

**Bar Council Appointments Service**

**Participant Information and Terms and Conditions**

1. Introduction to the Bar Council Appointments Service
   1. The Bar Council Appointments Service (“**Service**”) is designed to offer chambers, barristers and third parties the opportunity to ask that the Chair of the Bar appoint a barrister to act as an arbitrator, mediator or expert in respect of a dispute between themselves and another.
   2. This Service is available to barristers contacting the Bar Council (“**us**”, “**we**” and “**our**”) on behalf of chambers, or in their capacity as a self-employed practitioner, if they subscribe to the Bar Council’s [Bar Representation Fee](https://www.barcouncil.org.uk/bar-council-services/for-barristers/bar-representation-fee.html). If the barrister chooses not to pay the Bar Representation Fee, or the person contacting us represents a third-party, then the cost of the Service is £500 plus VAT.
   3. Where barristers contact the Bar Council regarding an internal dispute (i.e. amongst members of Chambers), they can request that the Chair of the Bar appoints a barrister from the Bar Council’s list of pro bono participants (“**Appointments Service Pro Bono Database**”; “**Pro Bono Database**”) which is maintained by our Services Team, working in conjunction with the Bar Council’s Services Appointment Panel.
   4. All other appointments will be made from the Bar Council’s list of paid participants (“**Appointments Service Database**”; “**Database**”) which is again maintained by our Services Team, working in conjunction with the Bar Council’s Services Appointment Panel.
2. Joining the Databases
   1. In order to be included in the Pro Bono Database or the Database, you must hold a current practising certificate and, where applicable, be able to evidence that you are appropriately qualified and/or are a member of one of the relevant bodies. In order to join the Pro Bono Database, you must also be prepared to act as an arbitrator, mediator and/or expert on a *pro bono* basis; only those barristers who state in their participant form that they are prepared to do so will be added to the list.
   2. In order to be added to the Pro Bono Database or the Database, you must complete the Appointments Service Participant Form (“**Form**”) set out in Appendix 1 in full and return it to our Services Team at [AppointmentsService@BarCouncil.org.uk](mailto:AppointmentsService@BarCouncil.org.uk). If you submit a partially completed form, you will not be included on either Database.
3. Your data
   1. Your data will be collected and processed in accordance with our [Privacy Statement](https://www.barcouncil.org.uk/useful-information/privacy-statement.html) and relevant Data Protection Legislation, including the Data Protection Act 2018, the General Data Protection Regulation ((EU) 2016/679) (the “**GDPR**”) and any national implementing laws, regulations and secondary legislation, for so long as the GDPR is effective in the UK.
   2. Once we have received a completed Form from you, its contents will be added to the Database(s) managed and maintained by our Services Team, who will share them with members of the Bar Council’s Services Appointment Panel as and when necessary, and with a view to them using them to agree upon a shortlist of prospective appointees for the Chair of the Bar to select from.
   3. Your data will be kept for a period of up two years, after which time you will be contacted and asked to complete a new Form should you wish to remain on the Database(s). You can request to be removed from one or both of them at any time by sending an email to our Services Team at  [AppointmentsService@BarCouncil.org.uk](mailto:%20AppointmentsService@BarCouncil.org.uk).
4. Limitation of liability
   1. In no circumstances will we be liable for any direct, indirect, incidental or consequential damages, loss or corruption of data, loss of profits, goodwill, bargain or opportunity, loss of anticipated savings or any other similar or analogous loss resulting from your presence on the Database(s), whether based on warranty, contract, tort, negligence, in equity or any other legal theory, and whether or not we knew or should have known of the possibility of such damage to business interruption of any type, whether in tort, contract or otherwise.
5. Agreement
   1. You agree and consent to these Terms and Conditions when you submit a completed Appointments Service Participant Form to the Bar Council’s Services Team at  [AppointmentsService@BarCouncil.org.uk](mailto:%20AppointmentsService@BarCouncil.org.uk).

**Appendix 1: Appointments Service Participant Form**



**Bar Council Appointments Service**

**Participant Form**

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| --- | --- | --- | --- |
| 1 | Name |  | |
| 2 | Year of Call |  | |
| 3 | Chambers or Employer |  | |
| 4 | Email Address |  | |
| 5 | Contact Number |  | |
| 6 | Main Area(s) of Practice |  | |
| 7 | Please provide a brief summary of your practice to date, alongside a link to your profile, LinkedIn page or otherwise | | |
|  | | |
| 8 | Please tell us which of the following pro bono services you are willing to offer chambers? (delete as applicable) | | |
| Arbitrator | | Yes/No |
| Mediator | | Yes/No |
| Expert | | Yes/No |
| 9 | Please tell us which of the following paid services you are willing to offer members of the Bar and third parties? (delete as applicable) | | |
| Arbitrator | | Yes/No |
| Mediator | | Yes/No |
| Expert | | Yes/No |
| 10 | If you are willing to offer pro bono or paid arbitration services, please provide a summary of your experience to date, alongside any evidenced of relevant qualifications, certifications or memberships below. | | |
|  | | |
| 11 | If you are willing to offer pro bono or paid mediation services, please provide a summary of your experience to date, alongside any evidenced of relevant qualifications, certifications or memberships below. | | |
|  | | |
| 12 | If you are willing to offer pro bono or paid expert determination services, please provide specific details on the sub-specialisms that you consider yourself to be an expert in, alongside a summary of your experience to date, below. | | |
|  |  | |  |
| 13 | Please tell us what the maximum fee you would charge (per hour) for paid services is likely to be. Please note that this information will not be disclosed to any person(s) wishing to use the Service and is simply to ensure that the Bar Council appoints an arbitrator, mediator or expert according to their requirements regarding any associated costs. | | |
| Arbitrator | | £ |
| Mediator | | £ |
| Expert | | £ |

I confirm I have read the Participant Information and Terms and Conditions, and the Bar Council’s Privacy Statement, and that I am happy for my data to be processed in the way described.

|  |  |
| --- | --- |
| **Signed** |  |
| **Full Name** |  |
| **Date** |  |