



# 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 SENIOR COUNSEL PANELS. UPDATED SEPTEMBER 2026

#### 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 **8 Panels of Senior Counsel** to provide legal services to it, such services to be provided across all court circuits, nationwide. Senior Counsel Panels 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 Senior Counsel are as follows:

#### 2. Clinical Indemnity Scheme Panel 1

| Panel Number | Region                | Applicant | Dedicated email address                | Proposed size of panel |
|--------------|-----------------------|-----------|----------------------------------------|------------------------|
| 1.           | Dublin and Provincial | SC        | seniorcounselpanelapplications@ntma.ie | 33                     |

#### 3. General Indemnity Scheme Panels 2 to 8

| Panel Number | Region                 | Applicant | Dedicated email address                | Proposed size of panel |
|--------------|------------------------|-----------|----------------------------------------|------------------------|
| 2.           | Dublin                 | SC        | seniorcounselpanelapplications@ntma.ie | 20                     |
| 3.           | Cork                   | SC        |                                        | 10                     |
| 4.           | Galway                 | SC        |                                        | 10                     |
| 5.           | Dundalk                | SC        |                                        | 10                     |
| 6.           | Sligo and Letterkenny  | SC        |                                        | 10                     |
| 7.           | Limerick and Ennis     | SC        |                                        | 10                     |
| 8.           | Waterford and Kilkenny | SC        |                                        | 10                     |

#### 4. Qualifying Criteria

Applications are invited from practising Senior Counsel who can demonstrate that they possess 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. This panel will take effect from December 2026. Counsel anticipated to be called to the Inner Bar before this date are eligible to apply and should declare this in their submission.

#### 5. Application Process

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](http://www.stateclaims.ie/news).

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 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.

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.

Please note that all fees tendered are inclusive of outlays and net of VAT.

- a. Fees for each panel will be evaluated and marked using the following formula:

$$1 - \left( \frac{\text{Tender Rate} - \text{Lowest Tender Rate}}{\text{Highest Tender Rate}} \right) \times \text{Weighting}$$

Where:

'Tender Rate' is the Weighted Tender Figure of the Tender being evaluated.

'Lowest Tender Rate' is the lowest Weighted Tender Figure evaluated for that panel.

'Highest Tender Rate' is the highest Weighted Tender Figure evaluated for that panel.

'Weighting' is **35 marks**.

- b. 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.
- c. Your completed application comprising Part A (the PDF) and Part B (the Microsoft Excel spreadsheet) must be sent as attachments to **[seniorcounselpanelapplications@ntma.ie](mailto:seniorcounselpanelapplications@ntma.ie)**. Please enter your name and the panel number to which you are applying in the subject heading of your email.
- d. Please Note: If you are applying for multiple panels, you must submit a separate application (comprising of Part A and Part B) for each panel and send this to [seniorcounselpanelapplications@ntma.ie](mailto:seniorcounselpanelapplications@ntma.ie). You can tender different fees for CIS and GIS panels as the spreadsheets for tendered fees are different, but you can only tender one set of fees 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 across all GIS panels tendered for.

Applications will not be reviewed until the application deadline has passed.

State Claims Agency reserves the right at its sole discretion to seek clarification on any aspect of a tendered application at any point in the process. Where such clarification is sought, the applicant will be notified by email and will be given the opportunity to provide clarification within 48 hours from receipt of our email.

- e. **An automatic email response will be issued from the [seniorcounselpanelapplications@ntma.ie](mailto:seniorcounselpanelapplications@ntma.ie) mailbox following receipt of your first email. Please note only a single automated acknowledgment will be sent. Please see further information in the clarifications published on the SCA website.** 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 [seniorcounselpanelqueries@ntma.ie](mailto:seniorcounselpanelqueries@ntma.ie).

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 **12:00 noon on Monday 28<sup>th</sup> September 2026**.

## **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](http://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), the Legal Services Agreement and an FAQ Document, are available to download at [www.stateclaims.ie/news](http://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](http://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 [seniorcounselpanelqueries@ntma.ie](mailto:seniorcounselpanelqueries@ntma.ie).

The SCA will endeavor to publish queries and responses (with personal data removed) on [www.stateclaims.ie/news](http://www.stateclaims.ie/news)

**Updated September 2026**