

TRADE TRACKING SYSTEM

91/03/25

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	566	5.00	18.50	0.89
FROM TERRITORIES :	599	6.00	19.75	0.97
B.VISITS TO CLIENTS IN TERRITORY :	124	4.66	7.25	0.43
C.EXPORT/TRADE/POLICY FAIRS :	11	5.33	7.50	0.46
PROJECTS AND EVENTS MISSIONS :	7	0.33	4.00	0.17
CONFERENCE SEMINARS :	8	0.66	3.25	0.15
OTHER :	4	1.33	0.00	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	1.66	4.25	0.22
POST INITIATED :	41	2.66	4.25	0.25
E.COMMUNICATIONS ACTIVITIES :	8	0.00	1.00	0.04
F.INVESTMENT ENQUIRIES FROM CANADA :	1	0.00	0.25	0.01
FROM TERRITORIES :	9	1.66	2.25	0.14
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.50	0.02
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.33	13.00	0.68
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	0.00	2.00	0.08
HOST GOVERNMENT :	15	1.66	1.00	0.09
OTHER DEPARTMENT :	10	1.33	2.25	0.13
PROVINCES/MUNICIPALITIES :	32	3.00	5.00	0.29
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.66	1.50	0.26
LEAVE, PROFESSIONAL DEVELOP :		16.00	2.50	0.58
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.12
L.TOURISM PROGRAM ACTIVITIES :		32.66	0.00	0.98
***** TOTALS *****		99.93	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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