

## Example Draft Invitation Email to Financial Reporting Focus Groups

Dear ...,

As you are aware, under the PDUFA VI, BsUFA II, and GDUFA II agreements the Agency is committed to developing and publishing a five-year financial plan for each program by the end of the second quarter of fiscal year 2018, which will then be updated on an annual basis. FDA also intends to review the content and format of the annual financial reports to ensure they are aligned with the five-year plans and support stakeholder understanding of the financial status of each program. To provide independent and expert perspective in the development and updating of these report templates, FDA is working with Booz Allen Hamilton (BAH). BAH is working to document reporting requirements, conduct a benchmarking study of the financial reporting practices of relevant organizations, and working to develop templates for the five-year plans and to update the templates for the annual financial reports.

As part of this effort, we would like to offer an opportunity to your organization to participate in a focus group to provide input on a draft template for both the five-year plan and the updated annual financial report. We plan to offer two opportunities to participate, both will be at the FDA's White Oak campus:

- Tuesday, December 5<sup>th</sup>; 10:00am – 12:00pm
- Thursday, December 7<sup>th</sup>, 10:00am – 12:00pm

If your organization is interested in participating, we'd ask that you please provide us with the names of who you would like to attend which session to us by Nov 10<sup>th</sup>.

If you have any questions, please don't hesitate to reach out.

Thanks,