

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSIONS

FMCS STAKEHOLDER SURVEY FOR FACILITATION AND OTHER PURPOSES OMB NO. 3076-XXXX

A. Justification

1. Circumstances that make the collection of information necessary.

Pursuant to the Administrative Dispute Resolution Acts of 1990 and 1996, 5 U.S.C. §§ 561 et seq. and 571 et seq., and 29 U.S.C. § 173(f), the Federal Mediation and Conciliation Service provides conflict prevention, management, and resolution services, including, but not limited to, public policy facilitation and mediation services, to Federal agencies. As part of these services, sometimes FMCS employees need to survey or ask questions to determine the best process and participants to prevent, manage, or resolve the issue, particularly for public policy mediations, public policy or environmental facilitations, or negotiated rulemaking. To do so, FMCS has created a set of questions to ask various stakeholders about issues, concerns, engagement, and appropriate stakeholders relevant to the issues.

2. By whom, how, and for what purpose the information is to be used.

The FMCS uses this information received from stakeholders to determine the best process, prevent, manage, or resolve any issues. FMCS can then proffer their assistance to the stakeholders. Without this information, FMCS would not be able to provide an appropriate process and stakeholder input in the process pursuant to the Administrative Dispute Resolution Acts of 1990 and 1996, 5 U.S.C. §§ 561 et seq. and 571 et seq., and 29 U.S.C. § 173(f).

3. Consideration of the use of improved information technology.

FMCS receive surveys verbally, from interviews and discussions, or electronically through FacilitatePro, Microsoft Teams, or similar software. Information received verbally and electronically are simpler and faster for the FMCS to process and reduce postage and handling

costs. Stakeholders must supply the requested information in order for FMCS to successfully process and address stakeholder issues.

4. Efforts to identify duplication.

The Stakeholder Survey for Facilitation and Other purposes is the only survey used to collect information and no other entity collects comparable data.

5. Methods to minimize the burden to small businesses if involved.

The survey succeeds in minimizing the burden placed on small businesses since the same survey can be used for both FMCS and any State or Territorial agency. It obviates the need for further correspondence to obtain omitted information.

6. Consequences to the Federal program if collection were conducted less frequently.

The survey is completed only once on an as-needed basis. Accordingly, any less frequent filing would mean a complete negation of the statutory function assigned to FMCS.

7. Explain any special circumstances that would cause the information collection to be conducted in a manner inconsistent to the guidelines.

There are no special circumstances regarding the collection of this information that would cause the information collection to be conducted in a manner inconsistent with the guideline.

8. Consultation.

The notice published in the Federal Register soliciting comments can be found at 87 FR 14857 on the **Federal Register**. No public comments were received. The FMCS frequently consults with the stakeholders who complete this survey regarding the data collected and disseminated as a result of this collection activity.

9. Explain any decision to provide any payment of gift to respondents.

The FMCS does not provide any payment or gift to respondents.

10. Describe any assurance of confidentiality provided to respondents.

The FMCS provides respondents with no assurance of confidentiality. Personal information such as the individual's home address and home phone number are not collected.

11. Additional justification for any questions of a sensitive nature.

There are no questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, or other matters that are commonly considered private.

12. Estimates of reporting and recordkeeping hour and cost burdens of the collection of information.

Approximately 15,000 respondents will complete both verbal and electronic surveys with the FMCS each fiscal year. The annual hour burden is an estimated 2,533 hours, approximately 10-30 minutes for each survey depending on whether it is completed verbally or electronically.

13. Estimates of annualized capital and start-up costs.

There is no start-up cost as the agency already has the necessary equipment and materials, and the employees are already trained on necessary software. No administrative assistance is needed.

14. Estimates of annualized Federal Government Costs.

There are no internal costs. This work is reimbursed through an Inter-Agency Agreement.

15. Explain the reasons for the change in burden.

There are no program changes or adjustments.

16. For collections of information whose results are planned to be published for statistical use, outline plans for tabulation, statistical analysis and publication.

Not applicable.

17. Explain the reasons for seeking not to display the expiration date for OMB approval of the information of collection.

The agency is not seeking approval to not display the expiration date of OMB approval of information collection.

18. Explain each exception to the certification statement.

There is no exception to the certification statement identified in Item B.