

**INFORMATION NOTE: Additional Troubles Related Incidents**

**Summer 2024**

1. The President of the Victims' Payments Board has considered the ongoing issue of delay to applications in respect of the inclusion of additional incidents after the submission of the application form. In the course of the decision, the following important general guidance has been provided for applicants and representatives.
2. The Victims' Payment Board acknowledge that a wide range of incidents took place during the period of the Troubles. The date parameters set by the Regulations provide for incidents on or after 1 January 1966 but before 12 April 2010.
3. At the outset of the scheme, upon submission of an application, an applicant was able to add information about additional incidents at any time up until the case is determined. However, in considering the principles of the Scheme, it is considered that at almost three years after its commencement, the need for applications to be determined without delay is more important than ever. It is clear that an adjustment to the process is necessary in order to reduce a substantial cause of delay. It is also key that any changes to VPB processes are transparent and communicated effectively with the public and victims of TRIs. This information note sets out how the Victims' Payments Board will consider additional Troubles-related incidents going forward.
4. The President has stated that on receipt of a completed application form, **any further additional incidents which an applicant provides will only be considered as context and will not be included in any evidence gathering by the VPB team.**
5. Going forward, on receipt of a completed application form, the VPB team will communicate with the applicant to verify all incidents to be considered, setting out clearly via a follow up letter/email to the applicant all TRIs which will be included as part of the evidence gathering process. The applicant will be asked to confirm in writing that he/she is aware of the need to include all incidents for consideration and the applicant will be requested to positively confirm in writing that he/she understands that thereafter no additional incidents will be considered.

**Will there be exceptions?**

6. It is considered that there should be an exceptions process to allow for the inclusion of additional incidents for a restricted group of applicants. It is considered that given vulnerabilities of priority applicants and applicants who lack capacity under regulation 49, these categories of applicants should be exempt from the general bar to including additional incidents.