/MUNICIPALITIES :	28	3.33	3.60	0.28
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.00	0.80	0.16
LEAVE, PROFESSIONAL DEVELOP :		8.00	4.40	0.46
K.SERVICE TO OTHER MISSION PROGRAMS :		10.66	0.00	0.32
L.TOURISM PROGRAM ACTIVITIES :		33.33	20.00	2.00
***** TOTALS *****		99.94	100.00	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 198
FROM TERRIT : 672

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 5