OMB Control number: 7100–0284.

Frequency: Event-generated.

Reporters: Foreign banks.

Annual reporting hours: 600 hours.

Estimated average hours per response: 40 hours.

Number of respondents: 15.

Small businesses are not affected.

General description of report: This information collection is required to obtain or retain a benefit sections 7 and 10 of the International Banking Act (12 U.S.C. 3105 and 3107). The applying organization has the opportunity to request confidentiality for information that it believes will qualify for a Freedom of Information Act exemption.

Abstract: Foreign banks are required to obtain the prior approval of the Federal Reserve to establish a branch, agency, or representative office or to acquire ownership or control of a commercial lending company in the United States or to change the status of any existing office in the United States. The Federal Reserve needs the information to fulfill its statutory obligation to supervise foreign banking organizations with offices in the United States.

Board of Governors of the Federal Reserve System, September 27, 2000.

Jennifer J. Johnson,

Secretary of the Board.

[FR Doc. 00–25317 Filed 10–2–00; 8:45 am]

BILLING CODE 6210–01–P

FEDERAL RESERVE SYSTEM

Sunshine Act Meeting

AGENCY HOLDING THE MEETING: Board of Governors of the Federal Reserve System.

TIME AND DATE: 11 am, Tuesday, October 10, 2000.

PLACE: Marriner S. Eccles Federal Reserve Board Building, 20th and C Streets, NW., Washington, DC 20551.

STATUS: Closed.

MATTERS TO BE CONSIDERED:

1. Personnel actions (appointments, promotions, assignments, reassignments, and salary actions) involving individual Federal Reserve System employees.

2. Any items carried forward from a previously announced meeting.

CONTACT PERSON FOR MORE INFORMATION: Lynn S. Fox, Assistant to the Board; 202–452–3204.

SUPPLEMENTARY INFORMATION: You may call 202–452–3206 beginning at approximately 5 pm two business days before the meeting for a recorded announcement of bank and bank holding company applications scheduled for the meeting; or you may contact the Board's Web site at http://www.federalreserve.gov for an electronic announcement that not only lists applications, but also indicates procedural and other information about the meeting.

Dated: September 29, 2000.

Robert deV. Frierson,

Associate Secretary of the Board.

[FR Doc. 00–25491 Filed 9–29–00; 3:26 pm]

BILLING CODE 6210–01–P

FEDERAL TRADE COMMISSION

Agency Information Collection Activities: Proposed Collection; Comment Requests Extension

AGENCY: Federal Trade Commission.

ACTION: Notice.

SUMMARY: The information collection requirements described below will be submitted to the office of Management and Budget (OMB) for review, as required by the Paperwork Reduction Act (PRA). The Federal Trade Commission (FTC) is soliciting public comments on its proposal to extend through January 31, 2004 the current PRA clearance for information collection requirements contained in its Mail or Telephone Order Merchandise Trade Regulation Rule, 16 CFR Part 435 (MTOR or ''Rule''). That clearance expires on January 31, 2001.

DATES: Comments must be filed by December 4, 2000.

ADDRESSES: Send comments to Secretary, Federal Trade Commission, Room H–159, 600 Pennsylvania Ave., NW., Washington, DC 20580. All comments should be captioned ''Mail or Telephone Order Merchandise Trade Regulation Rule: Paperwork comment.''

FOR FURTHER INFORMATION CONTACT: Requests for additional information should be addressed to Joel N. Brewer, Attorney, Division of Enforcement, Bureau of Consumer Protection, Federal Trade Commission, Room S–4632, 601 Pennsylvania Ave., NW., Washington, DC 20580.

SUPPLEMENTARY INFORMATION: Under the PRA (44 U.S.C. 3501–3520), Federal agencies must obtain approval from OMB for each collection of information they conduct or sponsor. ''Collection of information'' means agency requests or requirements that members of the public submit reports, keep records, or provide information to a third party. 44 U.S.C. 3502(3), 5 CFR 1320.3(c). As required by section 3506(c)(2)(A) of the PRA, the FTC is providing this opportunity for public comment before requesting that OMB extend the existing paperwork clearance for the MTOR.

The FTC invites comments on: (1) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; (2) the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used; (3) ways to enhance the quality, utility, and clarity of the information to be collected; and (4) ways to minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, *e.g.,* permitting electronic submission of responses.

