

Minutes of the 12th Board meeting
of the
Assisted Human Reproduction Regulatory Authority

Date:	10 July 2026	
Time:	10.00 am-1.00pm	
Location:	Via Teams	
Format:	online	
Meeting No.:	12 th meeting of the Board	
Present:	Deirdre Madden	DM
	Roisin Molloy	RM
	Ciara Merrigan	CM
	Julie Kenneally	JK
	David Crosby	DC
	Brian Tobin	BT
Apologies:	Mary Wingfield (MW)	
	Samantha Doyle (SD)	
In attendance:	Marian O’Sullivan, Board Secretary	MOS
	Colm O’Leary, CEO of the AHRRA	COL

1. Welcome from the Chairperson and Quorum

Since a quorum was present, the Chairperson welcomed everyone and opened the meeting. The Board agreed to the proposal by the Chair that arrival and departure times of Board members during the duration of the meeting will be recorded in the Board minutes.

Action	Arrival and departure times of Board members during the duration of the meeting will be recorded in the Board minutes	MOS
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2. Apologies

There were two apologies – Mary Wingfield and Sam Doyle.

Comments submitted by MW on board papers were noted.

3. Private Session of the Board

The Board met privately before the commencement of the business of the meeting.

4. Conflicts of Interest

No conflicts of interest were declared at the beginning of the meeting.

During agenda item 6, CM advised the Board of a conflict of interest and left the meeting at 10.42 before the CEO provided an update on a request for meeting from representatives of Irish Families through Surrogacy (IFTS).

5. Approval of Minutes of Board meeting of 12 June 2026 and matters arising

There were no amendments to the minutes.

The written Decision process was used by the Board for the approval of the submission of the Business Plan to the Dept of Health, following amendments proposed by the Board. All Board members confirmed their approval by email by 12 noon Friday 26th July 2026.

Decision	The Board approved the minutes of the 11 th meeting of the Board held on 12 th June 2026 and the written decision report.	Dec-12-20260710-01
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Matters Arising:

It was noted that:

- Bank account application has progressed.
- Business plan and Workforce Plan have been formally submitted to the Dept of Health
- Preferences for AHRRA logo have been included in the RFT for Design Company
- No monetary contribution will be required from AHRRA for the funding of the ESHRE visit.

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

Action	CEO to confirm if presentation to Bioethics unit re staffing was circulated to Board members	COL
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6. 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:

- Conclusion of tender process for Finance/Payroll services; and Recruitment/HR services.
- Issuing of RFQ to six firms for legal services with respect to commencement approach guidance. Chairperson and CEO will review quotations submitted as the spend will be less than €50k and within spend threshold of CEO.
- Issuing of RFTs for corporate branding and Logo design, and Strategic Communications and Public Relations services.
- Presentation of procurement timetable. CEO confirmed that 2026 budget allocation is sufficient for services procured but that the budget allocation for 2027 does not cover the full cost of services. This has been brought to the attention of the Dept of Health.
- Business Plan was formally submitted to Dept of Health on 26th June.
- Dept of Health has confirmed that State Boards will proceed with the recruitment process to fill Board vacancies. The booklet has been finalised, and positions will be advertised in late August. A closing date of mid-September was proposed.

- Workforce Plan and staffing business case were submitted to the Dept of Health on 25th June. No feedback has been received to date. The Minister for Health is aware that the plan has been submitted.
- Move to OGCIO 'Build To Share' services took place on 22nd June.
- Response sent to IFTS – CM left meeting at 10.42 and returned at 10.48 due to a conflict of interest.
- Amending Bill will be delayed until after the summer recess.
- Aoife Gillivan, who replaces Ronan Toomey, will take up her post on July 13th.
- CEO met with Pamela Carter from the Dept of Health on 22nd June to progress certain matters such as the Business Plan '26/'27, the amending bill and the progression of the submitted staffing business case.
- CEO attended very interesting and useful ESHRE conference in London from July 5-8 and provided a verbal update. Strong links were made with HFEA, UK based Human Fertilisation and Embryology Authority. A written report will be provided to the Board.

Action	CEO will send Board members link on State Boards re advertised vacancies for AHRRA Board position	COL
Action	CEO to provide written report on ESHRE conference to the Board	COL
Action	CEO to arrange meeting between Chair of HFEA and Chairperson of AHRRA	COL

7. Approval of Accounting Finance and Payroll Provider

The paper, circulated in advance, detailing the process to evaluate tenders for the provision of this service was noted. The contract is for an initial 2-year period with an option to extend for two additional 12-month periods. The value is estimated to be approximately €500k across the lifetime of this contract.

