

Professional Development Transition Checklist

1. How to use this checklist

This checklist serves as a tool to use during local or national transitions for the key area of Professional Development. It contains points for the transition of both general and specific ELSA knowledge. Each table contains items which it is suggested that you discuss with your successor, to provide them with the information necessary to succeed in their term.

You will then assess whether the discussion has been sufficient by ticking “Discussed without Issue” or “Further Discussion Necessary”. If more discussion is needed, you will find the links to further explanation in the websites and/or handbooks with more detail that can support your Transition.

Please note, that this checklist is generic and cannot encompass the specifics of each National and Local Group of ELSA. It is therefore recommended that you alter the checklist to reflect the details of your group. You may find an editable Word version of the checklist [here](#) so you can adapt it to your needs.

Good luck with your Transition!

ELSAfully yours,

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ELSA International 2025/2026

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3. The Checklist

3.1. General information about ELSA

Knowledge	Discussed without issue	Further discussion necessary
Founding and establishment of ELSA		
Founding and establishment of the PD area		
The Philosophy Statement of ELSA		
Useful and Technical Abbreviations		
Levels of the Association: Local, National, International		
Structure of the ELSA Board		
National Internal Meetings		
International Internal Meetings		
Typical Challenges & Problems		
Mistakes made throughout the Term		

3.2. Regulations of ELSA

Knowledge	Discussed without issue	Further discussion necessary
International Statutes and Standing Orders		
International Council Meeting Decision Book		
Relationship between the Statutes and Standing Orders and the Decision Book		
National Statutes and Standing Orders		
Other National Decision Books and Guidelines		
Relationship between the National Statutes and Decision Books		

Relationship between International and National Regulations		
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3.3. Local and National Group specifics

Knowledge	Discussed without issue	Further discussion necessary
Structure of the Board		
The National Network		
The Local Groups		
National specific information		
Local(s) specific information		

3.4. Communication

Knowledge	Discussed without issue	Further discussion necessary
PD Mailing List		
PD Open Calls		
How to contact the International Board		
How to contact the National Board		
Cooperation between National Groups		
Cooperation between National and Local Groups		
WhatsApp Communities		
National Mailing Lists		
National Communication Platforms		
Useful Tools		
G-Suite		

3.5. Professional Development Specifics

Knowledge	Discussed without issue	Further discussion necessary
ELSA Traineeships		
Traineeships Platform		
ELSA Traineeships Brand		
Career Launch		
National PD Brands		
Local PD Brands		
Area aim and scope		

3.7. Professional Development Projects

Knowledge	Discussed without issue	Further discussion necessary
Fairs		
National Traineeships		
Lawyers at Work		
Legal Clinics		
Legal Tandem		
PD Workshops		
National Group specific Projects		
Local Group(s) specific Projects		

3.8. ELSA Traineeships

Knowledge	Discussed without issue	Further discussion necessary

Deadlines for ELSA Traineeships		
Obligations for ELSA International		
Obligations for the National Group		
Obligations for Local Groups		
Traineeship Providers in the National Network		
Application numbers in the National Network		
Job Hunting for TNPs		
Student Hunting for Trainees		
Verification & Matching		
Reception of Trainees		

3.9. Project Management

Knowledge	Discussed without issue	Further discussion necessary
Team Management and Task Delegation		
Directors & Assistants		
General Events		
Planning and Scheduling of events		
Data Protection for organised events		
Marketing of organised events		
Evaluation of organised events		

3.10. Externals

Knowledge	Discussed without issue	Further discussion necessary
General Partners		
Project Specific Partners		
Traineeship Provider Contacts		
Other Contacts		

4. List of useful materials

- [ELSA Websites](#)
- [Officers' Portal](#)
- [Statutes & Standing Orders of ELSA](#)
- [International Council Meeting Decision Book](#)
- [ELSA Brand Book](#)
- [ELSA Traineeships Marketing Kit](#)
- [Career Launch Marketing Kit](#)
- [PD Handbook](#)
- [ELSA Traineeships Handbook](#)
- [ELSA Traineeships Website](#)
- [Career Launch Website](#)
- [Fairs Handbook](#)
- [National Traineeships Guidelines](#)
- [Lawyers at Work Handbook](#)
- [Legal Clinics Handbook](#)
- [Legal Tandem Handbook](#)
- [PD Workshops Handbook](#)