

MEMO# 10890

April 13, 1999

PRELIMINARY AGENDA - MUTUAL FUND YEAR 2000 PROJECT LEADERS MEETING - APRIL 28, 1999

[10890] April 13, 1999 TO: OPERATIONS COMMITTEE No. 13-99 PRIMARY CONTACTS - MEMBER COMPLEX No. 44-99 SEC RULES COMMITTEE No. 27-99 SMALL FUNDS COMMITTEE No. 4-99 TECHNOLOGY TASK FORCE ATTENDEES OF DECEMBER 9, 1998 AND EXPECTED ATTENDEES OF APRIL 28, 1999 Y2K PROJECT LEADERS MEETING (See Attached Distribution) RE: PRELIMINARY AGENDA - MUTUAL FUND YEAR 2000 PROJECT LEADERS MEETING - APRIL 28, 1999 _____ As

you know, the Institute has scheduled a second Mutual Fund Year 2000 Project Leaders meeting to be held on Wednesday April 28, 1999 from 10:00 a.m. - 3:00 p.m. The meeting will take place at the Renaissance Washington Hotel at 999 9th Street, NW in Washington, D.C. Please see enclosed ICI Memorandum dated February 12, 1999 titled "Mark Your Calendar - Mutual Fund Year 2000 Project Leaders Meeting - April 29, 1999" for further details. Year 2000 compliance continues to be one of the highest priorities for mutual fund complexes during the remainder of 1999. The purpose of the second meeting is to continue to assist Institute members in facilitating the sharing of information on important Year 2000 issues. A Preliminary Agenda for the meeting is attached detailing topics to be discussed, which include a regulatory update, results of the SIA industrywide test, contingency planning efforts, vendor readiness issues, global Y2K considerations and communications to investors. We are also expecting a representative from the SEC's Office of Compliance, Inspections & Examinations as our lunch guest to discuss current Y2K issues. If you have not already done so, please assist us in determining who will be attending the meeting by completing the enclosed meeting response form, which must be returned by fax to Agnes Thomas (fax: 202/326-8314/phone 202-326-5846) by April 19, 1999. Your firm's participation is encouraged and appreciated. We look forward to seeing you in Washington on April 28th. Donald J. Boteler Vice President Operations & Training Attachment Enclosure