

## CHAPTER 5. DOT-SPONSORED INTERAGENCY COMMITTEES

**60. USE.** Interagency committees dealing with matters involving more than one Government agency may be beneficial in exchanging viewpoints and coordinating interagency actions and should be used where appropriate. Information contained in chapters 1 and 2 applies generally to interagency committees.

**61. ESTABLISHMENT.** The establishment of interagency committees shall be initiated by the sponsoring element. Documentation requirements are discussed in paragraphs 24 and 42. Interagency committees may be established by an interagency agreement or an exchange of letters. This documentation should be incorporated into the FAA directives system. For officials authorized to sign interagency agreements, see paragraph 12. In addition to the establishing document, the memorandum to the Secretary shall also transmit a copy of the interagency agreement which preceded establishment of the committee and a proposed membership list if the interagency committee is established at the Secretarial level or sub-Cabinet level when these representatives act on behalf of the Secretary or represent the Department on policy matters.

**62. MEETINGS.** An agenda shall be formulated or approved by the committee chairperson prior to each meeting, and minutes shall be kept and certified as to accuracy by the chairperson or senior departmental member present. The approving official may waive all or part of these requirements when it has been determined that compliance would interfere with the proper functioning of the committee or would be impracticable and that adequate provisions are otherwise made to ensure that the operation of the committee is consistent with its purpose. Authority for such waiver shall be included in the establishing document.

### **63. FINANCING.**

a. The agency which chairs an interagency committee is usually responsible for full support of the committee's activities; e.g., staff, money, and space. If this is not feasible, funds to support the committee should be requested in the next budget submission.

b. If the need is compelling and urgent and if the requirements of paragraph 63a are not feasible, the sponsor may request reimbursement or transfer of funds from the participating agencies after receiving prior approval from OMB. This emergency method of financing will be discontinued as soon as OMB has acted upon a request to finance the committee through the chairing agency in connection with its next budget submission by that agency. All FAA requests for funds to support the committee shall be sent to the Office of Financial Services for submission to OMB.

### **64.-69. RESERVED.**