

Minutes of the Board meeting
of the
Assisted Human Reproduction Regulatory Authority

Date:	7 November 2025	
Time:	10.30 am	
Location:	Ashling Hotel, 10-13 Parkgate Street, Dublin 8	
Format:	In-person	
Meeting No.:	1 st meeting of the Board	
Present:	Deirdre Madden	DM
	Mary Wingfield	MW
	Brian Tobin	BT
	David Crosby	DC
	Sam Doyle	SD
	Roisin Molloy	RM
	Julie Kenneally	JK
	Ciara Merrigan	CM
Apologies:	None	
In attendance:	Ronan Toomey, Assistant Principal Officer, Department of Health (for all items except no. 1)	RT
	Pamela Carter, Principal Officer, Department of Health	PC

1. Private Session

The Board met in private session.

2. Welcome from the Chairperson and Quorum

Since a quorum was present, the meeting was opened by the Chairperson who welcomed the members present and thanked them for volunteering for the task ahead, recognising the diversity, broad skills and experience of those appointed. The Chair noted the long history to development and implementation of a regulatory framework for AHR and welcomed the onus on the Board and the AHRRA to implement the legislative mandate established in the Health (Assisted Human Reproduction) Act 2024 and the opportunity to put sound corporate governance processes in place from the start. The Chair reiterated the requirement of the Board to be the strategic leader of the AHRRA, overseeing the operation rather than managing day-to-day issues arising. The expectation was that Board meetings would be open and respectful of all the voices around the table and members should have an expectation of trust in one another. The Chair expressed a desire that Board members would appreciate the confidentiality of

discussions at Board meetings. As the Board is required to implement Government policy, members should be cautious of reporting proceedings externally. The Chair finished by expressing her confidence in the future of the Board in shaping the agency to have a sense of purpose with a commitment to public service values.

3. Appointment of a temporary Board Secretary

Decision	The Board agreed to the appointment of Ronan Toomey, Assistant Principal Officer, Department of Health, acting as a temporary Board Secretary pending recruitment of a suitable person to the staff of the AHRRA on a permanent basis.	Dec-01-20251107-1
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4. Conflicts of Interest

The document circulated in advance titled “20251107 - 3 - Ethics in Public Office Act” was taken as read. The Board was also informed that further training on this matter would be provided.

No conflicts of interest were declared.

5. Apologies

None received

6. Discussion on role of the Board

PC and RT presented an overview of the role of state agencies, an introduction to the Code of Practice for the Governance of State Bodies and of the role of the Department in overseeing the AHRRA. Board members noted the Department’s role in ensuring State agencies deliver their statutory functions and have appropriate corporate governance systems in place and the Department’s intention to put formal oversight arrangements in place at an early stage, particularly an Oversight Agreement and a Performance Delivery Agreement. The Department also assured the Board of the availability of an adequate budget to support the AHRRA through 2026.

Action	Department will follow up with the OPW in relation to provision of an office premises for the AHRRA	RT
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7. Approval of expenditure relating to procurement of a company to provide training supports to the Board

The Board noted that a process for formal approval of procurement and expenditure will be put in place at the earliest opportunity. Pending approval of a formal process including relevant delegation to staff, Board approval will be required for all expenditure.

Following discussion of the cost of the proposal received to provide training supports, and, in particular, the cost/value of provision of documentary supports, the Board noted that the cost of training and provision of support documentation would be an essential aide to the long-term sustainability and effectiveness of the AHRRA.

Decision	The Board approved expenditure of €27,500 on engagement of a training provider to deliver a Board governance workshop and training programme.	Dec-01-20251107-2
	The Board approved expenditure of €25,000 on the provision of draft Board documents and ongoing support	Dec-01-20251107-3

8. Programme of Work for the Board

Following discussion of the considerable work ahead, the Board agreed to consider establishment of a number of committees of the Board (per section 134 of the Act). The Chairperson agreed to circulate outline proposals for four committees, and inviting Board members to identify which committees they are interested in serving on and to consider a process for identifying non-Board members with relevant expertise to serve on such committees.

Action	Chairperson will email proposals to Board members	DM
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9. Agreement of dates of future meetings of the Board and training dates

The Board agreed a schedule of future meetings as follows:

Date	in person/online	Time
5 December 2025	In person	10 - 4.30
16 January 2026	In person	10 - 4.30
30 January 2026	Online	10 -1
6 February 2026	In person	10 - 4.30
27 February 2026	Online	10 -1
13 March 2026	In person	10 - 4.30

10. Any Other Business

RT indicated that he had recently consented to the AHRRA being included on a Statutory Instrument to be made by the Minister for Public Expenditure, Infrastructure, Public Service Reform and Digitalisation to include the AHRRA as a scheduled State agency for the purposes of the Ethics in Public Office Acts.

RT also indicated that a similar process is underway in relation to inclusion of the AHRRA as a scheduled public agency for the purposes of the Protected Disclosures Act 2014

11. Board governance workshop and training

All Board members attended a Corporate Governance Induction training session from 2.00 pm until 4.30 pm.