

Appointments to Advisory Committees of the Assisted Human Reproduction Regulatory Authority (AHRRA)

Expressions of Interest sought

Expressions of interest should be submitted on the attached EOI form, along with an up-to-date CV to committees@ahrri.ie by 5pm on 28th October 2026

October 2026

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Introduction

The Assisted Human Reproduction Regulatory Authority is currently seeking expressions of interest from interested parties for vacancies arising on its committees.

Deadline:

All expressions of interest should be submitted on an [Expression of Interest form](#), along with an up-to-date CV to committees@ahrri.ie by **5pm on Wednesday 28th October 2026**.

Further information:

A person specification setting out the essential and desirable criteria for each relevant Committee is set out in the expression of interest form for the Committee.

Information on the time commitments and an overview of each committee is provided within this separate general information booklet. Please read this booklet and the additional expression of interest form for the Committee you are applying for.

If you have any queries not answered in the information booklet, please contact committees@ahrri.ie

The Assisted Human Reproduction Regulatory Authority

The Assisted Human Reproduction Regulatory Authority (AHRRA) is an independent State agency established under the Health (Assisted Human Reproduction) Act 2024 to regulate fertility treatments, including IVF, donor-assisted human reproduction, and surrogacy.

The principal function of the AHRRA as set out in the Act is to protect, promote and ensure the health and wellbeing of:

- (a) children born, or to be born, as a result of AHR treatment,
- (b) persons undergoing, or about to undergo, AHR treatment, and
- (c) intending parents.

The Board may establish committees to assist and advise it on matters relating to its functions and may determine the membership and terms of reference of each committee.

Committees of the Assisted Human Reproduction Regulatory Authority (AHRRA)

To enable the Authority to deliver on its significant role and remit, a governance structure has been established encompassing a Board which will be supported by advisory committees focussing on particular aspects of the Authority's work. The Authority hopes to benefit from the expertise and experience of external committee members, who will assist it in developing and delivering its core functions.

Serving on an AHRRA Committee offers members the unique opportunity to contribute to the development of a new regulatory environment in the area of assisted human reproduction and surrogacy, and in doing so to contribute to the public interest.

Vacancies are arising across the Committees listed below, due to commence in from October 2026. However, panels may also be established for vacancy needs arising after this time. (See further note on panels below).

1. Audit Risk and Governance Committee

The AHRRA is seeking Expressions of Interest to join the Audit Risk and Governance Committee ('ARGC')

The Audit, Risk and Governance Committee ("the Committee") is established to support the Board of the AHRRA in fulfilling its responsibilities for:

- Financial oversight
- Internal control and audit assurance
- Risk management
- Governance and compliance
- Value for money and stewardship of public funds

The Committee will provide independent oversight and assurance to the Board that AHRRA is operating in accordance with:

- The Health (Assisted Human Reproduction) Act 2024
- The Code of Practice for the Governance of State Bodies, 2016
- Public financial procedures and relevant circulars
- Best practice in audit, risk, and financial governance

Draft Terms of Reference for this Committee are available [at this link](#).

2. Assisted Human Reproduction Licensing Committee

The AHRRA is seeking Expressions of Interest to join the AHR Licensing Committee (“LC”).

The Licensing Committee is being established to support the Authority in fulfilling its statutory functions under the Health (Assisted Human Reproduction) Act 2024, specifically:

- Overseeing the development of the framework, process and documentation for licensing, monitoring, and compliance of AHR treatment providers.
- Ensuring that all licensed AHR activities in the State are carried out safely, ethically, and in accordance with the Act, associated regulations, and licence conditions.
- Providing assurance to the Board that AHRRA’s regulatory decisions are lawful, consistent, transparent, and aligned with the Authority’s statutory mandate to protect the health and wellbeing of children born through AHR, persons undergoing treatment, and intending parents.

Draft Terms of Reference for this Committee are available [at this link](#).

3. Surrogacy Committee

The AHRRA is seeking Expressions of Interest to join our Surrogacy Committee (SC).

The Surrogacy Committee (“the Committee”) is being established to support the Authority in fulfilling its statutory functions relating to permitted domestic and international surrogacy under the Health (Assisted Human Reproduction) Act 2024. Its purpose is to:

- Oversee the development of the framework, process and documentation for the surrogacy approval process established under the Act
- Consider and advise the Board whether applications for surrogacy meet the criteria for permitted surrogacy as set out in Parts 7 and 8 of the Act
- Consider and advise the Board whether a named jurisdiction meets the criteria for approval under Part 8 of the Act
- Provide assurance to the Board that the AHRRA’s regulatory functions in relation to surrogacy are being discharged lawfully, consistently, and in accordance with statutory obligations.

Draft Terms of Reference for this Committee are available [at this link](#).