The Mail Order Merchandise Rule (MOR) was promulgated in 1975 in response to consumer complaints that many merchants were failing to ship mail order merchandise on time, failing to ship at all, or failing to provide prompt refunds for unshipped merchandise. The MOR took effect on February 2, 1976. A second rulemaking proceeding in 1993 demonstrated that the delayed shipment and refund problems of the mail order industry were also being experienced by consumers who ordered merchandise over the telephone. The Commission amended the MOR, effective on March 1, 1994, to include merchandise ordered by telephone, including by telefax or by computer through the use of a modem, and renamed the Rule to cover ''Mail or Telephone Order Merchandise.'' The Rule therefore includes orders placed through the Internet.

Generally, the MTOR requires a merchant to: (1) Have a reasonable basis for any express or implied shipment representation made in soliciting the sale; (2) ship within the time period promised and, if no time period is promised, within 30 days; (3) notify the consumer and obtain the consumer's consent to any delay in shipment; and (4) make prompt and full refunds when the consumer exercises a cancellation option or the merchant is unable to meet the Rule's other requirements.

The notice provisions in the Rule require a merchant who is unable to ship within the promised shipment time or 30 days to notify the consumer of a revised date and his or her right to cancel the order and obtain a prompt refund. Delays beyond the revised shipment date also trigger a notification requirement to consumers. When the

Rule requires the merchant to make a refund and the consumer has paid by credit card, the Rule also requires the merchant to notify the consumer either that any charge to the consumer's charge account will be reversed or that the merchant will take no action that will result in a charge.

Burden Statement

Estimated total annual hours burden: 2,753,000 hours (rounded up to the nearest thousand).

In its 1997 PRA notice and submission to OMB regarding the Rule, FTC staff estimated that 71,560 established companies each spend an average of 50 hours per year on compliance with the Rule, and that approximately 1,000 new industry entrants spend an average of 230 hours (an industry estimate) for compliance measures associated with start-up.[1] 62 FR 63717 (December 2, 1997). Thus, the total estimated hours burden was 3,808,000 hours [(71,560 × 50 hours) + (1,000 × 230 hours)].

No provisions in the Rule have been amended or changed in any manner since staff's 1997 PRA submission to OMB. Thus, all of the requirements relating to disclosure and notification remain the same. However, while staff's estimate of average time required by companies to comply with the Rule is unchanged, staff has reduced its estimate of total industry hours based on more current data revealing a smaller industry population than it previously accounted for. Based on 1999 Statistical Abstract data (the most current industry data available),[2] there are approximately 45,919 existing establishments subject to the Rule.

Staff, however, has increased its estimate of the number of new companies that enter the market each year from 1,000 to 1,985. This, too, is based on 1999 Statistical Abstract data. Thus, the current total of affected firms consists of approximately 47,904 established and new companies.

Accordingly, staff estimates total industry hours to comply with the MTOR is ((45,919 × 50 hours) + (1,985 × 230 hours)).

This is a conservative estimate. Arguably much of the estimated time burden for disclosure-related compliance would be incurred even absent the Rule. Industry trade associations and individual witnesses have consistently taken the position that compliance with the Rule is widely regarded by direct marketers as being good business practice. The Rule's notification requirements would be followed in any event by most merchants to meet consumer expectations regarding timely shipment, notification of delay, and prompt and full refunds. Providing consumers with notice about the status of their orders fosters consumer loyalty and encourages repeat purchases, which are important to direct marketers' success. Thus, it appears that much of the time and expense associated with Rule compliance may not constitute "burden" under the PRA[3] although the above estimates account for it as such.

In estimating PRA burden, staff considered "the total time, effort, or financial resources expended by persons to generate, maintain, retain, disclose or provide information to or for a Federal agency." 5 CFR 1320.3(b)(1). This includes "developing, acquiring, installing, and utilizing technology and systems for the purpose of disclosing and providing information." 5 CFR 1320.3(b)(1)(iv). Although not expressly stated in the OMB regulation implementing the PRA, the definition of burden arguably includes upgrading and maintaining computer and other systems used to comply with a rule's requirements. Conversely, to the extent that these systems are used in the ordinary course of business independent of the Rule, their associated upkeep would fall outside the realm of PRA "burden."

