

MEMO# 15538

January 14, 2003

DISASTER RECOVERY CONTACT LIST

[15538] January 14, 2003 TO: BROKER/DEALER ADVISORY COMMITTEE No. 2-03 RE: DISASTER RECOVERY CONTACT LIST Last year, the ICI Broker/Dealer Advisory Committee's Disaster Recovery task force proposed that the committee maintain a Disaster Recovery Contact list. Attached is the final draft of the Disaster Recovery Communications proposal. The information contained on the list was reviewed and approved by the committee during the September 2002 meeting. Each committee member agreed to provide primary and secondary contact information to the ICI. This information will be updated by the ICI on a quarterly basis. Committee members also agreed to conduct periodic tests in order to determine the validity of the information as well as ensure that the appropriate communication mechanisms are in place. All information is to be considered confidential and shared only with Broker/Dealer Advisory Committee members as part of the BDAC's Disaster Recovery Plan. Attached is a form for each committee member to complete and return to Agnes Thomas by January 31, 2003. You may complete the form and email to agnes@ici.org or you may fax to Agnes Thomas at fax number 202/326-8314. If you have any questions, please contact me at 202/326-5850. Justine Phoenix Director - Operations/ Distribution and Service Attachment no. 1 (in .pdf format)

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