

MEMO# 17863

August 4, 2004

2004 BCP BENCHMARKING SURVEY

[17863] August 4, 2004 TO: TECHNOLOGY ADVISORY COMMITTEE No. 22-04 BCP SUBCOMMITTEE RE: 2004 BCP BENCHMARKING SURVEY An informal task force of the Technology Advisory Committee's BCP Sub-Committee along with Institute staff prepared the attached 2004 BCP Benchmarking Survey. The survey is designed to capture information on the mutual fund industry's BCP preparedness. We are requesting that mutual fund complexes on the Institute's Technology Advisory Committee and BCP Sub-Committee complete the 2004 BCP Benchmarking Survey in order to obtain responses from a broad cross-section of the industry. As with all Institute surveys, this survey solicits data from members for informational purposes only. Data collected from each individual firm will remain confidential and only aggregate survey results will be reported to committee members. Each member should independently review and utilize such aggregated data, as it deems appropriate. This is a web-only survey. Fund complexes that participate should access and complete the survey on the Institute's website at <http://operations.ici.org/survey/bcp.jsp>. Log in with the same user name and password you use for the rest of the ICI members' website: if you have forgotten your codes, please contact Lee Butler (lbutler@ici.org or 202-326-5931) for assistance. This online survey is designed to be completed using Microsoft Internet Explorer. The approximate time needed to complete the survey is 40 minutes. It is not necessary to complete the survey in a single effort. It is possible to complete a section, save the answers and return to the survey at a later time. A blank copy of the survey may be printed out to help you prepare to complete the survey, and a copy containing your responses may be printed after you have finished. Please submit your completed BCP Benchmarking Survey response online to the Institute no later than August 31, 2004. If you have any questions regarding the survey, please direct your inquiries to the following Institute staff: Technical Issues (web entry) - Lee Butler at lbutler@ici.org or 202-326-5931. Survey Content - Peter G. Salmon at salmon@ici.org or 202-326-5869. 2 We encourage all Committee and Sub-Committee members to complete the 2004 BCP Benchmarking Survey. The aggregate survey results will be reviewed and discussed at the October Committee meeting in Washington, DC. Thank you for your attention and participation in this important project. Peter G. Salmon Director - Operations & Technology