

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	667	7.00	16.40	1.03
FROM TERRITORIES :	452	4.33	16.00	0.93
B.VISITS TO CLIENTS IN TERRITORY :	147	4.33	7.80	0.52
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	8	5.66	6.20	0.48
MISSIONS :	9	6.33	12.00	0.79
CONFERENCE SEMINARS :	4	1.33	1.60	0.12
OTHER :	1	2.00	0.20	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.66	1.20	0.11
POST INITIATED :	15	2.33	2.40	0.19
E.COMMUNICATIONS ACTIVITIES :	4	3.33	0.60	0.13
F.INVESTMENT ENQUIRIES FROM CANADA :	4	0.33	1.20	0.07
FROM TERRITORIES :	20	1.00	2.00	0.13
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	1.20	0.06
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	6	0.00	0.60	0.03
HOST GOVERNMENT :	13	1.33	1.00	0.09
OTHER DEPARTMENT :	17	0.33	0.80	0.05
PROVINCES/MUNICIPALITIES :	26	5.00	4.40	0.37
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.33	1.20	0.25
LEAVE, PROFESSIONAL DEVELOP :		5.66	2.80	0.31
K.SERVICE TO OTHER MISSION PROGRAMS :		8.33	0.40	0.27
L.TOURISM PROGRAM ACTIVITIES :		33.33	20.00	2.00
***** TOTALS *****		99.94	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	23
FROM TERRIT :	6
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	170
FROM TERRIT :	592
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	23
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	5