4. People and Culture Committee

The AHRRA is seeking Expressions of Interest to join the People and Culture Committee (PCC). This purpose of this committee is to:

- Advise the Board in relation to its oversight responsibilities in relation to human resources (HR) matters, ensuring effective governance, compliance, and strategic alignment of HR policies and practices.
- Advise the Board of any measures required to ensure that people and culture remain central to AHRRA's strategic goals and strengthen its ability to attract, recruit, and retain top personnel.
- Ensure that the organisation's HR strategy and work plan are aligned with its overall strategic goals.
- Scrutinise, oversee and assess the effectiveness of policies and practices as well as material policy changes that are proposed by the CEO such as those designed to enable the recruitment, wellbeing, motivation and retention of staff.
- Review and update terms and conditions, recruitment policies, and retention strategies.
- Promote and foster a culture built on respect, connection, and shared purpose.
- Monitor workforce planning, staffing levels and reviewing new appointments.
- Advise on staff remuneration policy, and benchmarking salary ranges.
- Monitor staff relations, industrial relations issues, and ensure compliance with employment law.
- Promote a positive working environment, and oversee diversity, equity, and inclusion initiatives.

Draft Terms of Reference for this Committee are available [at this link](#).

Time Commitment

By applying for appointment to any Committee of the AHRRA, it is assumed that applicants can meet the time commitments specified.

New members will also be required to make themselves available for induction to the relevant Committee. In addition, applicants should be prepared to meet and work remotely, as required.

The workload and associated time commitment for AHRRA Committees is not insignificant. Committee Members will be required to devote as much time to the duties of the Committee as necessary for the proper and efficient discharge of their duties, including adequate preparation time.

Committee members will be required to allow for reading of material to prepare for Committee meetings, to include reading material in advance of Committee meetings, and to attend and prepare for other activities, such as Committee training as required. Induction will be provided for new members. Meeting papers are normally circulated in advance of the meeting.

It is expected that all AHRRA committees will meet approximately **6 times per year**. Meetings may be held in person or remotely. Additional meetings may be called by the Chair of the Committee at any time to consider any matters falling within the Terms of Reference of the Committee. Full attendance is expected of all members at Committee meetings.

Training

All Committee Members will be required to undertake an induction and training programme provided by the AHRRA prior to taking up a place on a committee.

Remuneration for Committee Members

Committee members are remunerated at a DPER-approved rate of €285 per meeting (with members of the Audit Risk and Governance Committee being paid €282.79 per meeting subject to an annual cap of €1,697).

In line with the 'One Person One Salary' (OPOS) principle, a public servant will not be entitled to receive remuneration in the form of fees. Committee members may choose to waive their fees. Reasonable travel and subsistence, where approved in advance with the Committee secretary, is payable at appropriate civil service rates.

Gender Balance, Diversity and Inclusion

The AHRRA is keen to promote equality, diversity and inclusion at all levels of the organisation.

The impact of the Authority and its Committees reflects the input from its members, and diverse committees will have a positive impact on our regulatory functions as well as the public. The Board strongly encourages all interested parties to consider applying for membership of one of its committees.

Terms of Appointment

Those who are being appointed for the first time to a committee will be appointed for a term not exceeding 3 years. Committee members may seek to be appointed for a second term, duration not exceeding 3 years.

The maximum duration of appointment on a committee is 6 years and no member may serve more than 2 consecutive terms. The AHRRA reserves the right to determine individual appointment durations. Membership of any committee may be terminated by the Chair of the committee at any time, on the basis of reasons to be stated by the Chair.

A member of the committee may resign his or her membership of a committee by notice in writing sent or given to the Chair of the committee, and the resignation shall take effect on the day on which the Chair receives the notice.

A committee member shall cease to be a member of the committee if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, elected to the European Parliament, or becomes a member of a local authority.

Appointments to the committees are only valid following approval by the Board of the AHRRA, and subject to the committee member signing and returning the following documents and acceptance of the note below:

- Terms of Appointment,
- Code of Conduct, and
- Declaration of Interests.

Conflict of Interest

Please give careful consideration to the possibility of any potential conflict of interest that may exist, should you be appointed to a committee.

A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise, or appear to compromise, their judgment, decisions, or actions.

All committee members appointed will be required to submit details relating to their employment and all other business interests including shareholdings, professional relationships etc. which could involve or be perceived to involve, a conflict of interest that could materially influence the committee member.

Examples of conflict:

- Current employment and any previous
- Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.
- Membership of any professional bodies or special interest groups
- Investments in unlisted companies, Partnerships and other forms of business, major shareholdings and beneficial interests.
- Gifts or hospitality offered by external Bodies in the last twelve months.
- Any contractual relationship with the Assisted Human Reproduction Regulatory Authority.

