

**SUPPORTING STATEMENT
NORTHEAST REGIONAL OCEAN COUNCIL SOCIAL NETWORK ANALYSIS
OMB CONTROL NO. 0648-xxxx**

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g. establishments, State and local governmental units, households, or persons) in the universe and the corresponding sample are to be provided in tabular form. The tabulation must also include expected response rates for the collection as a whole. If the collection has been conducted before, provide the actual response rate achieved.

The universe of respondents for this information collection comprises the Northeast Regional Ocean Council’s members. This is currently limited to 45 respondents (see table provided below). The NROC chairman supports this data collection; therefore a response rate of at least 70% is expected. The estimated time necessary for each respondent to complete the questionnaire is 10 minutes, based on trials with Center staff, with a total of 7 hours and 30 minutes (8 hours).

Entity Affiliation	Sample Number
State Government	22
Federal Government	19
Research/Education	2
Non-Profit	1
Private	1
Total Sample Size	45

2. Describe the procedures for the collection, including: the statistical methodology for stratification and sample selection; the estimation procedure; the degree of accuracy needed for the purpose described in the justification; any unusual problems requiring specialized sampling procedures; and any use of periodic (less frequent than annual) data collection cycles to reduce burden.

No statistical methodology has been applied to stratify the sample. This will be a census survey.

3. Describe the methods used to maximize response rates and to deal with non-response. The accuracy and reliability of the information collected must be shown to be adequate for the intended uses. For collections based on sampling, a special justification must be provided if they will not yield "reliable" data that can be generalized to the universe studied.

The intent of this information collection is to evaluate the efficiency of the network, where gaps may exist, and additional partnerships that would benefit the Council's work. To improve response rates for this information collection, respondents will be sent a pre-notification email announcing the survey one week prior to the distribution of the survey. The following week, respondents will be sent the survey link via email. Respondents will be asked to complete the survey online and submit it (or fax or postal mail if desired) within two weeks of receipt. At one-week intervals for three weeks following the initial distribution of the survey, reminder emails and replacement copies of the survey will be sent to respondents who have not yet returned their completed surveys. Similar reminder letters will be sent using postal mail for any respondents who request printed version of the survey by postal mail. Non-response testing will be conducted via telephone with those individuals who have not responded to repeated survey solicitation, in order to ascertain the existence of appreciable differences in respondent characteristics and survey responses. The non-response testing will account for significant difference in mean scores, and descriptive factors such as agency affiliation. Aside from a subset of survey questions, specific questions asked will include agency affiliation, if they received the survey notifications, if yes, did they intend to respond, and the volume of time they spend when engaging in North Atlantic Regional Team (NART)* related activities. These questions will assist in determining potential causes as to why certain individuals failed to initially participate and if there was any distinguishing characteristics present within this group.

4. Describe any tests of procedures or methods to be undertaken. Tests are encouraged as effective means to refine collections, but if ten or more test respondents are involved OMB must give prior approval.

Draft versions of this survey were circulated for review and comment to fellow NOAA staff with relevant content knowledge of items listed on the survey instrument. Reviewers were asked to offer feedback on the length, clarity of questions, content, or other aspects to improve the

*NART is a relatively small federal working group of approximately 22 member, with some overlapping membership with NROC.

questionnaire. Comments from reviewers were helpful and resulted in design, content, and wording changes to clarify questions and instructions.

5. Provide the name and telephone number of individuals consulted on the statistical aspects of the design, and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

No statistical sampling methods will be used in this information collection.

MRAG Americas will conduct the survey and collect and analyze all responses. However the survey invitation will be sent on behalf of the Northeast Regional Council Co-chairs.

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