

**Request for Approval under the “Generic Clearance for Requests
Meetings, Registrations for Events and Miscellaneous Forms”
(OMB Control Number: 0690-0038)**

TITLE OF INFORMATION COLLECTION: G20 Innovation Ministerial Registration Form

PURPOSE: Department of Commerce/International Trade Administration has been tasked with managing the logistics of the G20 Innovation Ministerial that will be held in North Carolina in September 2026. In order to manage the logistics of Ministers, delegations, invited guests, event staff, press, etc. a registration form will be needed to collect information in a streamlined manner. The Ministerial will be held over 2-days with a potential 3rd day for a business roundtable.

DESCRIPTION OF RESPONDENTS:

- **Ministers, Logistics Officers, and Delegates** — Participants from G20 member organizations and invited delegations to the G20 Innovation Ministerial. Likely foreign nationals, though some may hold dual citizenship.
- **Invited Guests** — Foreign or domestic individuals requested by senior officials to attend a specific event or meeting during the G20 Innovation Ministerial.
- **Elected Officials (Non-Delegate)** — Likely domestic individuals but may include foreign nationals requested to attend by senior USG officials that were elected to their current role.
- **Press** — Foreign or domestic media representatives covering the G20 Innovation Ministerial.
- **Event Staff** — Foreign or Domestic individuals working to execute the G20 Innovation Ministerial (e.g., security, catering, event setup, shuttle services).
- **Sponsors** — Entities interested in donating that will undergo due diligence review and receive approvals per Commerce guidelines. Sponsors may be able to register individuals for specific events (excluding main sessions). Note: It is not yet determined whether this category will be used.

TYPE OF COLLECTION: (Check one)

- | | |
|--|---|
| ☐ Customer Comment Card/Complaint Form | ☐ Customer Satisfaction Survey |
| ☐ Usability Testing (e.g., Website or Software) | ☐ Small Discussion Group |
| ☐ Focus Group | ☒ Other: <u>Registration Form</u> |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is a 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: Chloie Favinger

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

Personally Identifiable Information:

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

Gifts or Payments: Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? ☐ Yes ☒ No

BURDEN HOURS

Registration Type	Category of Respondent	Participation Time (minutes)	No. Respondents	Annual Burden Minutes	Annual Hour Burden
Delegation	Individuals	5	40	200	3.33
Minister	Individuals	7	80	560	9.33
Logistics POC (Delegate)	Individuals	7	80	560	9.33
Delegate	Individuals	7	200	1400	23.33
Elected Official (Non-Delegate)	State, Local, or Tribal; Federal, Individual	7	75	525	8.75
Invited Guest	Individuals, Private Sector	5	250	1250	20.83
Sponsor	Private Sector	5	150	750	12.50
Press	Individuals	8	750	8000	100
Other Staff	Private Sector; Individuals	5	250	1250	20.83
Total			1875		208.23

FEDERAL COST: The estimated cost to the Federal government to collect this registration information is less than \$35,000, though some costs are dependent on number of registrations received due to license structure of registration platform.

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 and do you have a sampling plan for selecting from this universe? ☐ Yes ☐ 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 the respondents.

We are not conducting a survey or employing statistical methods.

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 [X] No

Required Additional Information

1. Line of Business: International Affairs and Commerce
2. Subfunction: Global Trade
3. Privacy Act System of Records: DEPT-23 SORN
4. Federal Registration citation information: 78 FR 42038
5. Number of respondents for small entities: N/A
6. Percentage of respondents reporting electronically: 100%

Please submit all instruments, instructions, correspondences (emails, letters, etc.) to respondents, and scripts as separate documents along with this request document.

Every instrument must have the following displayed –

OMB Control No. 0690-0038 and Expiration Date: 07/26/2026