Assessment Process

Interested parties are invited to submit their Expression of Interest (EOI) on the Expressions of interest form and include an up-to-date CV. All EOIs will be subject to a shortlisting selection process to ensure eligibility for appointment. An Assessment Panel (the “Panel”) will be convened to assess the EOIs received. The Panel will:

- review and discuss the expressions of interest received against the specific qualifications, knowledge and experience criteria considered most beneficial to the work of the relevant Committee.
- assess potential candidates further once they meet the appointment criteria by consideration of the written applications; and/or meeting/conference call; and/or any other selection or verification method deemed appropriate. This may include the AHRRA seeking verification from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications.
- arrive at a shortlist of suitable candidates to be provided to the AHRRA Board for their consideration.

Please note that the Assisted Human Reproduction Regulatory Authority will not be responsible for any expenses incurred by candidates as part of our selection process.

Selection Criteria

The evaluation panel will allocate marks to each completed application form using the marking rubric below.

Area	Marks Available
Qualifications relevant to the work of the AHRRA (and the committee selected)	15
Employment relevant to the work of the AHRRA (and the committee selected)	15
Knowledge and understanding and experience of AHR, surrogacy or in health and regulatory systems in Ireland (relevant to committee selected)	15
Knowledge of AHRRA operational environment and key stakeholders	15
Relevant Skills Knowledge and Experience (relevant to committee selected)	15
Previous Board, Council or Committee Experience	10
Knowledge of Corporate Governance including Code of Practice	5
Experience of Decision-Making Experience at senior level	5
Knowledge of Fair Procedures & Natural Justice	5
Total	100%

Following the evaluation process, applicants will be ranked in order of merit for each committee. Those with the highest scores will be the first to be proposed to the Board for membership of an AHRRA committee. All appointments to AHRRA committees will require confirmation by the AHRRA Board.

Applicants who score 70% or more will be considered eligible to be placed on a panel for any future committee vacancies that arise (if the applicant has indicated that they are willing to be placed on a panel).

All applicants will receive communication by e-mail as to the outcome of the process. Please ensure that your e-mail address is correct and add committees@ahrra.ie to your list of safe sending addresses.

Confidentiality

Subject to the provisions of the Freedom of Information Acts, applications will be treated in strict confidence. All enquires, applications and all aspects of the process are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Non personal information may be processed for general statistical purposes.

Information Governance

As a Data Controller, the AHRRA is subject to the requirements of the **General Data Protection Regulation 2016/679 (“the GDPR”)** and the **Data Protection Act 2018**. Your personal data will be processed only for the purpose for which it was obtained and in line with the AHRRA’s Privacy Policy (when published). Personal data obtained during the

application process will be held securely by the AHRRA and will be stored only for as long as necessary for the purpose(s) for which it was obtained.

We may, from time to time, engage the services of third-party processors to assist us to perform our functions or obligations in connection with your application/interview process. Please be advised that any such processing of personal data by the data processor will be in compliance with the requirements of the legislation.

When you provide personal data to the AHRRA when applying for membership of one of its committees, you have certain rights under the **GDPR** which can be viewed [at this link](#).

Please note that the Assisted Human Reproduction Regulatory Authority is also subject to the [Freedom of Information Act 2014](#) (**FOI Act**). The **FOI Act** is designed to allow public access to information held by public bodies which is not routinely available through other sources, and access to the certain information may be sought in accordance with the **FOI Act**. Subject to the **FOI Act**, exemptions to personal data and other information will be applied as appropriate and necessary.

Submitting your expression of interest

Having considered the general suitability criteria for membership of a committee, you should consider how your background and experience fits with the specific functions of the Committees of the AHRRA .

Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in the expression of interest form.

The Assessment Panel may decide, based on the perceived level of conflict or any other relevant aspect, not to forward your name for consideration. Full discretion for appointment to any committee rests with the Assessment Panel and/or the AHRRA.

All expressions of interest should be submitted on an [Expression of Interest form](#), along with an up-to-date CV to committees@ahrra.ie by 5pm on 28th October 2026

Further information:

If you have any queries that are not answered in the information booklet, please contact us by email on committees@ahrra.ie

Panels

The AHRRA may experience high levels of interest for appointment to its committees. As there are a limited number of positions available for each committee, and committee needs can change, a panel of interested parties may be created for potential nominees who meet the criteria.

From time-to-time future vacancies may occur on a committee and it may be appropriate to select potential nominees from this panel for consideration for appointment.

Please indicate on the expression of interest form if you wish to be placed on this panel for a period not exceeding 3 years.

Please Note: There is no guarantee of selection for appointment to a committee if you are included in this panel.

The Assisted Human Reproduction Regulatory Authority (AHRRA)
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