



To: **Secretaries/Chief Executive Officers of Unions and Regional Associations in Membership of the IRB**

From: **Hugh H. Penman**
Head of Council & Member Services

Date: 12th January 2005

Re: **Seventh General Meeting of the Board - Dublin, Ireland – 1st & 2nd April 2005**

Gentlemen,

In accordance with Bye-Law 8.1 please find enclosed Notice of the Seventh General Meeting of the International Rugby Board to be held in the Jurys Doyle Hotel, Ballsbridge, Dublin 4, Ireland Tel: (353) 1 660 5000, Fax: (353) 1 660 5540 on Friday 1st and Saturday 2nd April 2005.

You are reminded of the provisions of Bye-Law 8.3 relating to permitted attendees at General Meetings who shall be those delegates who are:

- (i) in the case of each of the Union or Association **represented on the Council**, its representative or representatives of the Council.
- (ii) in the case of each of the Unions or Associations **not represented on the Council** one delegate who must be or have been a member of the governing body of that Union or Association.

The name(s) and address(es) of delegate(s) must be submitted to the Chief Executive Officer of the Board at least three weeks before the date of the General Meeting (7th March 2005) at which the delegate is to act. Please use the enclosed pro-forma which must be signed by the Secretary/Chief Executive of the Union or Association.

It would be greatly appreciated however if this information could be forwarded as soon as possible.

For your information and to assist you I confirm the following:

Jurys Hotel, Dublin

- (a) The International Rugby Board is responsible for the travel (economy airfare) and subsistence of **one** delegate per Union or Association only.
- (b) From assembly time on Thursday 31st March up to and including breakfast on Sunday, 3rd April, accommodation and meals of **one** delegate are a charge to the Board.



- (c) All charges incurred before and/or after the above times and all other personal expenses such as extra meals, room service, dispense bar, telephone, laundry etc. must be paid by the individual delegate **before departure from the hotel**. Confirmation of ability to settle personal expenses will require to be confirmed to the hotel on check-in.
- (d) If a Union wishes to send an additional delegate, such person may share a twin room at no extra cost, but if single rooms are requested this additional room would be charged to the Union.
- (e) Delegates may wish to bring their spouses, for which there will be no additional charge for accommodation. However, their meals and any extras will be a charge to the delegate and must be settled with the hotel prior to departure.
- (f) Simultaneous translation facilities will be provided in English, French and Spanish.

I look forward to hearing from you in due course.

Yours sincerely,

Hugh H. Penman
Head of Council & Member Services

12th January 2005

cc. Members of the Executive Council for information



INTERNATIONAL RUGBY BOARD

SEVENTH GENERAL MEETING OF THE BOARD

APRIL 2005

NOTICE

Notice is hereby given that the Seventh General Meeting of the International Rugby Board will be held at the Jurys Hotel, Ballsbridge, Dublin 4, Ireland on Friday 1st at 09.00 a.m. and continuing on Saturday 2nd April also at 09.00 a.m. for the following purposes:

1. To consider and approve the Minutes of the Sixth General Meeting, held in April 2003.
2. To receive and consider a Report from the Council.
3. To note the composition of Committees of the Council.
4. To consider any other business referred to the Meeting by the Council.
5. To make recommendations to the Council as appropriate regarding the foregoing.

Hugh H. Penman
Head of Council & Member Services

12th January 2004

