

THE FCC'S ADVISORY COMMITTEE ON DIVERSITY FOR COMMUNICATIONS IN A DIGITAL AGE

ABOUT THE FEDERAL ADVISORY COMMITTEE ACT

GENERAL INFORMATION

The Federal Advisory Committee Act (FACA), 5 U.S.C. App. 2 governs the operations of the Advisory Committee on Diversity for Communications in a Digital Age (hereinafter "Diversity Committee" or "Committee").

The guiding principles under FACA are:

- Openness in government
- Diversity in membership and advice; and
- Public accountability

TIMELY PUBLIC NOTICE OF MEETINGS

The FACA requires that timely notice (generally 15 calendar days notice) of each Committee meeting be published in the *Federal Register* and that other forms of notice be used to inform interested persons of the time, place and agenda of the meeting. Committee meeting notices will appear in the *Federal Register*, Federal Communications Commission releases, Internet postings and other media. Meetings may include teleconferences, video conferencing and Internet communications.

PUBLIC ATTENDANCE

The FACA requires the Committee to permit interested persons to attend its meetings, to appear before the Committee and submit written statements with the Committee, subject to reasonable regulations. Written statements may be submitted to Lisa M. Fowlkes, Designated Federal Officer, ((lisa.fowlkes@fcc.gov) or 445 12th Street, SW, Room 7-C753, Washington, DC 20554) or Barbara Kreisman, Alternate Designated Federal Officer ((Barbara.kreisman@fcc.gov) or 445 12th Street, SW, Room 2A666, Washington, DC 20554).

Under certain limited circumstances (*i.e.*, where information to be discussed involves trade secrets, classified government materials, or national security matters related to foreign policy), the meetings or portions of the meetings may be closed with approval of the agency head and after prior notice in the *Federal Register*. The Committee cannot simply announce spontaneously at a meeting that parts of the meeting will be closed or that it will adjourn to another room to discuss a matter.

DOCUMENT AVAILABILITY

Under FACA, the Commission is required to keep detailed minutes including a record of the persons present at the Committee meetings and documents received, issued or approved by the Committee. These documents and all other Committee minutes, transcripts, reports, studies, etc., must be available for public inspection and copying. Publicly available documents will be made available for copying and inspection at the FCC's Reference Information Center, 445 12th Street, SW, Room CY-A257, Washington, DC 20554. Information about the Committee, including certain publicly available documents (*e.g.*, public notices, agendas, transcripts, written public comments) may also be posted on the Committee's website.

