

BEE TOOLKIT

BEE TRANSITION CHECKLIST



elsa

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TRANSITION CHECKLIST

BEE

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I. Preamble

Dear BEE officers,

Giving a thorough transition is one of the most important things we do as Presidents. It lays the foundation for the future. All the hard work we put in during our term suffers when we are not able to pass our knowledge on in a thorough yet not overwhelming way.

This document is meant for anyone who is entering or leaving a BEE position. Through this document you can hopefully find what knowledge you need to pass on, or what knowledge you need to acquire to start your term. This document is by no means exhaustive, and many tools in the [Officers Portal](#) such as the BEE Handbook and the External Relations Manual can be of use, and as always, the network is a never ending source of knowledge. Do not be afraid to reach out.

Good luck and best wishes

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II. BEE-related abbreviations and acronyms

AA	Academic Activities
ALSA	Asian Law Students' Association
A(us)LSA	Australian Law Students' Association
BEE	Board Management, External Relations & Expansion
CI	Corporate Identity
DB	Decision Book
DLSA	Dominican Law Students' Association
EDF	ELSA Development Foundation
EI	ELSA International
ELSA	European Law Students' Association
ERD	External Relations Database
ERS	External Relations Strategy
FM	Financial Management
HOC	Head of Organising Committee
HoD	Head of Delegation
HPMCC	Helga Pedersen Moot Court Competition
HR	Human Rights/Human Resources
HRS	Human Resources Strategy
IB	International Board
ICM	International Council Meeting
IFP	International Focus Programme
ILSA	International Law Students' Association
IM	Internal Management
ISM	International Strategy Meeting
ITM	International Training Meeting
ITP	International Trainers' Pool



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JHJMCC	John H. Jackson Moot Court Competition
LB	Local Board
LG	Local Group
LR	Law Review
LRG	Legal Research Group
MCC	Moot Court Competition
MKT	Marketing
NB	National Board
NCM	National Council Meeting
NG	National Group
OC	Organising Committee
OYOP	One Year Operation Plan
PD	Professional Development
PR	Public Relations
ROLE	Rule of Law Education Campaign
SecGen	Secretary General
S&C	Seminars and Conferences
SELS	Summer ELSA Law School
SG	Strategic Goals
SotN	State of the Network
SSO	Statutes and Standing Orders
SV	Study Visit
S&C	Seminars & Conferences
VP	Vice Presidents
WELS	Winter ELSA Law School
WM	Working Materials
WS	Workshop



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III. Transition in BEE

1. Essential general information

	BEEN INFORMED OF/ SHOWN WHERE TO FIND	DISCUSSED
What is BEE? Introduction to what it means to be responsible for the BEE field		
General Sponsors of NG/LG <ul style="list-style-type: none">- Including contracts, contact information and history of the cooperation this year (project partners are presented with the relevant areas)		
Other general partners <ul style="list-style-type: none">- Faculty- University Administration- Student Bodies- Externals- etc.		
How to fundraise <ul style="list-style-type: none">- Including fundraising documents- The role of webinars in fundraising- What are the good practices and habits in your NG/LG?		
Advocacy <ul style="list-style-type: none">- To what extent the LG/NG has advocated in the past?- Important information to know		



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going forward for the LG/NG to advocate in an effective and responsible way		
<p>Strategic Goals</p> <ul style="list-style-type: none"> - The status of the LG/NG Strategic Goals (evaluation of the implementation) - If new strategic goals must be created in the next term, an introduction to strategic planning 		
<p>Budget</p> <ul style="list-style-type: none"> - General overview of the financial situation of the NG/LG. - Fundraising priorities based on the budget analysis. - What budget posts are relevant for the President? - What income is the responsibility of the President? 		
Typical problems and challenges in the LG/NG (e.g. legality, finances, human resources, external image etc.)		
<p>General obligations to the NG/ International Board of ELSA</p> <ul style="list-style-type: none"> - What do the statutes of the LG/NG say - Reports, deadlines, specification forms, payments etc. - Rules for contacting an international/ a national contact 		

2. Life in the board

	BEEN INFORMED OF/ SHOWN WHERE TO FIND	DISCUSSED
Necessary information <ul style="list-style-type: none"> - Email and Officers' portal passwords and usernames, office information, key exchange, stamps etc. 		
Start of the year obligations <ul style="list-style-type: none"> - Meetings with new students? - Meetings with LG/NG? - Presentations? - Etc 		
One Year Operational Plan (OYOP) <ul style="list-style-type: none"> - What is an OYOP? - How do you make one/ what should it contain? 		
How to hold a Board meeting? <ul style="list-style-type: none"> - What do the Statutes of the LG/NG say? - What is the President's role? - Tips and tricks. 		
How to hold a National Council Meeting/General Assembly <ul style="list-style-type: none"> - What do the Statutes of the LG/NG say? - What is the President's role? 		
Information on International Internal Meetings		



