

**APPENDIX 4. SAMPLE NOTICE OF ESTABLISHMENT OF AN ADVISORY COMMITTEE
FOR PUBLICATION IN THE FEDERAL REGISTER**

Paragraph 36 contains guidance and the procedures for chartering an advisory committee and publishing a notice of establishment in the Federal Register.

DEPARTMENT OF TRANSPORTATION

Federal Aviation Administration

AIR TRAFFIC PROCEDURES ADVISORY COMMITTEE

Establishment

Notice is hereby given of the establishment of the Air Traffic Procedures Advisory Committee. The Administrator, Federal Aviation Administration, is the sponsor of the Committee, which consists of 16 member organizations selected by FAA as most representative of the overall viewpoint of all aviation and airspace users. The Committee reviews present air traffic control procedures and practices and makes recommendations to the Administrator for the standardization, clarification, and upgrading of terminology and procedures. The functions of the Committee are solely advisory.

The Secretary of Transportation has determined that the information and use of the Air Traffic Procedures Advisory Committee are necessary in the public interest in connection with the performance of duties imposed on FAA by law. Meetings of the Committee will be open to the public.

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Executive Director
Air Traffic Procedures
Advisory Committee