

SUPPORTING STATEMENT FOR
Sector-Specific Agency Executive Management Office Meeting Registration

OMB Control No: 1670-NEW

A. Justification

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

On behalf of DHS, the Office of Infrastructure Protection (IP) manages the Department's program to protect the Nation's 18 Critical Infrastructure and Key Resource (CIKR) Sectors by implementing the National Infrastructure Protection Plan (NIPP). Pursuant to Homeland Security Presidential Directive – 7 (HSPD-7) (December 2003), each sector is assigned a Sector-Specific Agency (SSA) to oversee Federal interaction with the array of sector security partners, both public and private. An SSA is responsible for leading a unified public-private sector effort to develop, coordinate, and implement a comprehensive physical, human, and cyber security strategy for its assigned sector. The Sector-Specific Agency Executive Management Office (SSA EMO), within IP, executes the SSA responsibilities for the six CIKR sectors assigned to IP: Chemical, Commercial Facilities, Critical Manufacturing, Dams, Emergency Services, and Nuclear Reactors, Materials and Waste (Nuclear).

The mission of the SSA EMO is to enhance the resiliency of the Nation by leading the unified public-private sector effort to ensure its assigned CIKR are prepared, more secure, and safer from terrorist attacks, natural disasters, and other incidents. To achieve this mission, SSA EMO leverages the resources and knowledge of its CIKR sectors to develop and apply security initiatives that result in significant, measurable benefits to the Nation.

Each SSA EMO branch builds sustainable partnerships with its public and private sector stakeholders to enable more effective sector coordination, information sharing, and program development and implementation. These partnerships are sustained through the Sector Partnership Model, described in the 2009 NIPP pages 18-20.

Information sharing is a key component of the NIPP Partnership Model, and DHS sponsored conferences are one mechanism for information sharing. To facilitate conference planning and organization, the SSA EMO plans to establish an event registration tool for use by all of its branches. The information collection is voluntary and will be used by the SSAs within the SSA EMO. The six SSAs within SSA EMO will use this information to register public and private sector stakeholders for meetings hosted by the SSA. The SSA EMO will use the information collected to reserve space at a meeting for the registrant; contact the registrant with a reminder about the event; develop meeting materials for attendees; determine topics of most interest; and efficiently generate attendee and speaker nametags. Additionally, it will

allow the SSA EMO to have a better understanding of the organizations participating in the CIKR protection partnership events. By understanding who is participating, the SSA can identify portions of a sector that are underrepresented, and the SSA could then target that underrepresented sector elements through outreach and awareness initiatives.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

The collection of information will involve the use of an online meeting registration tool. The tool will allow the individuals registering for the events to go to the registration site and enter their information. The information to be collected in all SSA EMO registration tools will include:

- a. Attendee Name
- b. Attendee Organization
- c. Attendee Organization Location (City, State, Country)
- d. Attendee Title
- e. Attendee Phone Number
- f. Attendee Email Address
- g. Attendee Event Topic Interests (Risk, Resiliency, Vulnerability, Legislation, Current or Over-the-Horizon Threats or Issues)
- h. Attendee Association Affiliations (companies may belong to multiple trade associations)
- i. How did you find out about the event?

The information will then be housed in a secure database. Information collected will only be used by the SSA EMO, and contact information will only be used beyond the SSA EMO with the consent of the submitter. By using this information technology, SSA EMO will not need to manually input the personal information collected from each of the meeting registrants. Additionally, SSA EMO's burden will be reduced because the information technology used has the capability to produce reports based on the information collected to better understand the representation of the event's attendees.

SSA EMO will use the information collected to reserve space at the meeting for the registrant, contact the registrant with a reminder about the event, develop meeting materials for attendees, target and focus conference agendas, plan for future conferences, and identify underrepresented elements of the sector to engage.

Specific information collected during the registration process assists the SSA EMO in determining who is represented at the conference. The SSA EMO utilizes this information to improve planning for future Summits and to ensure that the conference content is applicable and beneficial for attendees.

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.**

Using the online registration tool will significantly reduce the burden on the registrant and on DHS SSA EMO, as the collecting agency. The registration process will take the registrant no more than 6 minutes to complete, with an average of 3 minutes. It will also not require the registrant to submit the information via fax or via mail, which should simplify the collection process for the registrant. If a person is unable to access the registration site, there are alternative methods for submitting their registration, including emailing the registration to the SSA's front office or faxing it to the front office. Instructions for this are included in the registration notification flyer and on the [dhs.gov](https://www.dhs.gov) website.

