

## E-Mail Invitation to Provide Feedback on USDA/USTR Agricultural Trade Advisory Committees

OMB Control Number: 0503-0021

Expiration Date: 2/28/2018

Esteemed Former and Existing Advisors:

The U.S. Department of Agriculture (USDA) and the Office of the U.S. Trade Representative (USTR) are committed to diversity and inclusion in the Agricultural Trade Advisory Committees. As part of this process, we are issuing a survey to assess if any changes are needed to our outreach and application processes.

As a former or existing advisor, your feedback is valuable us. There are two options for participation:

- Electronically (Survey Monkey)
  - please follow the link [<https://www.surveymonkey.com/r/RNYXWL5>] and respond to the questionnaire by **[Insert date here]**.
- By telephone
  - please respond to this email with your availability for the next two weeks. We have staff on hand to meet your availability.

Please send any questions related to this questionnaire to [atacs@fas.usda.gov](mailto:atacs@fas.usda.gov)

On behalf of USDA and USTR, we thank you for your service to the committees and your participation in this survey.

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According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0503-0021. The time required to complete this information collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.