The mail order industry has been subject to the basic provisions of the Rule since 1976 and the telephone order industry since 1994. Thus, businesses have had several years (and some have had decades) to integrate compliance systems into their business procedures. Since 1997 many businesses have upgraded the information management systems they need, in part, to comply with the Rule, and to more effectively track orders. These upgrades, however, mostly were needed to deal with growing consumer demand for merchandise resulting, in part, from increased public acceptance of making purchases over the telephone and, more recently, the Internet.

Accordingly, most companies now maintain records and provide updated order information of the kind required by the Rule in their ordinary course of business. Nevertheless, staff conservatively assumes that the time devoted to compliance with the Rule by existing and new companies remains the same as in 1997.

Estimated labor costs: $31,136,000, rounded to the nearest thousand.

Labor costs are derived by applying appropriate hourly cost figures to the burden hours described above. According to the 1999 Statistical Abstract, average payroll for "non-store catalogue and mail order houses" and "non-store direct selling establishments" rose $0.322 per hour per year between 1991 and 1996. In 1996, average payroll was $10.34 per hour. Assuming average payroll continued to increase $0.322 per hour per year, in 1999 average payroll would have reached $11.31 per hour. Because the bulk of the burden of complying with the MTOR is borne by clerical personnel, staff believes that the average hourly payroll figure for non-store catalogue and mail order houses and non-store direct selling establishments is an appropriate measure of a direct marketer's average labor cost to comply with the Rule. Thus, the total annual labor cost to new and established businesses in 1999 for Rule compliance is approximately $31,136,000 (2,753,000 hours × $11.31/hr.). Relative to direct industry sales, this total is negligible.[4]

Estimated annual non-labor cost burden: $0 or minimal.

The applicable requirements impose minimal start-up costs, as businesses subject to the Rule generally have or obtain necessary equipment for other business purposes, *i.e.,* inventory and order management, customer relations. For the same reason, staff anticipates printing and copying costs to be minimal, especially given that telephone order merchants have increasingly turned to electronic communications to notify consumers of delay and to provide cancellation options. Staff believes that the above requirements necessitate ongoing, regular training so that covered entities stay current and have a clear understanding of federal mandates, but that this would be a small portion of and subsumed within the ordinary training that employees receive apart

[1] Most of the estimated start-up time relates to the development and installation of computer systems geared to more efficiently handle customer orders.

[2] Statistical Abstract of the United States, 119th edition, 1999, U.S. Department of Commerce, Economics and Statistics Administration.

[3] Under the OMB regulation implementing the PRA, burden is defined to exclude any effort that would be expended regardless of any regulatory requirement. 5 CFR 1320.3(b)(2).

[4] Projecting sales for "non-store catalogue and mail order houses" and "non-store direct selling establishments" (according to the 1999 Statistical Abstract) to all merchants subject to the MTOR, staff estimates that direct sales to consumers in 1999 would have been $109.45 billion. Thus, the labor cost of compliance by existing and new businesses in 1999 would have amounted to .07% of sales.

from that associated with the information collected under the Rule.

Debra A. Valentine,

General Counsel.

[FR Doc. 00–25299 Filed 10–2–00; 8:45 am]

BILLING CODE 6750–01–M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Statement of Organization, Functions and Delegations of Authority; Program Support Center

Part P (Program Support Center) of the Statement of Organization, Functions and Delegations of Authority for the Department of Health and Human Services (60 FR 51480, October 2, 1995 as amended most recently at 64 FR 55731, October 14, 1999) is amended to reflect changes in Chapter PB within Part P, Program Support Center, Department of Health and Human Services. The Program Support Center is reorganizing and realigning the division level structure of the *Human Resources Service,* specifically those divisions performing information technology (IT) activities. The realignment will include the abolishment of three existing Divisions and the establishment of three new Offices: the *Office of Systems Management,* the *Office of Legacy Systems Oversight,* and the *Office of Enterprise Human Resource and Payroll Systems.*

Program Support Center

Under Part P, Section P–20, Functions, change the following:

