

**MEMO# 20187**

July 17, 2006

## **Fall 2006 CCO Committee Meetings; Notice and Draft Agenda**

©2006 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. [20187] July 17, 2006 TO: CHIEF COMPLIANCE OFFICER COMMITTEE No. 13-06 RE: FALL 2006 CCO COMMITTEE MEETINGS; NOTICE AND DRAFT AGENDA The Institute has begun planning the regional meetings of the CCO Committee that will be held this fall. Members are welcome to attend any of the meetings. The agenda for each of these meetings will be identical. A draft agenda is attached. We welcome additional agenda items that you are interested in discussing. To assist us in our planning efforts, please return the attached Meeting Response Form by Friday, August 4th. The dates and locations of the meetings, which will begin at 10:00 a.m. local time, are as follows: REGION DATE LOCATION West Coast Wed., Sept. 27th Franklin Templeton Investments 1 Franklin Parkway San Mateo, CA Midwest Tues., Oct. 17th Ariel Capital Management/Mid-America Club 200 East Randolph Drive, 80th Floor Chicago, IL East Coast\* Wed., Nov. 15th Investment Company Institute 1401 H Street, NW, 12th Floor Washington, DC \* The East Coast meeting will be held the day after the SEC's next National CCO Outreach Seminar, which will be held in Washington, DC on Tuesday, November 14th. The National Seminar will be webcast. 2 Each of the meetings will be followed by lunch. The Institute plans to hold a break out session for small funds following lunch. These sessions are to provide CCOs of small fund companies an opportunity to discuss their unique compliance concerns. It is expected that the meetings will end at approximately 2:00 p.m. As noted on the attached draft agenda, members are requested to bring a copy of the first written annual report they prepared under the Mutual Fund Compliance Program Rule. We plan to spend a significant amount of time at the meeting discussing these reports and members' efforts to prepare and present them. If you have any questions about the upcoming meetings, please contact me by phone (202) 326- 5825 or email (tamara@ici.org). Tamara K. Salmon Senior Associate Counsel Attachment no. 1 (in .pdf format)