Minutes of the 11th Board meeting

of the

Assisted Human Reproduction Regulatory Authority

Date:	12 June 2026	
Time:	10.00 am-1.00pm	
Location:	Via Teams	
Format:	online	
Meeting No.:	11th meeting of the Board	
Present:	Deirdre Madden	DM
	Mary Wingfield	MW
	Roisin Molloy	RM
	Ciara Merrigan	CM
	Julie Kenneally	JK
	David Crosby	DC
	Sam Doyle	SD
	Brian Tobin (left meeting at 11.45)	BT
Apologies:	none	
In attendance:	Marian OSullivan, Board Secretary	MOS
	Colm O'Leary, CEO of the AHRRA	COL

0. Private time

The Board met privately before the commencement of the meeting

1. Welcome from the Chairperson and Quorum

Since a quorum was present, the meeting was opened by the Chairperson. The Chair and Board welcomed the appointment of Marian O' Sullivan as Board Secretary.

2. Conflicts of Interest

No conflicts of interest were declared.

3. Apologies

None. BT informed the Board that he had to leave at 11.45

4. Approval of Minutes of Board meeting of 15 May 2026 and matters arising

Decision	The Board approved the minutes of the 10th meeting of the Board held on 15 May 2026. There were no corrections.	Dec-11-20260612-01

Matters Arising: it was noted that a draft of the AHRRA Business Plan was submitted to the Dept. of Health for initial feedback and that a formal response is forthcoming.

It was agreed that any other matters arising would be dealt with under other agenda items.

5. Chief Executive Officer report

The Board noted the report of the Chief Executive Officer, which was circulated in advance of the meeting and taken as read. The CEO reported ongoing matters being progressed. These included:

- Signing of six-month lease for office space on Fitzwilliam Street Lower
- Procurement calendar schedule
- Draft business plan where an operational and capital expenditure has been costed at €4.6 million, significantly higher than the Department of Health initial allocation of €2.2 million which is largely due the envisaged costs for the specification and implementation of ICT systems and legal costs.
- Meeting on 3rd June, with Officials of the Bioethics of the Department of Health
- Meeting on 8th June with HPRA, where the AHRRA Chairperson and CEO met with the HPRA CEO and Head of Inspections of cell and tissue processing sites to discuss opportunities for collaboration considering the overlap in functions of both agencies.
- Involvement of AHRRA in responses to Parliamentary Questions (PQs), revised wording accepted by Department
- Move to OGCIO Build to Share Programme
- Board secretarial services expression of interest process

The CEO addressed all questions from the Board, and the following actions were agreed:

Action	CEO presentation to Bioethics unit re staffing will be circulated to Board members	COL/MOS
Action	CEO to draft record of 3rd June meeting with Bioethics unit re recruitment and submit to unit for any additions	COL
Action	CEO to send to Board new draft wording re AHRRA, used by Dept. of health in responses to PQs	COL

6. Approval of the decision to open a Bank Account

Following discussion of the paper circulated in advance, the Board agreed to the opening a bank account in the name of AHRRA with Danske Bank A/S. It was noted that a credit card may also be required by AHRRA and will be attached to this account.

Decision	The Board approved the decision to open a bank account for AHRRA and approved authorisation signatures	Dec-11-20260612-02

7. Approval of the draft Business plan 2026-2027

The CEO took on board feedback from the last Board meeting and highlighted changes to the revised Strategic Business plan (v1.2). They included the following:

- Key milestones page was updated
- A new section on key Assumptions, Risks and Dependencies was added

- Section with details of a phased commencement approach was added
- The objectives across the six themes were reviewed
- Projected expenditure table is fully populated for 2026 and 2027

The Board noted that the CEO has written to Pamela Carter Dept of Health expressing concern that despite the fact that the Authority was established eight months ago, a full Board membership is not in place. The Chair reminded the Board that she previously wrote to the Minister, the Chief Medical Officer and Pamela Carter in relation to this. The Board repeated its serious concerns that this leaves the Board vulnerable to being inquorate at future meetings and that the lack of expertise in relation to Audit, Governance and Risk may be raised by the C&AG in future audits.

