



**Federal Railroad
Administration**

November 2, 2000

TO: RSAC Members and Alternates

The next meeting of the full Railroad Safety Advisory Committee (RSAC) will be held on Thursday, December 7, 2000. The meeting location will be the Vista Ballroom in the Wyndham Washington, DC Hotel, 1400 M Street, NW, Washington, DC 20005, Phone (202) 429-1700. A draft agenda for the meeting is enclosed.

The Holiday Inn Downtown, 1155 14th Street, NW, Washington, DC 20005, Phone (202)737-1200, is holding a block of rooms until November 15, 2000, at the government per diem rate of \$119 per night. When you call the hotel to make your reservation please mention that you are with the FEDERAL RAILROAD ADMINISTRATION GROUP.

At the September 14, 2000, RSAC meeting, the committee agreed to schedule a meeting on November 14, 2000, to discuss progress being made to reduce fatalities in switching operations. Subsequently, the RSAC members/alternates who are involved in this process have elected to conduct this meeting by teleconference. A reminder of the teleconference date and time will be sent separately to all participants.

Enclosed is a copy of the draft Minutes from the September 14, 2000, meeting. Please provide edits/comments to the Minutes to me by November 20, 2000.

The RSAC website is operational. The website is <http://rsac.fra.dot.gov/>. Member login and passwords are your first initial, last name. Please start using this tool.

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Enclosures