

MEMO# 16707

October 28, 2003

INTERNAL AUDIT ADVISORY COMMITTEE MEETING NOVEMBER 19TH -- DRAFT AGENDA

[16707] October 28, 2003 TO: INTERNAL AUDIT ADVISORY COMMITTEE No. 9-03 RE: INTERNAL AUDIT ADVISORY COMMITTEE MEETING NOVEMBER 19TH - DRAFT AGENDA As we previously informed you,¹ the next meeting of the Internal Audit Advisory Committee is scheduled for Wednesday, November 19th. The meeting will take place at the offices of the Investment Company Institute, 1401 H Street, NW, Washington, D.C. The meeting will be held in the David Silver Conference Room on the 12th Floor, and will run from 10:00 a.m. to 3:00 p.m., Eastern Time. Lunch will be served during the meeting. Attached is the draft agenda. If there are other matters that you would like to discuss at the meeting, please contact me by phone at (202) 326-5923 or by email at bsimmons@ici.org. If you have not already done so, please return the attached response form to my assistant, Stephanie Holly, to let her know if you, or someone on your behalf, will be attending the meeting. Stephanie can be reached by phone at (202) 326-5814, by facsimile at (202) 326- 5827, and by email at sholly@ici.org. We look forward to seeing you on November 19th. Barry E. Simmons Associate Counsel Attachment (in .pdf format) 1 See ICI Memorandum to Internal Audit Advisory Committee No. 8-03 [#16614], dated October 6, 2003.