

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	719	10.00	24.33	0.93
FROM TERRITORIES :	593	9.50	26.33	0.98
B. VISITS TO CLIENTS IN TERRITORY :	295	11.50	14.33	0.66
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	18.50	9.00	0.64
MISSIONS :	10	8.00	9.00	0.43
CONFERENCE SEMINARS :	12	7.00	1.66	0.19
OTHER :	1	0.00	0.33	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.50	1.00	0.08
POST INITIATED :	10	4.00	0.33	0.09
E. COMMUNICATIONS ACTIVITIES :	5	2.50	0.33	0.06
F. INVESTMENT ENQUIRIES				
FROM CANADA :	8	1.00	0.33	0.03
FROM TERRITORIES :	201	5.00	2.33	0.17
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 :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	9	0.50	0.66	0.03
OTHER DEPARTMENT :	7	1.50	0.00	0.03
PROVINCES/MUNICIPALITIES :	28	3.50	2.00	0.13
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.50	1.33	0.15
LEAVE, PROFESSIONAL DEVELOP :		7.50	6.33	0.34
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.33	0.05
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 188
FROM TERRIT : 1136

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 3