

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1992

POST	: MINNEAPOLIS	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
			CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA	: 643	5.00	12.33	0.84
	FROM TERRITORIES	: 378	5.00	10.66	0.74
B.VISITS TO CLIENTS IN TERRITORY		: 153	2.50	5.83	0.40
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS	: 10	5.00	3.50	0.31
	MISSIONS	: 2	0.00	2.50	0.15
	CONFERENCE SEMINARS	: 17	0.00	2.83	0.17
	OTHER	: 5	10.00	1.00	0.26
D.COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED	: 10	2.50	2.00	0.17
	POST INITIATED	: 8	3.50	1.16	0.14
E.COMMUNICATIONS ACTIVITIES		: 9	3.50	0.33	0.09
F.INVESTMENT ENQUIRIES	FROM CANADA	: 2	0.00	0.33	0.02
	FROM TERRITORIES	: 12	1.50	1.16	0.10
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA		: 3	1.00	0.50	0.05
	CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST		: 12.50	7.16		0.68
I.SERVICE REQUESTS FM GOV'T SOURCES	NGO	: 14	0.50	1.00	0.07
	HOST GOVERNMENT	: 11	0.50	1.00	0.07
	OTHER DEPARTMENT	: 6	0.50	0.66	0.05
	PROVINCES/MUNICIPALITIES	: 31	3.50	1.83	0.18
J.ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.	: 24.00	4.00		0.72
	LEAVE, PROFESSIONAL DEVELOP	: 6.00	6.00		0.48
K.SERVICE TO OTHER MISSION PROGRAMS		: 13.00	0.83		0.31
L.TOURISM PROGRAM ACTIVITIES		: 0.00	33.33		2.00
***** TOTALS *****			100.00	99.94	8.00
NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 7			
	FROM TERRIT	: 14			
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 27			
	FROM TERRIT	: 62			
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 13			
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 2			
	-LOCALLY ENGAGED	: 6			