



Young Barristers' Committee of the Bar Council

International professional and legal practice development grant programme

Terms of Reference 2023/24

1. Goal

- 1.1. The Bar Council aims to promote the business interests of the Bar of England & Wales abroad. To assist barristers of up to and including seven years' practice (from the time they receive a full practicing certificate) to develop an international practice; the Young Barristers' Committee operates a grant programme to offset the costs of participating in international legal events or programmes.
- 1.2. The International Professional and Legal Practice Development Grant programme aims to enable junior barristers who are in employed or self-employed practice, to participate in international events or programmes of their choice by providing them with financial support.

2. Objectives

- 2.1. To give junior barristers the opportunity to enhance their professional knowledge and their legal practice through participation in a range of international events or programmes.
- 2.2. To enable junior barristers to network with lawyers from other jurisdictions at an international level.
- 2.3. To encourage junior barristers to develop an international practice and increase their ability to do so.
- 2.4. To enable junior barristers to promote the interests of their Circuit and/or Specialist Bar Association (SBA) and the Bar internationally.

3. Target Beneficiaries and criteria for their selection

- 3.1. Target beneficiaries are junior barristers of up to and including seven years' practice (from the time they receive a full practicing certificate), at the time of application, who are in employed or self-employed practice and who can demonstrate:
 - 3.1.1. that the event/programme is of an international character;
 - 3.1.2. a clear set of personal and professional development objectives for taking part in the event or programme;
 - 3.1.3. a commitment to disseminating the knowledge and experience gained within their Circuit or SBA(s) and to the Bar Council's International Committee upon their return;
 - 3.1.4. membership of an SBA which has committed to part fund the programme (the applicant must have been a member of the SBA for at least two months prior to application).

4. Scheme administration

- 4.1. The scheme is advertised through the Young Bar pages on the Bar Council's [website](#), BarTalk, the Young Barristers' Committee, and SBA and circuit networks on a regular basis. In addition, we intend to contact by email every member of the Bar who has held a full practising certificate for up to and including seven years. All information and application documents are downloadable from the Young Bar web pages and the Bar Council website.
- 4.2. Applications will be assessed on a rolling basis, from 1 October to 1 October of the following calendar year. Funding will cover any events that are due to take place during that 12-month period. The overall envelope of funding available year on year may vary and notification will be given if funds for a 12-month period have been allocated. Funding will be capped at the discretion of the SBAs and the Trust and cannot be topped up.
- 4.3. Applications will be considered by way of a two-stage process. The first part of the process will involve the Specialist Bar Association and Bar Council receiving the application. The SBA will then assess the application for merit and, if it is deemed to have merit, notify the Bar Council. The second part of the process will involve the Bar Council approving allocation of funding. On most occasions, barring a serious issue or reservation from the Bar Council or the Trust, the SBA will have power of veto over whether to allocate funding.

- 4.4. SBAs have a discretionary right to append the existing application criteria with their own stipulations, such as capping amounts of funding or additional requirements on the applicant when they return.
- 4.5. Applications must be submitted **at least one month** prior to the event or programme applicants are applying to attend.
- 4.6. The Policy and Programmes Manager: Young Bar and Employed Bar, and the Policy Assistants at the Bar Council, will administer the scheme.
- 4.7. For any participating SBA a coordinator should be appointed for liaison purposes. They will:
 - Ensure that the programme is advertised to the SBA's members in the month leading up to each of the three application deadlines.
 - Act as the main contact point with the Bar Council, which will provide applications as and when they come through
 - Take responsibility for receiving all applications to the grant programme.
 - Coordinate the assessment of all applications.
 - Inform the Bar Council of the SBA's decisions on applications as outlined below.
 - Organise payment to the grantee by cheque or bank transfer.

5. Application Process

Application

- 5.1. It is for the applicant to identify an international event or programme of their choice and to persuade both their SBA, and the Bar Council, of the merits of attending the chosen event.
- 5.2. The applicant must be a member of a participating SBA and must submit their completed application form and budget to the nominated SBA coordinator and the Bar Council by the deadline (two months prior to the event/programme start date).
- 5.3. They must also submit their completed diversity and equality form to the Bar Council.

