

MEMO# 9823

April 3, 1998

MEETING AGENDA FOR APRIL 23, 1998

[9823] April 3, 1998 TO: OPERATIONS COMMITTEE No. 21-98 RE: MEETING AGENDA FOR APRIL 23, 1998

Attached is the agenda for the meeting of the Operations Committee that will take place on Thursday, April 23, 1998 in the David Silver conference room on the 12th floor of the ICI located at 1401 H Street, N.W. in Washington, D.C. Due to time constraints, a number of agenda items suggested by Committee members could not be accommodated. However, in order to ensure that interested members have an opportunity to address those items, and any others, an informal one-hour discussion session will begin at 8:45 a.m. on April 23rd for members who may wish to arrive early. Members arriving after 8:45 a.m. are invited to join this discussion session in progress. A preliminary list of discussion items is attached. Of course, time permitting, any of these issues may be raised for full Committee input at the end of the regular business agenda under "Other Business." As you were previously notified, a Committee dinner has been planned for the evening of April 22. The dinner will be held at the Occidental Grill Restaurant located at 1475 Pennsylvania Avenue, NW, which is a few steps away from the Willard Hotel. Cocktails will start at 6:30 and dinner at 7:30. Finally, please be reminded that the Institute is conducting a one day conference on Capacity Planning on Wednesday, April 22nd, the day before the Operations Committee meeting. The final program and a registration form for the conference are enclosed. If you are planning to attend and have not yet registered, please submit the enclosed registration ASAP for yourself and/or others in your firm who will attend. We strongly urge your firm to be represented at this important event. We look forward to seeing you in Washington.

William H. Smith, Jr. Donald J. Boteler Chairman Vice President Operations Committee
Operations & Training Attachments Enclosures OPERATIONS COMMITTEE INFORMAL DISCUSSION SESSION APRIL 23, 1998 8:45 a.m. - 9:45 a.m. Preliminary Discussion Items 1. Late trading requirements from intermediaries. 2. Policies regarding destruction of optical disk records. 3. Electronic delivery of confirms and statements dealing with multi-distribution channels. 4. Treatment of resident aliens and non-resident aliens with respect to NRA tax and tax reporting. 5. Other issues.