The CEO informed the Board that Pamela Carter, Dept. of Health had sent an email stating that following formal submission of the business plan, the Dept. would provide more detailed feedback.

Following a detailed discussion on the business plan, the Board agreed a number of amendments to be made to the Draft Business Plan and that the revised version would be circulated by e-mail to Board members to ensure all suggested amendments were made. The plan would be subsequently submitted for Board approval via written decision.

Decision	The Board approved the revised Strategic Business Plan 2026-2027 subject to the amendments agreed at the Board meeting	Dec-11-20260612-03
Action	Suggested Board Amendments to plan to be made, plan to be reissued to Board, and then formally submitted to Dept of Health by end of June	COL

8. Approval of Draft Workforce Plan and Business Case for the first set of appointments

Following consideration of the paper circulated in advance of the meeting and which is based on the requirements of AHRRA in the 2024 Act, the Board discussed the draft workforce plan, organisational structure, business case and job descriptions in detail.

The Board suggested that the word “clinical” be added to the skills and competency framework.

It noted the justification for role descriptions and grades of the seven posts which should be recruited in the initial phase. The CEO informed the Board that he will be meeting with the Minister of Health in the coming months and will have an opportunity to brief her on the proposed organisation structure and grades required.

Decision	The Board approved the preliminary Workforce Plan and Business Case for the first set of roles for recruitment purposes	Dec-11-20260612-4
Action	Formally submit Workforce Plan and Business Case to the Dept of Health	COL

9. Approval of proposed AHRRA Committees and their respective functions

The Board noted the proposal for the establishment and functions of three advisory committees of Board of AHRRA. The Board was presented with the proposed functions for each committee on a slide presentation. Amendments were suggested and agreed to the proposed functions.

Following, the CEO slide presentation, the Board agreed the following:

- All committees should have a minimum of five members.
- The Chair of the Committee must be a member of the AHRRA Board.
- While awaiting the appointment of additional Board members with specific skills. required by the Board, a current Board member may act as Chair.
- Titles for new Committees are:
  - Audit, Risk and Governance Committee
  - AHR Committee
  - Surrogacy Committee

Decision	The Board approved the three proposed AHRRA committees and their proposed functions subject to the amendments agreed at the meeting	Dec-11-20260612-5
Action	The CEO is to include the agreed functions in draft Terms of Reference for each committee to be approved by the Board at a later stage.	COL

10. Discussion workshop relating to proposed logo concepts and corporate colours

The Board noted the discussion paper on logos for AHRRA, and basic design principles circulated in advance of the meeting. Several logo designs options and colour palettes were reviewed in the slides presented by COL.

The Board agreed the following:

- the preference is for an abstract logo
- the colour red is not to be used in the colour palette.
- preference for blue as one of the colours to be used as it symbolises Trust
- inclusive logo which conveys Trust, Safety, Oversight and Transparency

Action	Submit Board preferences for logo to successful Design company following end of procurement process	COL

11. Any Other Business

Two items were raised in advance of the meeting.

11.1 Written Decision Procedure

The Board discussed the paper which sets out the procedure for seeking the AHRRA Board's decision on a proposal between Board meetings. The Chair confirmed that the procedure will only used for urgent decisions that cannot wait for the next Board meeting

Decision	The Board approved the updated written decision procedure	Dec-11-20260612-6

11.2 Visit of ESHRE Representative to Ireland to discuss EuMAR registry

The Board discussed the proposed visit of ESHRE representatives to Ireland in October to discuss the EuMAR registry project. This is a pan-European registry which collects cycle-by-cycle data on fertility treatments and outcomes. The purpose of this meeting is to discuss Ireland's involvement in this registry and the benefit to the AHRRA of using this system in its national collection and publication of AHR outcome data. It was agreed that further information be sought re full cost of visit and if any funding will be provided by ESHRE. A decision will be made by the CEO and Chair as to any contribution to travel costs that might be made by the AHRRA.

Action	Submit to Board full cost of ESHRE visit and if any funding will be provided by ESHRE.	MW
Action	Decision as to contribution to be made by the AHRRA to be made by CEO and Chair	DM and COL

12. The meeting concluded at 13.45