



Gníomhaireacht Bainistíochta an Chisteáin Náisiúnta National Treasury Management Agency

An Ghníomhaireacht um Éilimh ar an Stát
State Claims Agency

INFORMATION NOTICE ON THE APPLICATION PROCESS FOR THE STATE CLAIMS AGENCY BARRISTERS PANELS. MAY 2021

1. Background

The State Claims Agency (“SCA”) is the name used by the National Treasury Management Agency when carrying out its statutory claims management and related functions.

The SCA is seeking to establish **17 Panels of Barristers** to provide legal services to it, such services to be provided across all court circuits, nationwide. Panel barristers are instructed by State Claims Agency in-house and external litigation solicitor firms to act on behalf of the State authorities whose claims are delegated to the SCA for management under the Clinical Indemnity Scheme (**CIS**) and General Indemnity Scheme (**GIS**). Claims managed by the State Claims Agency include personal injury and property damage claims.

These Panels of Barristers are as follows:

2. Clinical Indemnity Scheme Panels 1 and 2

Panel Number	Region	Applicant	Dedicated email address	Proposed size of panel
1	Dublin and Provincial	SC	Panel1seniorCIS@ntma.ie	33
2.	Dublin and Provincial	BL	Panel2juniorCIS@ntma.ie	33

3. General Indemnity Scheme Panels 3 to 17

Panel Number	Region	Applicant	Dedicated email address	Proposed size of panel
3.	Dublin	SC	Panel3seniordublin@ntma.ie	30
4.	Cork	SC	Panel4seniorcork@ntma.ie	10
5.	Galway	SC	Panel5seniorgalway@ntma.ie	10
6.	Dundalk	SC	Panel6seniordundalk@ntma.ie	10

Panel Number	Region	Applicant	Dedicated email address	Proposed size of panel
7.	Sligo and Letterkenny	SC	Panel7seniorsligo@ntma.ie	10
8.	Limerick and Ennis	SC	Panel8seniorlimerickennis@ntma.ie	10
9.	Waterford and Kilkenny	SC	Panel9seniorwaterfordkilkenny@ntma.ie	10
10.	Dublin	BL	Panel10junior dublin@ntma.ie	30
11.	Cork	BL	Panel11juniorcork@ntma.ie	10
12.	Western	BL	Panel12juniorwestern@ntma.ie	10
13.	Northern	BL	Panel13junior northern@ntma.ie	10
14.	Eastern	BL	Panel14junior eastern@ntma.ie	10
15.	Midlands	BL	Panel15junior midlands@ntma.ie	10
16.	South Eastern	BL	Panel16junior southeast@ntma.ie	10
17.	South Western	BL	Panel17junior southwest@ntma.ie	10

4. Qualifying Criteria

Applications are invited from practising barristers who can demonstrate that they possess the requisite skills and relevant experience to provide the legal services required by the SCA. Applicants must demonstrate relevant experience and a proven track record of acting on behalf of defendants in employers' liability, public liability and property damage claims (GIS) and/or clinical negligence claims (CIS) as appropriate to the panels for which they are applying.

5. Application Process

- a. The application comprises two parts; **Part A**: Application Form in PDF (65 marks), and **Part B**: Tendered Fees Spreadsheet(s) in Microsoft Excel (35 marks) both of which must be completed and submitted. All documents relating to this process, including Part A and Part B are available for download from www.stateclaims.ie/news.
- b. Part A is a locked PDF document and Part B is a locked Microsoft Excel spreadsheet only those parts to be completed by the applicant are editable. Please note that there are different Tendered Fees Spreadsheets for both senior and junior counsel and also for the CIS and GIS panels. Please ensure that you download and complete the appropriate spreadsheet for the panel(s) to which you apply. There is a

weighting applied to the tendered fees and there are also maximum fees or caps set for certain items in each case, as specified in the relevant spreadsheet.

- c. When you have downloaded Part A and Part B, please complete same and Part A, Application Form, should be saved as a PDF and titled with your name and the panel number to which you are applying, for example **Hilaryjonespanel3**. Part B, the Tendered Fees spreadsheet, should be saved as a Microsoft Excel Spreadsheet, saved titled with your name and the panel number to which you are applying for example **Hilaryjonespanel3**.
- d. Please note that all fees tendered are inclusive of outlays and net of VAT.
- e. You may apply to all panels where you meet the qualifying criteria (as set out in paragraph 4 above). Please refer to part g. below in relation to applying for more than one panel.
- f. Your completed application comprising Part A (the PDF) and Part B (the Microsoft Excel spreadsheet) must be sent as attachments to a single email to the dedicated email address for the panel to which you are applying (as set out above). Please enter your name and the panel number to which you are applying in the subject heading of your email.
- g. A separate email with a completed application comprising Part A and Part B, (remembering to use the appropriate Part B, Tendered Fees Spreadsheet) should be sent to the appropriate dedicated email address **for each panel** to which you wish to apply.
- h. By way of example, for a junior counsel to submit an application to be on the Cork GIS panel (panel 11), they need to complete Part A and the appropriate Part B, which in this case is the **GIS Tendered Fees Spreadsheet for Junior Counsel** and submit both Part A and Part B by email to panel11juniorcork@ntma.ie.
- i. An automatic email response will issue to acknowledge receipt of your email. If you do not receive an email response, please check your spam folder and if the email is not located there, please send an email (without attachments) to the query email barristerpanelqueries@ntma.ie, indicating the date and time of sending the email and, if possible, including a screen shot of same.

