

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: XXXX-YYYY)

TITLE OF INFORMATION COLLECTION:

Listening Sessions with FWS Partners for updating Migratory Bird Program’s Strategic Plan

PURPOSE:

The U.S. Fish and Wildlife Service Migratory Bird Program (MBP) is updating its long-range (10-year) strategic plan. These small discussion groups will be conducted to collect information from stakeholders (State and Federal agency personnel along with non-profit conservation organizations) about their viewpoints regarding the major issues facing migratory birds, their habitats and the FWS Migratory Bird Program. The information gained from these conversations will be used to capture and categorize *qualitative* perspective from each region of emerging issues and challenges, not attempting to establish statistical significance or validity. The key point is this survey focuses on identifying emerging trends, issues, and partnerships for global migratory bird management.

DESCRIPTION OF RESPONDENTS:

Participants in this process will include, but are not limited to Federal and State agency personnel, and non-government agencies (e.g. Ducks Unlimited, The Nature Conservancy).

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input checked="" type="checkbox"/> Small Discussion Group (Listening Session) |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: Short emerging trends web-based survey |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: _____

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [] Yes [x] No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [] Yes [x] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [] Yes [X] No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [] Yes [x] No

BURDEN HOURS

Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

In-person listening session/small discussion groups and interviews

Category of Respondent	Number of Respondents	Participation Time (Avg)	Burden
Individuals or Households	0	0	0
Private Sector	20	2 hours	40 hours
State, local, or tribal governments	40	2 hours	80 hours
Federal Government	30	2 hours	60 hours
Totals	90	2 hours	180 hours

FEDERAL COST: The estimated annual cost to the Federal government is not to exceed \$20,000

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents NO and do you have a sampling plan for selecting from this universe? NO

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

Participation will be strictly voluntary; a stakeholder invitee list will be developed in close coordination with each FWS Regional Migratory Bird Program Lead based on prior knowledge, involvement with national migratory bird issues and other factors. We will hold a focus group meeting in each of the 8 FWS Regional Offices and headquarters office and speak with all stakeholders who attend.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain
2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

Instructions for completing Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback”

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on xxxx)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

Gifts or Payments: If you answer yes to the question, please describe the incentive and provide a justification for the amount.

BURDEN HOURS:

Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

No. of Respondents: Provide an estimate of the Number of Respondents.

Participation Time: Provide an estimate of the amount of time (in minutes) required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

Burden: Provide the Annual burden hours: Multiply the Number of Respondents and the Participation Time then divide by 60.

FEDERAL COST: Provide an estimate of the annual cost to the Federal government.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

Submit all instruments, instructions, and scripts are submitted with the request.

Discussion Guide Draft Small Group Meeting/Listening Session

Introduction

- Quick intro of the Facilitators (Group Solutions) and their role working on behalf of FWS as a neutral 3rd party facilitator to help develop a strategic plan. Their role is to help structure good discussions, leverage the best thinking in the room and frame logical, productive choices on shared vision and direction.
- There are no right answers to any of these questions. They will summarize thematic areas we heard in interviews...not attribute them to any particular region or person.

Context: The mission of the U.S. Fish and Wildlife Service is to “work with others to conserve, protect and enhance fish, wildlife and plants and their habitats for the continuing benefit of the American people”.

Facilitated discussion on emerging trends and issues

Facilitator will choose 8 - 10 questions from this list.

1. Identify top “shaping forces” the MBP plan should address in the medium and long range future
2. Do stakeholders generally support the work and goals of the MBP? Is MBP seen as a good partner?
3. How well do you think State and Federal agencies are working together on MB issues in your area?
4. Is MPB well integrated into the larger bird community? Does it function well there? How relevant is MBP to its stakeholders?
5. Is the MB program sufficiently responsive to new or outside knowledge in changing or adjusting our resource management strategies, practices and focus?
6. How can the MB program better anticipate changing program needs and address them when new issues arise?
7. What management challenges must your organization must answer in the next 5-10 years?
8. In your view, what is the single most significant MB accomplishment or lesson learned?
9. In your view, what is your single biggest MB disappointment or lesson learned?
10. What investment and training will the MBP need to be successful in the next 10 years?
11. Are there things we do that have outlived their usefulness?
12. What are some roles that you believe other stakeholders should assume in leveraging Regional resources to benefit migratory bird resources?

13. What criteria should guide prioritization of MBP goals and objectives?
14. How can Regional partners assist in the accomplishment of action items consistent with the goals outlined in the Strategic Plan?
15. What recommendations can you make regarding the development of cooperative funding strategies to facilitate leveraging Regional resources to benefit migratory bird resources and habitat?
16. If our goal is increasing cooperation, how should we measure progress and success?
17. How well equipped is the MBP to address the following challenges (i.e. changing landscapes, climate change, ESA demands, permitting, energy development, addressing habitat loss, international partnerships, relevancy to public, a diverse partner base) at a coordinated national level?
18. How well equipped is the MBP to address the following challenges regionally? Same list as above).

Pre- meeting Survey script to be read:

Hello, My name is _____ from Group Solutions. The U.S. Fish and Wildlife Service Migratory Bird Program is updating its long-range strategic plan. These small discussion groups are being conducted to collect information from stakeholders (State and Federal agency personnel along with non-profit conservation organizations) about their viewpoints regarding the major issues facing migratory birds, their habitats and the FWS Migratory Bird Program.

Would you mind if we ask you some questions?

In accordance with the Privacy Act (5 U.S.C. 522a) and the Paperwork Reduction Act (44 U.S.C. 3501 et seq.), the information you provide will be used only to help capture and categorize qualitative perspectives about emerging issues and challenges facing the migratory bird management community. It is our policy not to use your name or personal information for any other purpose.

A Federal agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it is associated with a currently valid OMB control number. OMB has approved this information collection and assigned OMB control number 1090-XXX, which expires August 31, 2018. We estimate that this focus group discussion will last 2 hrs to allow for some discussion about these issues. Your response is voluntary. You may send comments on any aspect of this information collection to: Information Collection Clearance Officer, U.S. Fish and Wildlife Service, Mail Stop BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803