<ul style="list-style-type: none"> - What is an International Internal Meeting? - When are they? - How to attend? - How to prepare? 		
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3. Cooperation within the board

	BEEN INFORMED OF/ SHOWN WHERE TO FIND	DISCUSSED
Financial Management <ul style="list-style-type: none"> - What does the FMer need from you and vice versa? - How to make their job easier? 		
Internal Management <ul style="list-style-type: none"> - What does the IMer need from you and vice versa? - How to make their job easier? 		
Marketing <ul style="list-style-type: none"> - Cooperating on fundraising - What does the Marketeer need from you and vice versa? - How to make their job easier? 		
Seminars and Conferences <ul style="list-style-type: none"> - Projects - Project partners (including contracts and contact information) 		



<ul style="list-style-type: none"> - Other relevant contacts 		
Academic Activities <ul style="list-style-type: none"> - Projects - Project partners (including contracts and contact information) - Other relevant contacts 		
Professional Development <ul style="list-style-type: none"> - From STEP to Professional Development: Board reform changes - Projects - Current partners (including contracts and contact information) - How to approach a partner together? 		
Moot Court Competition <ul style="list-style-type: none"> - Projects - Project Partners (including contracts and contact information) - Other relevant contacts 		

4. Contact with the Network

	BEEN INFORMED OF/ SHOWN WHERE TO FIND	DISCUSSED
ELSA BEE Mailing list <ul style="list-style-type: none"> - Contact with the IB - BEE Open calls 		



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Contact with the National Group/Local Groups <ul style="list-style-type: none"> - Internal mailing lists - Social media groups - Open calls - Coaching 		
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5. Individual documents

	BEEN INFORMED OF/ SHOWN WHERE TO FIND	DISCUSSED
Folder with all important documents		
Storage device with relevant data (Google Drive, USB)		
Statutes and Decision Book of the National/Local Group		
Relevant paper archives		

6. BEE Toolkit

	BEEN INFORMED OF/ SHOWN WHERE TO FIND	DISCUSSED
BEE part on ELSA Wiki		
BEE Handbook		
Expansion Manual		
External Relations Manual		
1 st Communication Tools)		
Email Tips & Tricks		
Telephone Tips & Tricks		
Marketing Materials		
International contact forms		
Strategic Planning Handbook		



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7. Other important BEE related documents

	BEEN INFORMED OF/ SHOWN WHERE TO FIND	DISCUSSED
BEE part of the Decision Book (page 12-16)		
Strategic Planning (page 4)		
Strategic Plan (page 5-8)		
Board Reform (page 8 -10)		
Financial Strategy (page 37-43)		
BEE Newsletter		
Past presentation within the BEE Area		

8. General ELSA knowledge

	BEEN INFORMED OF/ SHOWN WHERE TO FIND	DISCUSSED
Handbooks for the other areas (a president should have thorough knowledge of especially the key areas)		
Human Resources in ELSA (page 22)		
History of ELSA		
Philosophy Statement of ELSA		
Statutes and Standing Orders of ELSA		
Decision Book of ELSA		
Corporate Identity of ELSA		
OYOP of International Board of ELSA		
State of the Network		



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IV. Giving a Transition

A good transition will save your successor a lot of time and they do not have to make the same mistakes you made before. They can also learn from the successful events you organised and continue your work. Remember to pass on important contact information of people you worked with, so your successor can contact them again for further cooperation. Plan it carefully and in advance based on your experience and expectations of your successor. Create a list of priorities and plan using different tools, especially for fully digital transition. Try to find various shortcomings and insecurities and structure transition sessions in the way that will allow you to approach these issues. Remember about the importance of a good atmosphere, try to create an honest, partner's relation. Do not force your ideas or opinion, focus rather on teaching and practising useful skills. At the end remember that nothing is given and if your initial plan does not work, do not hesitate to adapt it accordingly.

V. In case you did not receive a Transition

Here are some tips on what you can do if you did not receive a Transition:

- **Talk to a previous BEE Officer from your Local Group.**

Even if they did not hold the position during the last term, they should be able to share their experience in the BEE with you.

- **Contact your National President and/or the President of the International Board of ELSA.**
- **Contact other local/national BEE officers.**

Most of them will be new as well, so they should be able to tell you what sources of information they are using and what was said during their transition.



- **Look into old documents**

Is there any online database that your Local Group is using? Check if there is any information regarding BEE. If you at least have access to the BEE mail account, check old emails to see what was done in the last term.



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