

Proposal of Policy Development (POPD)

Number:	(assigned by the Compliance Officer)
Policy Proposal Name:	(No more than 30-40 characters if possible)
Author:	a. name b. email c. division
Proposal Version:	(assigned by the Compliance Officer)
Submission Date:	Date Received
Approved by:	Division Director
Proposal Type:	a. new, modification or deletion
Policy Term:	a. Temporary (time period) b. Indefinite
Rationale:	a. Arguments supporting the proposal b. Arguments opposing the proposal

Summary of proposal:

Policy Text:

- a. Current policy text (if modification)
- b. New policy text