



Gníomhaireacht Bainistíochta an Chisteáin Náisiúnta National Treasury Management Agency

An Ghníomhaireacht um Éilimh ar an Stát
State Claims Agency

APPLICATIONS FOR APPOINTMENT TO A PANEL OF BARRISTERS TO PROVIDE LEGAL SERVICES TO THE STATE CLAIMS AGENCY

MAY 2021 FREQUENTLY ASKED QUESTIONS

Q1. What do I need to do to apply?

A1. The process is as follows: -

- a) Download the two application forms, Part A and the appropriate Part B, from the website www.stateclaims.ie/news. Part A is a locked PDF and only fields to be completed as part of the application are editable. Part B is a locked Microsoft Excel Spreadsheet and only fields to be completed as part of the application are editable.
- b) Complete Part A and save the document as a PDF using naming convention yournamepanelnumber, for example, **Hilaryjonespanel3**.
- c) Complete the appropriate Part B and save as an Excel using the same naming convention yournamepanelnumber, for example **Hilaryjonespanel3**.
- d) Create an email to the designated email address for the panel for which you wish to apply and attach your named and completed Part A and Part B to that email. Send that email.
- e) Check you receive an automated receipt from that designated panel email address.
- f) If you do not receive a receipt, check your spam folder, and if not there, contact us at barristerpanelqueries@ntma.ie
- g) Repeat the process for each panel you wish to apply for, making sure that (a) you are using the appropriate Tendered Fees Spreadsheet (there are different spreadsheets for GIS and CIS, and for SC/BL) and (b) to resave Part A and Part B using the correct naming convention for the panel you are applying.

Q2. Can I apply for more than one panel?

A2. Yes, you can apply for all panels where you can demonstrate that you have the requisite skills and experience. You must submit your completed application (Part A and Part B) saved with the correct naming convention to each email address (see the list at www.stateclaims.ie/news) for each panel you are applying for.

Q3. Can I submit different fees for different panels?

A3. You can tender different fees for CIS and GIS panels as the spreadsheets for tendered fees are different, but you can only tender fees **once** for all GIS panels you apply for. If different fees are tendered for more than one GIS panel, only the lowest fees submitted will be considered.

Q4. How do I apply for more than one panel?

A4. If you are applying to more than one Panel, you need to submit your completed application (Part A and Part B) to each designated email address. Please ensure that you have correctly named your documents and used the correct Part B for each panel. A list of the designated email addresses is at the end of this document and also at www.stateclaims.ie/news.

Q5. How do I save my documents?

A5. Please save Part A as a PDF and Part B as a Microsoft Excel file using the naming convention yournamepanelnumber for example **Hilaryjonespanel3**. You should use the same naming convention for Part A and Part B of your application.

Q6. How do I submit my application?

A6. Check that you have completed all Part A and Part B, that they are each saved using the naming convention yournamepanelnumber and then email both as attachments by single email to the designated email address for the panel to which you wish to apply. The closing date for receipt of completed applications is **6.00pm on Tuesday 15 June 2021**. No applications received after that date and time will be considered.

Q7. I have a question about this process – how do I contact the SCA to ask my question?

A7. You should submit any queries you have in relation to this process by email to barristerpanelqueries@ntma.ie. Queries must be received before **6.00pm on Tuesday 01 June 2021**. No queries received after that date will be answered. The SCA will endeavour to publish queries and responses (with personal data removed) on www.stateclaims.ie/news no later than **6.00pm on Wednesday 09 June 2021**.

Q8. I haven't received any acknowledgement for my application – how do I know it has been received?

A8. You should receive an automatic email acknowledging receipt of your application. If you have not received such an email, please first check your spam folder and if there is no response there, please contact us at barristerpanelqueries@ntma.ie. Please note that applications will not be opened or checked until after the closing date.

Q9. What is the time frame for review of the application?

A9. It is anticipated that the review of all applications will be completed by September 2021. This is dependent on the number of applications received.

Q10. When will I be asked to sign the Legal Services Agreement with the SCA?

A10. If your application in respect of any panel is successful you will be invited to join the panel(s) and an Agreement for the provision of legal services to the State Claims Agency (the “**Legal Services Agreement**”) in substantially the same form as the draft at www.stateclaims.ie/news will be sent to you for signing.

Q11. I don’t agree with one of the clauses in the Legal Services Agreement, can I change it?

A11. Signing the Legal Services Agreement is a condition precedent to being placed on one of the panels. If you do not agree to sign the Legal Services Agreement as per the draft on www.stateclaims.ie/news you will not be appointed to any panel.

Q12. How will I know if my application has been successful?

A12. At the completion of the assessment process, the SCA will email all applicants to advise if they have been successful or unsuccessful.

Q13. I am already on an SCA panel, do I need to reapply?

A13. Yes, at the conclusion of this process, new panels will be appointed and all prior panels will no longer be operative.

DESIGNATED EMAIL ADDRESSES FOR APPLICATIONS

CLINICAL INDEMNITY SCHEME (Panels 1 and 2)

Panel Number	Region	Applicant	Dedicated email address for applications
1.	Dublin & Provincial	SC	Panel1seniorCIS@ntma.ie
2.	Dublin & Provincial	BL	Panel2juniorCIS@ntma.ie

GENERAL INDEMNITY SCHEME (Panels 3 – 17)

Panel Number	Region	Applicant	Dedicated email address for applications
3.	Dublin	SC	Panel3seniordublin@ntma.ie
4.	Cork	SC	Panel4seniorcork@ntma.ie
5.	Galway	SC	Panel5seniorgalway@ntma.ie
6.	Dundalk	SC	Panel6seniordundalk@ntma.ie
7.	Sligo & Letterkenny	SC	Panel7seniorsligo@ntma.ie
8.	Limerick & Ennis	SC	Panel8seniorlimerickennis@ntma.ie
9.	Waterford & Kilkenny	SC	Panel9seniorwaterfordkilkenny@ntma.ie
10.	Dublin	BL	Panel10juniodublin@ntma.ie
11.	Cork	BL	Panel11juniorcork@ntma.ie
12.	Western	BL	Panel12juniorwestern@ntma.ie
13.	Northern	BL	Panel13junionorthern@ntma.ie
14.	Eastern	BL	Panel14junioreastern@ntma.ie
15.	Midlands	BL	Panel15juniormidlands@ntma.ie
16.	South Eastern	BL	Panel16juniorsoutheast@ntma.ie
17.	South Western	BL	Panel17juniorsouthwest@ntma.ie