



# ANNUAL REPORT 2024

Construction Industry Register Ireland  
(CIRI)

## Construction Industry Register Ireland (CIRI)

### Annual Report 2024

The Regulation of Providers of Building Works and Miscellaneous Provisions Act 2022 was enacted and signed into law by the President on 5 July 2022. In early 2023, the Minister for Housing, Local Government and Heritage appointed the Construction Industry Federation (CIF) as the CIRI registration body.

As the registration body, CIF is responsible for administering the operational and technical systems to set up the register. 2024 was the first full year of the CIF carrying out its functions as the statutory registration body for the Construction Industry Register Ireland (CIRI).

#### Registration Body Activity

- Following a successful recruitment process, a Registrar was appointed and began working in the CIF on 2 January 2024.
- CIF appointed Clear Course Membership Services (CCMS) in 2023 to develop the CRM for the online register. The Discovery phase with CCMS and the CIF continued until February 2024.
- During the rest of 2024 the necessary CRM features and associated user stories were developed by CIF and CCMS to meet the requirements of the 2022 Act.
- Planning and arrangements for the introduction of a register continued, including the introduction of the Admissions and Registration Board's recommendations and requirements to the online application.
- Design and introduction of a full CIRI logo and associated branding guidelines was completed.
- Work on the CIRI website and associated register portal was commenced and progressed.
- The CIRI Registrar began making presentations about the register's development at industry meetings and conferences including the CIF Annual Conference on 24 September 2024.
- The CIRI Registrar facilitated and chaired regular project planning meetings with the Department of Housing, Local Government and Heritage (DHLGH).
- A CIRI Taskforce, including the CIF Director General was set up in the CIF to provide a steering group for the register and the related activities.
- The CIRI Registrar and the CIRI Office in the CIF supported and facilitated the work of the Admissions and Registration Board, including providing secretariat support and attendance at Board meetings. CIF staff also provided information briefings to the Board on IT, advertising and other register-related matters as requested.
- A Code of Practice for Providers of Building Works was developed and sent for public consultation.
- Planning work began to advertise the register and communicate with the industry and the public.

## Admissions and Registration Board Activity

- In September 2023 the CIF established the Admissions and Registration Board, with the Chair and ten members appointed by the Minister.
- A Board Governance Framework was developed to define the Board's work and operations including the requirements of the 2022 Act.
- Three committees were established to assist in addressing the Board's functions in the Act.
- The inaugural Admissions and Registration Board meeting took place on 4 December 2023. In 2024 twelve meetings of the Board were undertaken, ref Table 1. All of the Board meetings were chaired by Paul Forde.

Meeting #	Date in 2024
1	17 January
2	14 February
3	13 March
4	17 April
5	15 May
6	12 June
7	17 July
8	14 August
9	18 September
10	16 October
11	13 November
12	11 December

**Table 1: Admissions and Registration Board Meetings 2024**

- Draft 'Recommendations to the Minister for Housing, Local Government and Heritage' in respect of 1. Categories and Divisions of the Register (s27), 2. Competence Criteria (s.28), 3. Eligibility requirements for registration (s29) and 4. Number of 'competent persons' to be relied upon by a registrant (s30) recommendations for Categories and Divisions were provided to the DHLGH. The Chair and Registrar met with department officials on a number of occasions to review these and continue their development.
- The Chair and Registrar met with the DHLGH Assistant Secretary to review the Board's activities in relation to the development of the register requirements.
- Recommendations on eligibility and competence were considered and progressed with a view to producing guidelines on same.
- Work commenced on the requirements for a CPD Policy for Providers of Building Works.

## Appeals Committee Activity

An Appeals Committee has yet to be established by the DHLGH, however the information booklet has been finalised. A Chair and members of the Appeals Committee are planned to be appointed by the Minister of Housing during or before Q4 2025. An Appeals Committee is required to be in place before the register is made available.

## Funding

A service level agreement (SLA) is in place between the DHLGH and the CIF. To establish the register and enable a smooth operational transition, the CIF as Registration Body requires sufficient funding to establish the statutory regime. Once the statutory register is established on an appropriate scale, the Act provides that the operational costs of the register should be self-financing by registration fees.

## Accounts Summary 2024

Table 2 provides details of the costs incurred by the registration body in 2024. Table 3 outlines the payments received from DHLGH to meet the required costs.

Item	Amount
ICT Development	345,717
Salaries	328,868
Marketing	34,199
Office accommodation and service charges	47,018
Professional Fees	23,331
Board Fees	54,004
<b>TOTAL</b>	<b>€833,137</b>

Table 2: 2024 CIRI Costs

### Notes for Table 2

- i. Funding of €833,137 is captured in the CIF 2024 Financial Statements.
- ii. The total amount ties into the State Funding note (17) on the 2024 Financial Statements.
- iii. €575,394 is captured in the Operating expenses and €257,742 is deferred at the end of 2024.

Date Received	Amount
11/07/2024	146,410.35
31/07/2024	224,010.71
06/11/2024	237,467.37
03/03/2025	225,248.26
<b>TOTAL</b>	<b>€833,137</b>

Table 3: 2024 CIRI Payments received by CIF from DHLGH

Signed on behalf of CIF:

Maeve Kearns

Maeve Kearns, Director of Corporate Affairs

Date: 30/6/25