

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : MINNEAPOLIS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 464	11.00	13.50	0.76
FROM TERRITORIES	: 364	6.00	13.75	0.67
B.VISITS TO CLIENTS IN TERRITORY	: 167	3.50	6.00	0.31
C.EXPORT/TRADE/POLICY FAIRS	: 4	0.00	12.25	0.49
PROJECTS AND EVENTS MISSIONS	: 3	0.00	5.50	0.22
CONFERENCE SEMINARS	: 22	15.00	13.50	0.84
OTHER	: 12	7.50	1.25	0.20
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 8	0.50	2.00	0.09
POST INITIATED	: 16	2.00	1.50	0.10
E.COMMUNICATIONS ACTIVITIES	: 6	3.00	1.00	0.10
F.INVESTMENT ENQUIRIES FROM CANADA	: 2	0.00	0.50	0.02
FROM TERRITORIES	: 9	0.00	2.75	0.11
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	0.00	1.25	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES NGO	: 2	0.00	0.75	0.03
HOST GOVERNMENT	: 9	0.50	1.75	0.08
OTHER DEPARTMENT	: 8	1.00	1.25	0.07
PROVINCES/MUNICIPALITIES	: 27	3.00	2.50	0.16
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 27.00		2.75	0.65
LEAVE, PROFESSIONAL DEVELOP	: 12.50		14.50	0.83
K.SERVICE TO OTHER MISSION PROGRAMS	: 7.50		1.00	0.19
L.TOURISM PROGRAM ACTIVITIES	: 0.00		0.75	0.03
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA	: 47
FROM TERRIT	: 9
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA	: 62
FROM TERRIT	: 96
NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 22
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED	: 2
-LOCALLY ENGAGED	: 4