Under *Chapter PB, Human Resources Service (PB)* delete the titles and functional statements for the *Systems Design and Analysis Division (PBB); Systems Engineering and Maintenance Division (PBC);* and *Systems Networking Division (PBH)* in their entirety. The functions of these divisions will be realigned within the *Office of Legacy Systems Oversight (PBW).*

Establish the *Office of Systems Management (PBU)* and enter the functional statement as follows:

Office of Systems Management (PBU)

(1) Provides leadership in the development and management of the technology environment which supports the HRS human resource information and payroll systems; (2) Develops short- and long-range information technology plans, identifying HRS' goals and objectives, budget requirements, acquisition plans and anticipated future needs; (3) Provides leadership and overall direction for configuration management services including systems designed to reduce errors and support parallel and concurrent development of system; (4) Oversees software acceptance testing, quality assurance and quality control functions for all new systems/subsystems, major enhancements and systems changes for human resource information systems; (5) Provides HRS-wide systems security support including contingency planning, system and network safeguards, and employee awareness; and (6) Provides administrative support to the HRS systems and payroll divisions and offices.

Establish the *Office of Enterprise Human Resource and Payroll Systems (PBV)* and enter the functional statement as follows:

Office of Enterprise Human Resource and Payroll Systems (PBV)

(1) Provides overall program leadership and direction to enterprise human resource and payroll systems for the Department; (2) Provides oversight in developing and implementing new human resources and payroll systems; (3) Plans, organizes and directs high-priority projects or initiatives which cross-cut HRS business lines; and (4) Represents the Department on Interagency Groups.

Establish the *Office of Legacy Systems Oversight (PBW)* and enter the functional statement as follows:

Office of Legacy Systems Oversight (PBW)

(1) Provides overall program leadership and direction to the operation of the current legacy personnel and payroll system; (2) Conducts analysis and design of systems changes, enhancements and new requirements; (3) Provides the full range of automated data processing support activities associated with the development and maintenance of the civilian personnel/payroll processing and reporting systems; (4) Provides automation services for the HHS automated personnel and payroll systems and subsystems; (5) Manages the operation of production for the civilian personnel and payroll processing systems; and (6) Provides human resource and human resource systems customer liaison services to resolve issues and improve customer services.

Under the heading *Personnel and Pay Systems Division (PBG)* rename the *Personnel and Pay Systems Division (PBG)* the *Division of Payroll (PBG);* delete ''and the Social Security Administration's'' under item (1); delete item (2) in its entirety and renumber the remaining items in sequence.

Dated: September 21, 2000.

Lynnda M. Regan,

Director, Program Support Center.

[FR Doc. 00–25285 Filed 10–2–00; 8:45 am]

BILLING CODE 4168–17–M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

Privacy Act of 1974; New System of Records

AGENCY: Workplace Violence Prevention Team, Office of Human Resources, Office of the Assistant Secretary for Management and Budget, Office of the Secretary, HHS.

ACTION: Notification of a new system of records.

SUMMARY: In accordance with the requirements of the Privacy Act, HHS is giving notice that it is publishing a notice of a new system of records, 09–90–1200, ''Workplace Violence Prevention Team Records.'' We are also proposing routine uses for this new system.

DATES: OHR invites interested parties to submit comments on the proposed internal and routine uses on or before November 13, 2000. OHR sent a Report of a New System to the Congress and to the Office of Management and Budget (OMB) on September 20, 2000. The new system of records will be effective 40 days from the date submitted to OMB unless OHR receives comments that would result in a contrary determination.

ADDRESSES: Address comments to the Privacy Act Officer, Office of the Secretary, 200 Independence Avenue, SW, Room 645F, Washington, DC 20201. Comments received will be made available for public inspection at the above address during normal business hours, 8:30 a.m.–5 p.m.

FOR FURTHER INFORMATION CONTACT: Workplace Violence Prevention Team Leader, Work and Family Program, 330 C Street, SW, Room 1250, Washington, DC 20201. Telephone number is 202–690–1441 or 202–690–8229. These are not toll-free numbers.

SUPPLEMENTARY INFORMATION: The Office of Human Resources (OHR) proposes to establish a new system of records: 09–90–1200, ''Workplace Violence Prevention Team Records.'' This system of records will be used by members of the HHS Workplace Violence Prevention Teams (WVPT) to assist