

MEMO# 16241

June 25, 2003

BUSINESS CONTINUITY ROUNDTABLE

[16241] June 25, 2003 TO: TECHNOLOGY ADVISORY COMMITTEE No. 5-03 RE: BUSINESS CONTINUITY ROUNDTABLE At the last Committee meeting it was agreed that there might be significant interest in a meeting whereby Institute members can discuss and exchange ideas as well as challenges they confront, with regards to business continuity planning (BCP) since September 11, 2001. Significant efforts on the part of U.S. financial institutions and their regulators have been undertaken in an attempt to minimize the likelihood that a significant disruption to business operations will occur in the future. While the details of BCP plans might vary considerably from firm to firm depending on the nature, complexity and geographic reach of the firm's business activities, there are certain common characteristics of such plans and challenges. The Roundtable will provide a unique opportunity for Institute members to exchange information on their respective efforts to comply with the numerous BCP guidelines that have been released. The BCP Roundtable is scheduled to take place the day following the next Committee meeting. Eaton Vance has graciously agreed to host both the Committee meeting and the Roundtable on October 16 & 17, 2003 in Boston. In order to ensure that the Roundtable is a success, the Institute seeks your input in two areas. First, would your firm be likely to participate in the Roundtable? Second, what topics would you suggest, and in what format should they be covered (e.g. panel)? As such, we have attached a questionnaire that we would appreciate your completing and returning by July 20, 2003 so that we may plan accordingly. Thank you for your attention and participation in this important event. Peter G. Salmon Director - Operations & Technology Attachment (in .pdf format)