- 4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

Since this information is an expression of registrants' desire to attend a specific event, it will be different for each event and, as a result, existing information can not be used or modified.

- 5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize burden.**

The collection of information should not impact small businesses or other small entities.

- 6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

By not collecting this information prior to an event, the SSA will not know the number of stakeholders planning to participate in the CIKR protection event. Additionally, the SSA will not know the type of organizations represented at the event. This would prevent the SSA from ensuring the event will be tailored to the needs of the stakeholder.

- 7. Explain any special circumstances that would cause an information collection to be conducted in a manner [inconsistent with guidelines].**

There are no special circumstances that would cause the information collected to be conducted in a manner inconsistent with guidelines.

- 8. If applicable, provide a copy and identify the data and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize**

public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

60 Day Federal Register Notice: 75 FR 23783, Publication Date: May 4, 2010.
No comments received.

30 Day Federal Register Notice: 75 FR 57973, Publication Date: September 23, 2010.
No comments received.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

There is no offer of monetary or material value for this information collection.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The information will be kept private or anonymous to the extent allowable by law. The information collected is general contact information and has been included under the Privacy Impact Assessment for the Department of Homeland Security General Contact Lists, dated June 15, 2007. The Systems of Records Notice (SORN) was published to the Federal Register on November 25, 2008, 73 FR 71659.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to person's form whom the information is requested, and any steps to be taken to obtain their consent.

There are no questions of sensitive nature.

12. Provide estimates of the hour burden of the collection of information. The statement should:

a. Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desired. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include

burden hours for customary and usual business practices.

It is estimated that it will take each participant 3 minutes to complete the registration process. For 1,900 respondents annually, the burden is 95 hours.

Sector	# of Respondents	Responses per respondent	Average Burden per Response (Hours)	Total Annual Burden Hours
Chemical	900	1	.05 (3 minutes)	45
Commercial Facilities	200	1	.05 (3 minutes)	10
Critical Manufacturing	200	1	.05 (3 minutes)	10
Dams SSA	200	1	.05 (3 minutes)	10
Emergency Services	200	1	.05 (3 minutes)	10
Nuclear SSA	200	1	.05 (3 minutes)	10
Total	1,900	N/A	N/A	95

b. If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.

This collection only pertains to one form.

c. Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 14.

At a rate of \$40.00 per hour, the dollar value of the total annual burden hours associated with existing elements of this information collection equals \$3,800.00 annually.

Sector	# of Respondents	Total Annual Burden
Chemical	900	\$1800.00
Commercial Facilities	200	\$400.00
Critical Manufacturing	200	\$400.00
Dams SSA	200	\$400.00
Emergency Services	200	\$400.00
Nuclear SSA	200	\$400.00
Total	1,900	\$3,800.00

13. Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).

The cost estimate should be split into two components: (1) a total capital and start-up cost component (annualized over its expected useful life); and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.

If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection as appropriate.

Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information to keep records for the government, or (4) as part of customary and usual business or private practices

There are no annualized capital or start-up costs for respondents due to this collection.

14. **Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table.**

Expense Type	Expense Explanation	Annual Costs (in dollars)
Operation and Maintenance	1 hour of contractor support a week for 24 weeks annually @ \$70 per hour	\$1,680
Costs of Equipment	Online Registration Tool Annual Fee (\$1,133.44) Cost per registrant \$6.80 x Number of registrants 1,900 = \$12,920	\$14,053.44
Total		\$15,733.44

There are no initial capital costs for the data collection. In sum, the estimated total annual operating cost to the United States Government for this collection is \$15,733.44.

15. **Explain the reasons for any program changes or adjustments reporting in Items 13 or 14 of the OMB Form 83-I.**

This is a new collection.

16. **For collections of information whose results will be published, outline plans for tabulation, and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.**

This information collection will not be published for statistical purposes.

17. **If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.**

The Department of Homeland Security will display the expiration date for OMB approval of this information collection.

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submission," of OMB 83-I.

The Department of Homeland Security does not request an exception to the certification of this information collection.