

**MEMO# 14638**

April 15, 2002

## **FORMAT FOR JOINT COMMITTEE MEETINGS**

[14638] April 15, 2002 TO: PENSION COMMITTEE No. 12-02 PENSION OPERATIONS ADVISORY COMMITTEE No. 23-02 RE: FORMAT FOR JOINT COMMITTEE MEETINGS We are interested in your views regarding the scheduling format for future meetings of the ICI Pension Committee and Pension Operations Advisory Committee. As you may know, the ICI has begun to use videoconferencing for some of its meetings. For these meetings, there are two locations – one at the ICI’s offices in Washington, and one on the West Coast. We are considering whether to adopt this format for the Pension and Pension Operations Advisory Committees. As an alternative, we could adopt the format that the ICI’s Tax Committee has used for the last few years – two meetings a year in Washington, and a third one on the West Coast, with no videoconferencing. This format allows for the scheduling of an issue-specific meeting for interested members the afternoon before the full meeting of the committee(s). Each of these alternatives, as well as a “hybrid” alternative, are described below. Alternative One: Videoconferencing. Under this alternative, attendees at all three annual meetings would be able to come to Washington or to a designated West Coast location. The two locations would be linked by videoconferencing. The meeting would take place in the afternoon in Washington (e.g., 1:00 p.m.) to allow for the time difference. Because of the time difference, we would not have another meeting (the day before or after) on a specific issue. Alternative Two: Issue-specific meetings. Under this alternative, the Committees would meet twice a year at the ICI’s offices, and once a year at another location, probably on or near the West Coast. The meetings would take place in the morning (local time). We also would schedule a meeting the previous afternoon that would focus on a particular issue of interest to the Committees. All meetings would take place at only one location (i.e., no videoconferencing). Alternative Three: Hybrid. Under this alternative, we would have one meeting a year at two locations (with videoconferencing), one meeting in Washington only, and one on the West Coast only. The latter two meetings would be preceded by issue-specific meetings the afternoon before. Under this alternative, members would only have to travel across the country for a meeting once a year. 2 ACTION REQUESTED Please indicate your preference by filling out the attached form and including any comments you have regarding the formats. Completed forms should be returned to me by email to lawson@ici.org or fax to 202/326-5841 by FRIDAY APRIL 19, 2002. Thank you for your input. Keith Lawson Senior Counsel Attachment Attachment (in .pdf format)