An tÚdarás Rialála Limistéir Mhuirí
Maritime Area Regulatory Authority

Minutes of the Maritime Area Regulatory Authority (MARA) Board Meeting

Date	18 June 2025
Venue	Online & The Ormond Building, 31-36 Ormond Quay Upper, Dublin 7
Time	13:30 – 14:00
Chair	Mark Mellett Vice Admiral DSM (Rtd), Phd (MM) Online
Board Members Present	Ms. Karen Banks (KB) Online Dr. Ruth Brennan (RB) Online Mr. Philip Daly (PD) Online Mr. Patrick Gibbons (PG) Online Ms. Niamh Kenny (NK) Mr. Brendan McGrath (BMCG) Online Mr Patrick Moran (PM) Online Mr. Paul O'Neill (PON)
In attendance	MARA Executive –Ms. Sorcha Byrne (Secretary), Mr. Frank Ronan (FR)

Agenda Items

Welcome and apologies

The Chair welcomed board members with apologies from Ms. Alma Walsh (AW) and Dr. James Massey (JM).

1. 2024 Annual Accounts – Suite of Documents

1.1 Financial Statements – 31 December 2024

The Chair of the ARC (NK) recommended the financial statements to the Board for approval subject to amendments:

Pg 7 amend attendance for Dónall Curtin to 4/4 and note Niamh Kenny as Chairperson of the ARC Committee.

Pg 12 delete apostrophe in Agreement's.

Include an introductory paragraph in the annual report ahead of the financial statements section that puts in context the different approaches of cash versus accrual accounting to aid readers understanding.

Note: NK left meeting

The Director of Corporate Affairs, outlined the engagement with the office of the Comptroller and Auditor General (C&AG), noting the certificate of the C&AG will be included in the final Financial Statement. Wording in the statement of internal control is to be modified on foot of suggestions from the ARC to revise the heading, the reference to evolving financial control procedures and remove the reference to the name of the financial management system.

The C&AG will issue their management letter for response in due course. The management letter will be presented to the ARC in September and it is expected that the ARC will have private sessions with both the internal and external auditors.

The following resolution was approved

That at its meeting on 18 June 2025, the Board approved the financial statements attached at agenda item 1.1 with amendments and the application of electronic signatures to the document.

Action:

- Secretariat to provide background papers on ARC fees to the Board for information.

- Executive to provide analysis to the Board on the professional fees (p27 of Financial Statements) and place on the agenda for a future Board meeting.

1.2 Letter of Representation
The following resolution was approved
That at its meeting on 18 June 2025, the Board approved the Letter of Representation attached at agenda item 1.2 and the application of electronic signatures to the document.

1.3 Chairperson's Comprehensive Report
On foot of the ARC meeting (18 June 2025), PON highlighted updates to heading 15 of the report, noting the internal audit charter was approved by the ARC, the ARC appraisal process was completed, and the ARC will produce a written annual report to the Board. The Executive will update the dates in the final paragraph of the report.
The following resolution was approved
That at its meeting on 18 June 2025, the Board approved the Chairperson's comprehensive report to the Minister attached at agenda item 1.3 subject to amendments and the application of an electronic signature to the document.

2. Annual Report

The Secretariat thanked the Board for its contributions to the text of the annual report with the Chair confirming the wording for the joint foreword would be agreed by the CEO and Chair. It was confirmed that a written resolution process would be used to approve the final text of the annual report, with the document to be circulated on 20 June with responses due by 25 June.
Action:

- Secretariat to provide a tracked changes version of the annual report for ease of comparison.
- Written resolution process to approve the annual report on 25 June 2025.

3. AOB

The next Board meeting is scheduled for 01 July 2025 and will take place online.
An information session will be arranged to provide an update of the design of the framework for a competitive MAC process. Date to be agreed by poll
Action:

- Secretariat to arrange poll to finalise date for Board information session.

ENDS.