



**FDP SUBCOMMITTEE, STEERING COMMITTEE OR WORKING GROUP FORMATION REQUEST**

Please complete the following form to propose creation of a new Subcommittee, Steering Committee or Working Group (within operational or programmatic committee) in accordance with the [FDP Operating Guidelines](#). Once completed, please submit to the applicable oversight [Committee Co-Chairs](#).

**Submission date:**

**Requesting FDP member(s) / institution name(s):**

**Applicable oversight [Committee and Committee Co-Chairs](#) (if not same as requester):**

**Type:**             Subcommittee                       Steering Committee                       Working Group

**Proposed Subcommittee, Steering Committee or Working Group Name:**

**Proposed Co-Chairs:**

Please attach a document that includes the sections below. [\[Click here to attach\]](#)

- Goal or Purpose
- Membership (including size and composition)
- Activities, Duties, and Responsibilities (reference Committee Scope and Authority in [FDP Operating Guidelines](#))
- Proposed Procedures (including meeting frequency and reporting timeline)
- Estimated Timeline (start and completion)

**Subcommittee Oversight Approval (for Working Groups):**

**Committee Oversight Approval (for Subcommittees):**

**Executive Committee Approval (for Operational or Programmatic Committee, Steering Committee, or Subcommittee):**