## **Survey Planning and Design Document**

Survey of the Trade Community on information collection through antidumping and countervailing duty (AD/CVD) questionnaires

The U.S. International Trade Commission (USITC) is implementing a survey to gather user feedback to aid in evaluating the structure and content of its AD/CVD questionnaires. Enhancements to the questionnaires will reduce response and processing costs, increase response rates, and improve initial response accuracy.

### A. The Survey Population

This will be a voluntary, web-based survey. The survey population likely will include trade counsel alerted to the survey through several means. The principal avenue will be through a news release directing interested parties to the survey on the agency's web page. The news release will appear on the agency's web page and will be distributed via email to the agency's pre-existing list of self-subscribing entities as well as a list of organizations that USITC staff thinks may have an interest in the survey.

# **B. Field Testing**

In May 2015 the USITC field tested the survey with regard to scope and clarity of questions. Individuals with the organizations presented in the table below were identified as participants for field testing of the survey.

Name	Organization	Email Address
Alan Price and	Wiley Rein LLP	aprice@wileyrein.com
Maureen Thorson		
Stephen Vaughn	Skadden, Arps, Slate, Meagher & Flom LLP	stephen.vaughn@skadden.com
Joseph Dorn	King & Spalding	jdorn@kslaw.com
Daniel Klett	Capital Trade Inc.	dklett@captrade.com
Walter Spak	White & Case LLP	wspak@whitecase.com
William Connelly	Akin Gump Strauss Hauer & Feld LLP	wconnelly@akingump.com

The following table presents comments from field test participants and actions taken in response to those comments. Comments on the survey were received from Ms. Thorsen, Mr. Dorn, and Mr. Klett. In addition, Mr. Vaughn completed the draft survey but did not provide comments.

Field Tester	Recommendation	Comment/Solution
Joseph Dorn	Sorry for the confusion on my end. I think your survey is	Revised survey to
	fine. I added a couple of comments to the attached. You	incorporate question (#6).
	might add a catch-all question at the end: "Please	
	provide any suggestions you may have for improving the	
	questionnaires and the process for submitting them."	

Daniel Klett	I do have one suggestion with respect to clarity. For	Revised survey to reflect
Bamerraec	Questions 5a and 5b, are you referring to questionnaires	changes to questions (#5a
	generally (as prior question asked about other than ITC	and #5b).
	Qs), or ITC questionnaires specifically? I think the former,	
	and if so maybe add: "Based on your and/or clients'	
	experience with responding to government	
	questionnaires, "	
Maureen	Question 3(c) asks whether ITC questionnaires are "easier"	Revised survey to reflect
Thorson	or "more difficult" to answer than any non-ITC	changes to question (#3c).
	questionnaires that survey participants may have received	
	in trade cases, such as DOC questionnaires, or	*Added "mixed" option to
	questionnaires from AD/CVD authorities in other	"easier" and "more
	countries. Given how utterly different DOC questionnaires	difficult" to recognize that a
	are from ITC questionnaires, as well as the significant	single characterization
	differences between ITC questionnaires and non-US trade	might not be possible.
	questionnaires, it strikes us that there is no really sensible	
	rubric for providing an "up/down" response to whether	*Added "describe any
	particular kinds of questionnaires are overall "harder" or	features of other
	"easier" than ITC questionnaires.	authorities' questionnaires
		that make them easier to
	It might make sense for the ITC to ask the question	respond to than USITC
	somewhat differently. Rather than ask for an up/down	questionnaires" consistent
	answer on whether ITC questionnaires are easier or more	with suggestion.
	difficult, the agency could ask respondents to comment	
	briefly on the differences between ITC questionnaires	
	and the various kinds of questionnaires that they	
	identified in response to Question 3(a), and to identify	
	any specific features of these other authorities'	
	questionnaires that make them easier to respond to than	
	ITC questionnaires.	

# Maureen Thorson

Question 4 asks whether respondents have received questionnaires from government agencies in non-trade situations and, if so, to comment on the relative ease of response. We foresee three potential problems with this question.

- First, it is not clear how a "questionnaire" is being defined for purposes of the question. Many types of documents could reasonably be framed as government questionnaires (i.e., requests for information) or responses thereto including tax returns and SEC disclosures but it is not certain that the ITC would benefit from comparisons of its questionnaires against these types of requests.
- Relatedly, because government requests may cover vastly different topics and be for vastly different purposes, it may be difficult to make useful comparisons against ITC questionnaires. For example, a company may receive a CF-28 Request for Information from U.S. Customs and Border Protection, asking the company to support the claimed classification of an import entry. These usually take the form of 1-page requests for specific documents; they are therefore quite different from ITC questionnaires, and the "ease" of responding is generally unrelated to the formatting of the request itself, or to its length it will depend primarily on whether the company actually has supportive documents.
- Finally, because there are so many different types of information requests that a company can receive, it is unlikely that the ITC will get full or accurate responses to the question in any event, if only because the persons responding to the question are unlikely to be familiar with the full gamut of potentially relevant information requests that their companies or clients receive.

It may therefore make more sense for the agency to delete question 4, and rely on the trade-action-specific responses it gets with respect to Question 3.

Revised survey to reflect changes to questions (#4a and #4b).

Because the goal is to assess desirable elements from other data collection instruments, question 4 was not eliminated. However, "questionnaire" was defined and the required response specificity was reduced to "Please describe any features of these questionnaires that you feel could be applied to the USITC's questionnaires to improve information gathering."

## C. Reporting Burden and Projected Cost

Total number of survey respondents: (No.) Not to exceed 100

Frequency of response: (No.) 1
Average completion time per survey: (hours) 0.50
Total burden: (hours) 50 hours

Total cost: (dollars) \$3,500 (50 hours X \$70/per hour)

Note: The hourly cost estimate reflects the average USITC employee hourly cost for FY15 YTD.