

MEMO# 11226

September 8, 1999

PRELIMINARY AGENDA - MUTUAL FUND YEAR 2000 PROJECT LEADERS MEETING - SEPTEMBER 29, 1999

[11226] September 8, 1999 TO: OPERATIONS COMMITTEE No. 35-99 PRIMARY CONTACTS - MEMBER COMPLEX No. 80-99 SEC RULES COMMITTEE No. 64-99 SMALL FUNDS COMMITTEE No. 12-99 TRANSFER AGENT ADVISORY COMMITTEE No. 56-99 TECHNOLOGY TASK FORCE MUTUAL FUND YEAR 2000 PROJECT LEADERS (Attendees of April 28, 1999 and Expected Attendees of September 29, 1999 Y2K Project Leaders Meeting) RE: PRELIMINARY AGENDA - MUTUAL FUND YEAR 2000 PROJECT LEADERS MEETING - SEPTEMBER 29, 1999

As you know, the Investment Company Institute has scheduled a third Mutual Fund Year 2000 Project Leaders meeting to be held on Wednesday September 29, 1999 from 9:30 a.m. + 3:30 p.m. The meeting will take place at Marriott Metro Center at 775 12th Street, NW, Washington, DC. Please see enclosed ICI Memorandum dated August 3, 1999 titled "Mark Your Calendar + Mutual Fund Year 2000 Project Leaders Meeting + September 29, 1999" for further details. The primary objective of this third session is to continue to increase the level of industry awareness regarding the many important issues surrounding the Year 2000. A Preliminary Agenda for the meeting is attached detailing topics to be discussed, which include investor communications issues, global and domestic contingency planning and event management efforts, information/communication center plans, and a regulatory update by Securities and Exchange Commission staff. We are also expecting representatives from the major global custodian banks and mutual fund transfer agents who will provide an update on their contingency and event management plans. 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 September 17, 1999. Your firm's participation at this important session is encouraged and appreciated. If you have any questions regarding the enclosed Preliminary Agenda or suggestions regarding any significant Y2K issues not identified on the agenda that may warrant discussion, please contact Kathy Joaquin at 202- 326-5930 (or by email at kjoaquin@ici.org). We look forward to seeing you in Washington on September 29th. Donald J. Boteler Vice President Operations & Training Attachment Enclosure