Application assessment by Circuit / SBA

- 5.4. Within two weeks of receiving the applicant's submission, the SBA should decide which applications to approve, and inform the Bar Council of any conditions they wish to impose (e.g., dissemination activities, cap on funding) on those that are successful.

- 5.5. In instances where an application is rejected, reasons should be specified, so the Bar Council can inform the candidate of the grounds for rejection.
- 5.6. Within one week of the SBA approving the application, the Bar Scholarship Trust (the Trust) will review the successful applications and authorise their contribution (34 per cent) to the international event/programme.

Application checking and administration by the Bar Council

- 5.7. The Bar Council will check SBA-approved applications on behalf of the Trust.
- 5.8. The Bar Council will inform the candidates of the outcome of their application as soon as possible following the date of the Bar Council acknowledging receipt of their application.
- 5.9. The Bar Council will advise the successful applicants on budgetary constraints and the maximum amount which the Scheme will fund. Any budgetary constraints and caps will have been agreed in advance with the SBA. The successful applicant will then organise and pay for their attendance at the chosen event.

Reimbursement and reporting

- 5.10. Two thirds of the expenses (up to the agreed maximum amount) will be reimbursed to the participant upon submission of satisfactory receipts to the Bar Council. The Bar Council will ask the supporting SBA and the Trust to issue a cheque or make a bank transfer for 34 per cent (the Trust) and 33 per cent (the SBA) respectively of the actual costs incurred.
- 5.11. Participants will report back and disseminate the knowledge they have gained as outlined in their application form (e.g., at SBA conferences, International Committee meetings, in various publications, Bar Council or SBA websites). Feedback plans will have been proposed in the application form and agreed upon selection.

6. Data Protection

- 6.1. Applicants' data will be retained for no longer than six years following their application. This will be retained on our secure Content Management System. Data they provide will be shared with their relevant SBA and the Bar Council Scholarship Trust for the purposes of processing their application. Applicants' data will not be shared more widely or with any third parties.
- 6.2. The Bar Council's Privacy Statement is available to view in full here: <https://www.barcouncil.org.uk/useful-information/privacy-statement.html>

7. Financial Arrangements

- 7.1. Funding under this initiative is split equally between the Trust, Specialist Bar Associations (SBA), and the applicant. Costs will vary between individual proposals depending on the event/programme's nature, duration and location.

The following information is issued to all applicants:

7.2. Budget Guidelines

- There is no maximum budget for each event or programme; there is a capped amount of funding for the 12-month period which cannot be topped up once allocated.
- Travel Insurance is recommended.
- Any flights and train journeys must be standard/economy class.
- No more than £200 should be spent on accommodation and subsistence expenses respectively per day (including breakfast, lunch, dinner and local travel and excluding medical bills, phone bill expenses and personal items). Total expenses per day should not exceed £400, and neither accommodation nor subsistence should exceed £200 each per day.
- If any time is taken as holiday/personal time before, during or after the programme, the applicant must pay in full any expenses incurred during that time.
- The applicant should be as accurate as possible in their budget plan by obtaining quotes.

- 7.2(a) For applicants to the FLBA, the subsistence cap has been agreed at £300 per day *in total* i.e., including both accommodation and expenses. The FLBA reserves the right to refuse reimbursement for discrete expenses if it feels the applicant has not demonstrated value for money.

7.3. Reclaiming expenses

- Within a month of participation in the event/programme the applicant should detail each individual expense in the blue section of the applicant budget excel spreadsheet. Each expense must be evidenced by a receipt.
- All receipts must be labelled and (where they are not in GBP) their value calculated in sterling using a sensible exchange rate.
- Submit all receipts (originals, photocopies or scans), and your completed budget spreadsheet to the *The Bar Council of England and Wales, 289-293 High Holborn, London WC1V 7HZ* or to YBC@barcouncil.org.uk.

- **Claims must comply with these instructions and the budget guidelines and be submitted within a month of return for reimbursement to be guaranteed.**
- The applicant will be reimbursed for two thirds of the cost of the conference, in the form of two cheques; one from their SBA and the other from the Trust.

7.4. Policy on oversubscription

Applications will be granted on a 'first come, first served' basis. There is no allocation for overspend; funding over a 12-month period is capped.