Committee, Steering Committee, Subcommittee, or Working Group Procedures

The FDP Initiation, Evolution, and Oversight on an FDP Demonstration Flowchart illustrates the process from an emerging topic or idea a member may have, proposal and approval of a Demonstration, formation of a group to oversee the Demonstration, and expectations of how the group operates:

- **Emerging Topic or Idea** - Sessions and discussion groups can be held initially in coordination with the relevant Programmatic Committee Co-Chairs in order to learn and discuss possible roles or Demonstrations for FDP related to the topic or idea.

- **Demonstrations** - Ideas that have the consensus and support of the Programmatic Committee Co-Chairs can move forward with development and submission of a FDP Demonstration Proposal.

- **Group Formation** - Once a Demonstration is approved, the oversight Programmatic Committee will identify the FDP group type to oversee the Demonstration. This may involve establishing a new group through the FDP Subcommittee, Steering Committee, Working Group Formation Request.

- **Group Oversight** - Routine reporting up to the oversight Programmatic Committee is expected. The group will be encouraged to disseminate and/or present its activities to the FDP membership, and such related activities should be coordinated with the applicable Programmatic Committee Co-Chair.

- **Group Management** - Groups are expected to follow the FDP Committee Opportunities and Expectations resource outlining expectations to promote transparency to the FDP membership, including holding routine group meetings, providing updates, and using FDP-recommended project management tools.