



Nomination Submission & Judging Process Overview

1. Purpose of this Document

This document provides a complete and transparent overview of how nominations for the IBC Awards 2026 are received, assessed, and progressed through to the selection of winners.

The process has been carefully designed to ensure that outcomes are:

- Fair and impartial
- Consistent and evidence-based
- Confidential and professionally managed
- Independent of bias or influence

2. Award Categories and Submissions

The inaugural IBC Awards comprise 15 categories, reflecting the breadth of roles across chambers and the wider profession.

- Nominations are submitted via the official nomination form on the IBC website
- The closing date for nominations is 27 February 2026
- Submissions require nominators to provide evidence aligned to the published criteria for each category

3. Confidential Handling of Nominations

All nominations are treated with strict confidentiality.

- Only one individual (the IBC Administrator) has full sight of all submissions
- Nominations are not shared beyond what is necessary for judging
- Sensitive or personal content is handled with care and discretion

4. Pre-Allocation of Judges

The allocation of judges to categories for both:

- Stage 1 (shortlisting) and
- Stage 2 (selection of winners)

was determined in advance of the nomination deadline.

This approach was deliberately adopted to ensure that:

- No allocation decisions could be influenced by the identity or strength of nominees
- The process remains independent and free from outcome-driven bias

5. Stage 1 – Shortlisting Process

Each judge is assigned between one and three categories.

For each allocated category, judges are required to:

- Review all eligible nominations
- Apply the published criteria using a points-based scoring system
- Score each submission on quality using a scale of:
 - **3 points – Excellent response**
 - **2 points – Good response**
 - **1 point – Basic response**

Key Principles

- Judging is based on the quality and strength of the submission, not the number of nominations received
- Where nominees have received multiple submissions:
 - Judges are asked to identify the single submission that best reflects the nominee's merit
 - This ensures fairness where submission quality may vary

Outputs Required from Judges

Judges must submit:

- A completed scoring sheet
- Their top three shortlisted nominees for each category
- The supporting submission they consider most representative of each shortlisted nominee

6. Announcement of Shortlisted Nominees

Shortlisted nominees will be formally announced on:

 **23 March 2026**

Three to Four nominees per category will be shortlisted.

7. Stage 2 – Selection of Winners

To ensure independence and integrity:

- Shortlisted nominations are reallocated to a different judge from the panel
- The second-stage judge will:
 - Review the shortlisted submissions
 - Apply the same criteria and scoring principles
 - Select the final winner for each category

8. Confidentiality of Outcomes

The identity of winners is strictly confidential.

- Only:
 - The IBC Administrator, and
 - The assigned second-stage judgewill be aware of the outcome prior to the event.
- No results will be disclosed to:
 - Other judges
 - Nominees
 - Third parties

9. Announcement of Winners

All winners will be announced live at the:

IBC Awards Evening

 **8 May 2026**

 **Lincoln's Inn, London**

10. Integrity of the Process

This process has been designed to ensure:

- Fairness – all nominees assessed equally

- Objectivity – decisions based on evidence and criteria
- Transparency – clear structure and documented approach
- Confidentiality – protection of sensitive information

The focus throughout is on recognising genuine excellence across the profession, ensuring that the Awards remain credible, meaningful, and respected.

11. Conclusion

The IBC Awards represent an important milestone for the profession. This structured and carefully managed approach ensures that the selection of shortlisted nominees and winners is conducted with the highest standards of professionalism and integrity.

**Institute of Barristers' Clerks
Awards Committee – 2026**