Decision	The Board approved the decision to award the contract for Accounting, Finance and Payroll services to Crowleys DFK	Dec-12-20260710-02
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7.1 Approval of 2025 Financial Statements

Following discussion of the paper circulated in advance, and the update and timeline provided by the CEO on the amendments to some financial figures, and the replacement of the word "Authority" with "Board," the Board agreed to approve the 2025 Financial Statements.

Decision	The Board approved the 2025 Annual Financial Statements and agreed to the decision of applying the electronic signatures of the Chairperson and CEO	Dec-12-20260710-03
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8. Approval of Procurement of Recruitment and Human Resources Service Provider

The paper, circulated in advance, detailing the process to evaluate tenders for the provision of this service was noted. The contract is for an initial 12-month period with an option to extend for two additional 12-month periods. The value is estimated to be approximately €400k over the lifetime of this contract.

Decision	The Board approved the decision to award the contract for Recruitment and HR services to CPL	Dec-12-20260710-04
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9. Terms of Reference for AHRRA Advisory Committees

Following consideration of the paper circulated in advance of the meeting, the Board discussed the draft Terms of Reference for each of the three committees. The following was noted by the Board:

- Suggested amendments to the draft ToRs should be submitted to the Chairperson and CEO by close of business on Monday 21st July. These will be considered for incorporation into the draft ToRs to be used in the recruitment of committee members.
- It is intended that Committee membership positions will be advertised in September.
- The State Boards Website will be used as a vehicle to advertise Committee vacancies.
- The selection process for appointment to committees will be carried out internally in AHRRA with Board members on the evaluation panel.
- Once committee members have been appointed, each committee will consider the draft TORs and will agree a final draft for consideration and approval by the Board.

There were no suggested changes to the TOR of the Audit, Risk and Governance Committee

A number of changes were proposed by Board members to the Terms of Reference for the Surrogacy Committee.

It was agreed that the Chairperson and CEO will review TORs, consider any further edits suggested by Board members, and recirculate all TORs in a word document to Board members for comments.

Action	Submit updated Word version of TOR of Surrogacy Committee to Board members for any further amendments	COL
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10. Approval of Code of Conduct for Board and Committee Members

The Board discussed the Code of Conduct. It will be signed as part of the onboarding process for each new Board and Committee member.

It was noted that as all Board members agreed to approve the Code of Conduct, there is an implied agreement to be bound by the principles of the Code.

Decision	The Board approved the Code of Conduct for Board and Committee Members.	Dec-12-20260710-5
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11. Approval of Conflict of Interest Policy for Board and Committee members

The Board had no amendments to the Policy.

Decision	The Board approved the Conflict of Interest Policy for Board and Committee Members	Dec-12-20260710-6
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12. Discussion of Stakeholder mapping

The draft stakeholder Mapping and Stakeholder Listing paper was noted by the Board.

Several organisations were suggested for addition to the list. These include TUSLA, Endometriosis groups, HPRA, Council of Europe, EuMAR, Research groups and funding bodies.

Changes and additions were suggested to the stakeholder map which is a work in progress:

- NMBI and Medical Council to be added.
- Adoption Authority of Ireland was considered to be an important stakeholder.
- The Institute of Obstetricians and Gynaecologists and the Association of Irish Clinical Embryologists should be included.
- Children's Ombudsman and the Irish Governments' Special Rapporteur on Child Protection to be added.

The CEO circulated a draft listing of questions and potential answers (FAQs) in advance of the meeting. The document was noted by the Board. It was agreed that the document would be recirculated in Word format and Board members would forward suggested amendments by close of business on Monday 20th July.

Action	CEO to update stakeholder list and review mapping, following submission of amendments by Board members	COL
Action	Draft FAQs to be recirculated in word format and Board members to forward suggested amendments	COL/Board members

13. EuMAR Visit at October Board Meeting

It was noted that ESHRE will fund the full cost of the visit of EuMAR.

It was agreed that the AHRRA will facilitate an information session with EuMAR and that HPRA and NWHIP will be invited to attend.

14. Any Other Business

There was no other business.

The meeting concluded at 12.50

Date of next Board meeting, which is in person, is Friday 11th September.