

**MEMO# 10486**

November 13, 1998

## **MUTUAL FUND YEAR 2000 PROJECT LEADERS MEETING - DECEMBER 9, 1998**

[10486] November 13, 1998 TO: OPERATIONS COMMITTEE No. 44-98 PRIMARY CONTACTS - MEMBER COMPLEX No. 108-98 SEC RULES COMMITTEE No. 116-98 SMALL FUNDS COMMITTEE No. 16-98 TECHNOLOGY TASK FORCE RE: MUTUAL FUND YEAR 2000 PROJECT LEADERS MEETING - DECEMBER 9, 1998

\_\_\_\_\_. As you know, Year 2000 compliance is a very high priority for mutual fund groups. In order to further increase the level of awareness about the many important issues surrounding the Year 2000, the Institute has scheduled a meeting for Mutual Fund Year 2000 Project Leaders to be held in the David Silver Conference Room at the Investment Company Institute on Wednesday, December 9, 1998 from 10:00 a.m. - 2:00 p.m. The purpose of the meeting is to assist Institute members in facilitating the sharing of information on Year 2000 issues affecting mutual fund companies. A Preliminary Agenda for the meeting is enclosed detailing topics to be discussed. Discussion items include member participation in the industrywide testing process, the status of member readiness and their major vendors and service providers, results of recent SEC Y2K reports and inspections, contingency planning efforts, communications to investors, and global Y2K considerations. Attendance at this important session is limited to one representative per member complex. In order to attend the December 9th meeting, please identify your organization's Year 2000 Project Leader or their designee on the attached meeting response form, which must be returned by fax to Agnes Thomas (fax: 202-326-8314/phone: 202-326-5846) by December 2, 1998. If you have any questions regarding the meeting or agenda please contact the undersigned at 202-326-5845 or Kathy Joaquin at 202-326-5930. Your firm's participation is encouraged and appreciated. Donald J. Boteler Vice President Operations & Training enclosure