

**DEPARTMENT OF COMMERCE****Submission for OMB Review;  
Comment Request****DOC has submitted to the Office of Management and Budget (OMB) for clearance the following proposal for collection of information under the provisions of the Paperwork Reduction Act of 1995, Pub. L. 104-13.**

*Bureau:* International Trade Administration.

*Title:* Participation Agreement, Trade Mission Application and Conditions of Participation.

*Agency Form Numbers:* ITA-4008P, ITA-4008P-1 and ITA-4008P-A.

*OMB Number:* 0625-0147.

*Type of Request:* Regular Submission.

*Burden:* 2,792 hours.

*Number of Respondents:* 7,500.

*Avg. Hours Per Response:* 20 minutes and 70 minutes.

*Needs and Uses:* The Department of Commerce's International Trade Administration (ITA) sponsors overseas trade promotion events in which U.S. companies display, demonstrate, and promote their goods and services in foreign markets. These events include trade fairs, trade and seminar missions, and catalogue shows. *Form ITA-4008P, Participation Agreement (PA)*, is the vehicle by which individual firms agree to participate in ITA's trade promotion program, identify the products and/or services they intend to sell or promote, and record their required financial contribution to the Department of Commerce. Together with the relevant "Conditions of Participation" they form a contract between an individual firm and the U.S. Department of Commerce. *Form ITA-4008P-1, Trade Mission Application*, is used to solicit information only from those firms seeking to participate in Department of Commerce overseas trade missions covered by the Statement of Policy Governing Overseas Trade Missions of the Department of Commerce issued on March 3, 1997. The Secretary's policy statement concluded that companies that wish to be considered for participation on a trade mission must meet certain criteria and make certain certifications. The information collected permits the Department to determine the eligibility and appropriateness of a firm's participation relative to other applicants and to the participation criteria set out in the Secretary's policy statement. This information includes the name and title of the individual(s) participating in the mission, number of employees, U.S. content of the applicant's products, export experience

of the firm, line of business, and objectives of participation. Together with the Form ITA-4008P, "Participation Agreement" and ITA-4008P-A, "Conditions of Participation", ITA-4008P-1, Trade Mission Application forms a contract between an individual firm and the U.S. Department of Commerce. For trade missions led by the Secretary of Commerce, a *Supplemental Form for Secretarial Trade Missions* is added to the trade mission application. For security purposes and to protect the safety and integrity of the trade mission and its participants, a background screening is conducted on each trade mission applicant. The information requested for security purposes is not used for any other purpose. The Secretarial Trade Mission Supplement also collects the type of business entity and date and state of formation. This information is used to assist in verifying the legitimacy of the company. Finally, the addendum includes a request for biographical and company information. This information may be used for promotional purposes.

*Affected Public:* Businesses or other for-profits.

*Frequency:* On occasion.

*Respondent's Obligation:* Required to obtain or retain a benefit, voluntary.

*OMB Desk Officer:* David Rostker, (202) 395-3897.

Copies of the above information collection proposal can be obtained by calling or writing Diana Hynek, Departmental Paperwork Clearance Officer, (202) 482-0266, Department of Commerce, Room 6625, 14th and Constitution, NW., Washington, DC 20230 or via Internet at [dHynek@doc.gov](mailto:dHynek@doc.gov).

Written comments and recommendations for the proposed information collection should be sent to David Rostker, OMB Desk Officer, Room 10202, New Executive Office Building, Washington, DC 20503 within 30 days of the publication of this notice in the **Federal Register**.

Dated: February 6, 2003.

**Madeleine Clayton,**

*Management Analyst, Office of the Chief Information Officer.*

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**BILLING CODE 3510-FF-P**

**DEPARTMENT OF COMMERCE****Census Bureau****Survey of Housing Starts, Sales, and Completions**

**ACTION:** Proposed collection; comment request.

**SUMMARY:** The Department of Commerce, as part of its continuing effort to reduce paperwork and respondent burden, invites the general public and other Federal agencies to take this opportunity to comment on proposed and/or continuing information collections, as required by the Paperwork Reduction Act of 1995, Pub. L. 104-13 (44 U.S.C. 3506(c)(2)(A)).

**DATES:** Written comments must be submitted on or before April 14, 2003.

**ADDRESSES:** Direct all written comments to Diana Hynek, Departmental Paperwork Clearance Officer, Department of Commerce, Room 6625, 14th and Constitution Avenue, NW., Washington, DC 20230 (or via the Internet at [dhynek@doc.gov](mailto:dhynek@doc.gov)).

**FOR FURTHER INFORMATION CONTACT:** Requests for additional information or copies of the information collection instrument(s) and instructions should be directed to Erica Filipek, Census Bureau, Room 2105, FOB 4, Washington, DC 20233-6900, (301) 763-5161.

**SUPPLEMENTARY INFORMATION:****I. Abstract**

The Census Bureau conducts the Survey of Housing Starts, Sales, and Completions, also known as the Survey of Construction (SOC), to collect monthly data on new residential construction from a sample of owners or builders. The Census Bureau uses the Computer-Assisted Personal Interviewing (CAPI) electronic questionnaires SOC-QI/SF.1 and SOC-QI/MF.1 to collect data on starts and completions dates of construction, physical characteristics of the structure (floor area, number of bathrooms, type of heating system, etc.), and if applicable, date of sale, sales price, and type of financing. The SOC program provides widely used measures of construction activity, including the economic indicators Housing Starts and Housing Completions, which are from the New Residential Construction series, and New Residential Sales.

We plan to request a three year extension of the expiration date with no changes to forms SOC-QI/SF.1 and SOC-QI/MF.1.

**II. Method of Collection**

The Census Bureau uses its field representatives to collect the data. The field representatives conduct interviews to obtain data.

**III. Data**

*OMB Number:* 0607-0110.

*Form Number:* SOC-QI/SF.1 and SOC-QI/MF.1.