

MEMO# 19353

November 10, 2005

COMMITTEE UPDATE

©2005 Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice. [19353] November 10, 2005 TO: TECHNOLOGY ADVISORY COMMITTEE No. 23-05 RE: COMMITTEE UPDATE As we previously informed you¹ the next meeting of the Technology Advisory Committee and BCP Sub-Committee will take place on Thursday and Friday February 16 & 17, 2006 at the Investment Company Institute, 1401 H Street, 12 Floor, NW, Washington, DC. The Committee meeting will begin at 9:00 a.m. on February 16th with the “shop talk” discussion and conclude at approximately 3:00 p.m. The BCP Sub-Committee meeting will begin at 9:00 a.m. on February 17th with the “shop talk” discussion and conclude at approximately 3:00 p.m. Participants are encouraged to attend both meetings. Committee participants are urged to submit “shop talk” questions as soon as possible for use during the February meetings. BCP Working Group At the October Committee meeting it was agreed that we would form a working group to develop a business continuity template for use by Institute members to assist in conducting BCP evaluations of critical business partners. Peggy Lynnes, Vice President, Business Continuity, The Capital Group Companies, Inc., will lead the working group. If you would like to participate in the working group, please notify Peter Salmon at 202/326-5869 or salmon@ici.org. Space is limited. BCP Survey As an attachment to this memo you will find summary results from the Institute’s BCP Benchmarking Survey that were distributed at the October Committee meeting. Availability of more detailed, quantitative analysis of each survey question is expected by year-end. The Institute will make the results available to you at that time. Avian Flu Several questions with respect to the avian flu and crisis management in general were raised at the October meeting. Mike Curry, Principal, The Vanguard Group, Inc., has kindly ¹ See Technology Advisory Committee No. 22-05, (November 2, 2005). ² forwarded some additional information on both subjects. Additional facts on the H5N1 virus are included in the attachment. For information on crisis management please see The Wall Street Journal, September 14, 2005, Opinion Section, The Five Stages of Crisis-Management, by Jack Welch. If you have any questions regarding any of the above topics you may contact Peter Salmon at 202/326-5869 or salmon@ici.org. We look forward to seeing you in Washington! John Phelan Michael L. Curry Peter G. Salmon Senior Vice President Principal, Planning & Director – Operations The Capital Group Companies, Inc. Development & Technology Chairman, Technology Advisory The Vanguard Group, Inc. Committee Chairman, BCP Sub- Committee Attachment no. 1 (in .pdf format)