All applications received will be treated in confidence and any personal data contained therein processed in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

6. Closing Date

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.

7. Application Award Process

In making a decision whether to appoint an applicant to any panel that they have submitted an application for, the SCA will consider a number of factors including; the requisite skill and

experience demonstrated by the applicant in the application Part A; the fees proposed in Part B; and the number and quality of applicants for that panel. Applicants must receive a minimum score of 50% for Part A of their application before Part B of their application will be considered. The SCA reserves the right to appoint additional qualified applicants to the panels above the number indicated in sections 2 and 3 of this document, thereby increasing the proposed size of the panel, in circumstances where the SCA deems the quality of applications received for that panel is of such high quality to merit increasing the proposed size of that panel.

8. Appointment to a Panel

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 (**Legal Services Agreement**) as per the draft at www.stateclaims.ie/news will be sent to you for signing. Please note that signing the Legal Services Agreement is a condition precedent to being placed on a panel. If you do not agree to sign the Legal Services Agreement as per the draft, you will not be appointed to any panel. Please note that being appointed to a panel does not guarantee receipt of any instructions from the SCA.

9. Information

All information relating to this process including the Application Form, Part A (one form for all panels) and the Tendered Fees Spreadsheets, Part B (separate spreadsheets for CIS/GIS and SC/BL), the Legal Services Agreement and an FAQ Document, are available to download at www.stateclaims.ie/news.

The SCA reserves the right to amend and/or update the documents and information during the application period and will publish such updates and/or amendments on www.stateclaims.ie/news.

We advise applicants to regularly review this website during the application process to inform themselves of any such updates.

10. Queries

Any queries in relation to this process should be directed 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 responses to queries (with personal data removed) no later than **6.00pm on Wednesday 09 June 2021**.

Queries and responses relating to the process, together with any updated information or amended documents will be published on www.stateclaims.ie/news.

MAY 2021

Data Protection Information

The State Claims Agency is required to process personal data, which we do in accordance with our data protection obligations, to perform our statutory functions, including under the National Treasury Management Agency (Amendment) Act 2000, (as amended), the National Treasury Management Agency (Amendment) Act 2014 and the Insurance (Amendment) Act 2018.

We process personal data provided to us by State authorities and third parties for the purposes of resolving personal injury and third-party property damage claims against the State and State authorities, providing related risk management services, and for managing delegated legal cost claims against the State and State authorities. We also process personal data provided to us by third parties for applications for payments out of the Insurance Compensation Fund.

We retain personal data for the performance of our statutory functions and in accordance with our Records Management Policy. We may disclose personal data to our third-party advisors, experts or service providers to perform our statutory functions.

Further information about your data protection rights and contact details of our Data Protection Officer, are available here: <https://stateclaims.ie/data-protection-notice>

Faisnéis maidir le Cosaint Sonraí

Éilítear ar an nGníomhaireacht um Éilimh ar an Stát sonraí pearsanta a phróiseáil, rud a dhéanaimid de réir ár n-oibleagáidí cosanta sonraí, chun ár gcuid feidhmeanna reachtúla a chur i gcrích, lena n-áirítear faoin Acht um Gníomhaireacht Bainistíochta an Chisteáin Náisiúnta (Leasú) 2000 (arna leasú), an tAcht um Gníomhaireacht Bainistíochta an Chisteáin Náisiúnta (Leasú), 2014, agus an tAcht Árachais (Leasú) 2018.

Próiseálaimid sonraí pearsanta a thugann údarás Stáit agus tríú páirtithe dúinn chun éilimh i ndáil le díobháil phearsanta agus díobháil do mhaoín tríú páirtí in aghaidh an Stáit agus údarás Stáit a réiteach, seirbhísí bainistíochta riosca lena mbaineann a sholáthar, agus éilimh tharmligthe faoi chostais dhlíthiúla in aghaidh an Stáit agus údarás Stáit a bhainistiú. Próiseálaimid freisin sonraí pearsanta a thugann tríú páirtithe dúinn mar chuid d'iarraite ar fíochtaí ón gCiste Cúitimh Árachais.

Coinnímid sonraí pearsanta chun ár gcuid feidhmeanna reachtúla a chur i gcrích agus de réir ár mBeartais Bainistíochta Taifead. Féadaimid sonraí pearsanta a nochtadh lenár gcomhairleoirí tríú páirtí, saineolaithe nó soláthraithe seirbhíse chun ár gcuid feidhmeanna reachtúla a chur i gcrích.

Tá níos mó eolais faoi do chearta cosanta sonraí agus sonraí teagmhála ár nOifigigh Cosanta Sonraí ar fáil anseo: <https://stateclaims.ie/data-protection-notice>