Minutes of the 2nd Board meeting

of the

Assisted Human Reproduction Regulatory Authority

Date:	05 December 2025	
Time:	10.00 am	
Location:	Ashling Hotel, 10-13 Parkgate Street, Dublin 8	
Format:	In-person	
Meeting No.:	2nd meeting of the Board	
Present:	Deirdre Madden	DM
	Mary Wingfield	MW
	David Crosby	DC
	Sam Doyle	SD
	Roisin Molloy	RM
	Ciara Merrigan	CM
Apologies:	Brian Tobin	
	Julie Kenneally	
In attendance:	Ronan Toomey, Assistant Principal Officer, Department of Health (for all items except no. 1)	RT
	Brendan Lenihan, Navigo Consulting – for items 6 and 7	BL
	Dr Stephanie O'Keeffe – for item 7	SoK

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. (*Items 3 to 5 were taken after item 6.)*

3. Conflicts of Interest

No conflicts of interest were declared.

4. Apologies

Apologies were received from Brian Tobin and Julie Kenneally.

5. Approval of Minutes of 1st Board Meeting held on 7 November 2025

Decision	The Board approved the Minutes of the 1st meeting of the Board held on 7 November 2025 subject to a minor amendment to item 6.	Dec-02-20251205-1

6. Board governance workshop and training

Board members present attended a Corporate Governance Induction training session from 10.15 am until 1.00 pm.

Action	Slides and other documentation will be circulated after the meeting	RT

7. Establishing a new State Agency – Discussion with CEO of An Ghníomhaireacht um Fhoréigean Baile, Gnéasach agus Inscnebhunaithe (Cuan)

SoK provided a briefing on the work of Cuan and the achievements to date since its establishment as a new statutory agency under the aegis of the Department of Justice, Home Affairs and Migration.

The presentation focused on the governance arrangements in place in the agency, the successes and challenges of establishing a new agency and the relationships with key stakeholders.

Action	Slides will be circulated after the meeting	RT

8. Board vacancies – discussion of skills and competencies required

The Board noted that the Health (Assisted Human Reproduction) Act 2024 provides that the AHRRA shall have a board consisting of a chairperson and 10 ordinary members but that the Minister initially appointed 8 members, leaving three vacancies. The Board was concerned that it would be difficult to conduct Board business if members are absent from Board meetings and if conflicts of interest require a member to absent themselves from discussions as the meeting may be inquorate.

The Board discussed the skills and competencies that would be beneficial in filling the vacancies. While filling vacancies is ultimately a matter for the Minister, it was agreed that it would be helpful if new members would be drawn from those with expertise and experience in fields such as accounting, audit and risk, finance; health technologies ICT/data analytics/AI; interests of the child/children's rights/child psychology/child development.

It was noted that it was likely that a campaign to fill vacancies on the Board will take approximately eight months to complete, from the time the Minister agrees to commence.

It was agreed that the Chairperson will write to the Minister asking for the Board vacancies to be filled.

Action	Chairperson will write to the Minister for Health asking for Board vacancies to be filled	DM

9. Discussion on development of a Statement of Strategy

The illustrative examples of Statements of Strategy circulated in advance were noted. It was agreed that the discussions during the training session earlier were particularly helpful and it was agreed that further discussions would take place at future meetings of the Board.

10. Committees of the Board

The draft Audit and Risk Committee Terms of Reference circulated in advance was noted. It was agreed that consideration of appointments to committees of the Board would be postponed pending appointments to the executive of the AHRRA.

11. Approval of procurement of a company to provide a workforce plan and related support for the Board

The Board noted that the Department had done some preliminary work relating to the staffing of the AHRRA some time back but that this work would need to be comprehensively updated to reflect the complexity of the legislation now enacted. It is proposed that an external company would be engaged to conduct this work. A formal proposal will be brought to the Board when developed.

Decision sought	The Board approved, in principle, the procurement of a company to develop a workforce plan and related recruitment supports for the AHRRA.	Dec-02-20251205-02

12. Any other business

It was agreed to identify dates for further Board meetings beyond those agreed previously.

Action	Chairperson and Board Secretary will consider future dates and circulate proposals	DM RT

The Board asked that the Minister would be invited to a future Board meeting.

Action	Chairperson will write to the Minister	DM

It was pointed out that section 146 and 147 of the Act were included in the sections commenced by the Minister in October. This will require the AHRRA to

- Prepare accounts of all income and expenditure and of the property, credits and liabilities of the AHRRA and
- prepare and adopt an annual report in relation to the performance of the AHRRA's functions during the immediately preceding calendar year which will be submitted to the Minister and subsequently laid before the Houses of the Oireachtas.

Action	Board Secretary will consult with Department and revert with proposals	RT

There being no further business, the meeting concluded at 4.00 pm.