



UNITED STATES DEPARTMENT OF COMMERCE
International Trade Administration
Washington, D.C. 20230

14 February, 2013

Dear IA ACCESS E-Filer:

Import Administration (IA) is designing Release 3 of the Import Administration Antidumping and Countervailing Duty Centralized Electronic Service System (IA ACCESS). When Release 3 is completed, authorized applicants will be able to access business proprietary documents (BPI) through IA ACCESS. In order for this release to be successful, it is extremely important that only the appropriate BPI documents are available to the designated parties in a secure and timely fashion. Therefore, we want to gain a better understanding of the way external parties like you obtain and handle BPI documents within your organization.

As part of the design process, IA is holding small focus groups to better understand how your organization receives and manages BPI electronically. The issues discussed at each meeting will focus exclusively on Release 3 topics such as the various ways BPI documents are obtained and used by organizations like yours; the roles of the individuals in your organization who receive and work with BPI documents; whether those individuals would be listed on an APO service list or are likely to have an IA ACCESS account. For Release 3, we plan to add additional ways of validating, or authenticating, E-Filers. We will discuss these plans at the meetings and will need your feedback on the authentication methods that we are considering.

We invite you to attend one of the live focus group meetings that will be held on March 5 and 6, at 10am and 2pm ET, on each day. Virtual focus group meetings will be held at 10am and 2pm on March 7 for parties that are **not located in the Washington D.C. area**. The on-site meetings will be held in the main Commerce building on 14th and Constitution Ave. NW, Washington D.C., and will last approximately 2 hours. Login information for the virtual meetings will be emailed to those attendees in advance of the meetings.

Who should attend the focus group meetings? If yours is a medium to large organization with dedicated document support staff dealing specifically with BPI documents and APO matters, we require that one senior attorney who can make decisions on behalf of your organization regarding document safeguard procedures and one paralegal or senior administrative staff member familiar with BPI and APO procedures, attend one focus group together. If your organization is small and attorneys are responsible for retrieving and/or preparing documents for release, we suggest that one attorney who is able to speak on behalf of the firm attend the focus group meeting. If you are unsure, please contact Laura Merchant at (202)482-0367 for guidance.

If you or someone in your organization can attend a focus group meeting, please reply to ia_access@trade.gov with the names and contact information of the individuals who will attend. Please specify a meeting day preference. In the subject line of the email, please type "FOCUS GROUP REPLY" so that we will be able to identify your response quickly.

Sincerely,

IA ACCESS Team

