Minutes of the 8th Board meeting

of the

Assisted Human Reproduction Regulatory Authority

Date:	13 March 2026	
Time:	10.45 am	
Location:	Ashling Hotel, 10-13 Parkgate Street, Dublin 8	
Format:	In-person	
Meeting No.:	8th 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 (for part of the meeting)	BT
Apologies:	Ronan Toomey, Assistant Principal Officer, Department of Health	
In attendance:	Brendan Lenihan, Navigo Consulting – for items 12 and 13	BL
	Colm O'Leary, AHRRA CEO – for items 13 and 14	COL

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.

3. Conflicts of Interest

No conflicts of interest were declared.

4. Apologies

None received

5. Approval of Minutes of Board meetings of 16 January 2026, 30 January 2026, 6 February 2026 and 27 February 2026 and matters arising

Decision	The Board approved the minutes of the 4th meeting of the Board held on 16 January 2026 subject to agreed edits.	Dec-08-20260313-1

Matters Arising: Further to discussions at previous Board meetings, the Chairperson informed the Board of further work undertaken to identify three providers of bespoke consultancy services to provide direct support for the incoming CEO. A competitive procurement is underway whereby the three providers should supply a quote for their services by Friday 20 March. The submissions will be evaluated during the week of 23 March with a view to appointing a provider.

Action	Board will be informed of the outcome of this process at the next meeting	DM/RT

Decision	The Board approved the minutes of the 5th meeting of the Board held on 30 January 2026	Dec-08-20260313-2

Decision	The Board approved the minutes of the 6th meeting of the Board held on 6 February 2026	Dec-08-20260313-3

Decision	The Board approved the minutes of the 7th meeting of the Board held on 27 February 2026	Dec-08-20260313-4

Matters Arising: Further to discussions at a previous Board meeting, the Chairperson informed the Board that a financial services provider has been engaged to complete the statement of accounts of the AHRRA for the financial year 2025. A direct approach to a service provider was used, without the need for competitive procurement, to enable completion of this single task as the value of the contract is less than €5,000.

6. Establishment of a Board subcommittee for HR matters – the People and Culture Committee

Decision	The Board approved the establishment of the People and Culture Committee as a committee of the Board. SD and CM were nominated as committee members with RM as the Chairperson	Dec-08-20260313-5
Decision	The Board approved the Terms of Reference for this Committee subject to removal of reference to the appointment and remuneration of the Chief Executive Officer of the AHRRA which will come within the remit of a separate committee to be established	Dec-08-20260313-6

7. Appointment of a Chief Executive Officer of AHRRA

Decision	The Board approved the appointment of Mr Colm O’Leary (COL) to the position of Chief Executive Officer of the AHRRA	Dec-08-20260313-7

8. Procurement of financial services provider

Decision	The Board approved the procurement of a service provider to provide financial services for the AHRRA.	Dec-08-20260313-8

9. Discussion of requirements for legal advice

The Chairperson highlighted the need for the AHRRA to procure legal services at the earliest opportunity to ensure that the operationalisation of the agency is in compliance with all relevant regulatory and statutory requirements. Following discussion, the Board showed a preference for issuing a request for quotations from legal services providers, and if required in the short-term, to identify a single service provider to provide specific legal advice for a fee under €5,000.

Action	The Chairperson agreed to follow up on this discussion with the interim Board secretary and revert to the Board at the next meeting.	DM/RT

10. AHRRA Code of Governance

Decision	The Board approved the AHRRA Code of Governance, version 3.0	Dec-08-20260313-9

Discussion around AHRRA Premises

The Chairperson informed the Board that there have been some early discussions to explore the possibility of securing a shared premises between three state agencies.

Action	Further information will be brought to the Board at the next meeting.	COL

The Chairperson informed the Board that the CEO will commence his role on 01 April 2026. Appropriate serviced office space in Dublin city centre will be sought for this purpose on a short-term basis pending further discussion of premises for the AHRRA.

Action	Further information will be brought to the Board at the next meeting.	COL

11. Board Secretary

The interim board secretary is expected to stand down from the position in early summer but will support the CEO by facilitating regular meetings until this time.

Action	The issue of succession planning and secondment will be brought to the attention of the Department as a matter of urgency.	DM

Meetings

The Chairperson informed the Board that she had met with the CEO of the Medical Council to discuss areas of overlap with AHRRA to prevent duplication of oversight, and the director of the

HSE's National Women and Infants Health Programme to learn of the programme's strategic priorities.

Action	The Chairperson will invite representatives from the Department of Health and representatives of HSE NWIHP to the Board meeting in May for a discussion on policy priorities, pending legislative amendments, and AHR service provision issues.	DM

12. Board governance training with Navigo Consulting

This session focussed on chairing of committees and the Board.

13. Board strategy workshop with Navigo Consulting

The Board was joined by COL, the incoming Chief Executive Officer of the AHRRA, for this item. The Chairperson congratulated the CEO on his appointment, and the Board welcomed him to the meeting. COL gave an introductory statement including a brief overview of his goals in taking up this position.

A facilitated strategy session took place from 2.15 - 4.15 pm. The Board discussed key priorities and suggestions for inclusion in the AHRRA Strategic Plan for the first 18-24 months.

Action	The Chairperson will follow up these discussions with BL, RT, and the CEO in the coming weeks with the aim of bringing a draft plan to the Board as soon as practicable.	DM, RT, COL

14. Any Other Business

No other business was discussed.

The meeting concluded at 4.15 pm.