

# FIRST BEE ASSISTANCE

---

LXI International Presidents Meeting Online | 9th to 13th September

*elsa*

The European Law Students' Association

# Knowledge Management

---

*- The process of capturing, distributing, and effectively using knowledge*

**elsa**

The European Law Students' Association

# Question:

---

How have you worked with **Knowledge Management** in your ELSA career *or* in your previous commitments?

The logo for the European Law Students' Association (ELSA), featuring the word "elsa" in a white, lowercase, serif font.

The European Law Students' Association

# An Introduction to the BEE Toolkit

---

## What?

- A database filled with content designed to ease the day to day tasks of the active BEE officer.

## Why?

- Unifying the strategy, approach and understanding of all BEE-related areas across the entire Network;
- Ensuring the loss of information between terms is minimized;
- Streamline the shared information between the International Board  
and National Boards.



# Current Assets for the BEE Officer

---

- Partnership booklet
- General/Project partnership templates
- The BEE Handbook
- Expansion & External Relations manual
- Email & telephone tips and tricks
- BEE Transition checklist



Where?

<https://officers.elsa.org/bee/>

**elsa**

The European Law Students' Association

# How can I use the BEE Toolkit?

---

- In my day to day work when:
  - Approaching partners
  - Managing the board
  - Strategising and planning ahead
  - Transitioning with my successor
- As a template to my national adaptations/translations;
- As a substitute when I or my locals don't have access to knowledge from previous or active officers.



# The Future of the Toolkit

---

- Content based on YOUR needs and expertise;
- Multiple ways of acquiring knowledge:
  - Written (Handbooks, Manuals, Templates etc.)
  - Audio-visual (Webinars)
- Your collective knowledge!



**elsa**

The European Law Students' Association

# Excercise Time

---



Timeframe: 10-minute preparation, 2-minute presentation per group



Groups: 4 groups; chose one presenter and one secretary\*.

\*Secretaries: Please send your findings to:  
[coordinator.beetoolkit@elsa.org](mailto:coordinator.beetoolkit@elsa.org)

**elsa**

The European Law Students' Association



# Group A

---

You are the National Board of ELSA China, it's now the beginning of the term and you get contacted by the local Presidents of ELSA Beijing, ELSA Shenzhen and ELSA Shanghai who explains that they have not received a proper transition and doesn't have access to any transition materials or handbooks. Afraid that they won't have the needed tools to ensure a successful year they ask for your help.

*What will you do to help them and to prevent this from happening again?*



The European Law Students' Association

# Group B

---

You together with your VP for Academic Activities plan to enlist a huge law firm, Maker BcKenzie, for your newly started ENC (ELSA Negotiation Competition). In order to make a professional appearance you discuss together what (reusable) audio-visual material you need to create and bring along with you (?)\*.

*\*Presume that your “National Group” hasn’t (as of yet) produced any relevant materials, but feel free to take inspiration from the Officers Portal.*



# Group C

---

You have been tasked with finding sponsors for a new event your ELSA Group is hosting; Legal (American) English. You quickly realize that there are a multitude of potential sponsors and that you need to come up with a way to streamline making first contact with the externals. At the same time you realize that each potential sponsor needs to think that you put in enough effort into every email making it unique to each external.

*How can this be accomplished?*



# Group D

---

ELSA International's President, Beronica Wańska, has tasked you with coming up with a new interactive way of producing and distributing useful tools and information to all BEE officers within the Network. You're tasked with doing this using the Technical and/or Academic (potential or actual) Partners of ELSA.



The European Law Students' Association

# Presentation time!

---



# My request from you...

---



SHARE YOUR  
THOUGHTS AND IDEAS  
THROUGHOUT THE  
YEAR



FILL OUT THIS FORM:  
[HTTPS://FORM.JOTFORM.COM/20249629  
9101355](https://form.jotform.com/202496299101355)

**elsa**

The European Law Students' Association

# Questions?

---

... Thank you for your time! <3

## Contact information:

Carl Tidemyr, Assistant for BEE Toolkit  
coordinator.beetoolkit@elsa.org



**elsa**

The European Law Students' Association