

STEP Online System (SOS)

STEP Workshop

ICM Constanta

Monday, 21 October 2019

11:00 – 12:00



The European Law Students' Association

The ABC of the SOS

STEP Website

→ [STEP.ELSA.ORG](https://step.elsa.org)

- STEP Countdown
- Information to prospective applicants and TNPs
- Promotion of TNP profiles
- Testimonials
- STEP Partners

The backyard / “play yard”

→ [STEP.ELSA.ORG/LOGIN](https://step.elsa.org/login)

- Since **2017/2018** (kudos to Aneta Korcova!)
- TSFs
- SAFs
- Matching
- TPI
- EF + TEF



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TSF – Traineeship Specification Form

- Text fields
- Organisation type / field of activity
- T&C
- Automated TSF Contract
- Email notifications
- *Possibility of saving a draft application*



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Student Trainee Exchange Programme

Forms and templates

STEP Traineeship Providers

- Traineeship Specification Form (TSF), online version
- TSF printable version (pdf) (docx)
- TSF Contract, i.e. the Terms and Conditions
- Evaluation Form (EF)

Type of the organisation

Organisation type *

- ☐ Academic/educational institution
- ☐ Commercial enterprise
- ☐ Consultancy
- ☐ Financial institution
- ☐ Intergovernmental organisation
- ☐ Law firm
- ☐ Non-governmental organisation (NGO)
- ☐ Notary
- ☐ Public institution
- ☐ Other, what?

Field of activity

Please indicate if your organisation is active in the field of either:

(1) Human rights (e.g. litigation, advocacy, pro bono assistance); or

(2) International Focus Programme of ELSA, meaning ENVIRONMENTAL LAW (the topic of the 2016-2019 period).

☐ **Human rights** ☐ **International Focus Programme** ☐ **Other**

Flexible payment *

☐

Yes

☐

No

Payment (after deductions) *

If the traineeship has a flexible payment method

Payment currency *

Time unit *

For the questions above



per hour
week
month

Other benefits

☐

Food

☐

Other

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Disclaimer

ELSA processes all personal information in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such information, and repealing Directive 95/46/EC, i.e. the General Data Protection Regulation ("GDPR"), and the governing principles of Article 5 of GDPR, namely:

- (a) Lawfulness, fairness, and transparency;
- (b) Purpose limitation;
- (c) Data minimisation;
- (d) Accuracy;
- (e) Storage limitation; and
- (f) Confidentiality and integrity.

Data processing

By accepting this Agreement, the Traineeship Provider consents for its personal and non-personal data to be processed by ELSA.

Data collection by ELSA

- (a) ELSA collects the personal data provided by the Traineeship Provider, namely that of the contact person indicated by the Traineeship Provider, by the means of the TSF. This data is collected by ELSA to enable ELSA to verify the information provided in the TSF and communicate with the Traineeship Provider.
- (b) ELSA collects the personal data provided by applicants by the means of the SAF. This data is collected by ELSA to verify the identity, the academic credentials, and professional background of the applicants, and communicate with the applicants.

Data storage

- (a) ELSA shall store the personal and non-personal data of the Traineeship Provider and applicants for no longer than necessary, in accordance with the principle of storage limitation in Article 5 of GDPR.
- (b) ELSA shall not use the non-personal data of the Traineeship Provider and applicants for statistical purposes.

Data sharing

- (a) ELSA may share the personal data of the Traineeship Provider with the National Groups and/or Local Groups, and trainees.
- (b) ELSA may share the personal data of applicants with the Traineeship Provider.

Rights of the data subject

At any moment, the Traineeship Provider may exercise its right to:

- (a) Data information;
- (b) Access its personal information;
- (c) Rectify its personal information;
- (d) Erase its personal information;
- (e) Restrict the processing of its personal information;
- (f) Data portability;
- (g) Revoke its consent to data processing by ELSA;
- (h) Request for the modification of its personal information or the restriction of the data processing by ELSA.

In order to exercise the above-mentioned rights, the Traineeship Provider shall contact the Vice President in charge of STEP at step@elsa.org.

Contract with ELSA *

Terms and conditions of participation in STEP as a STEP Traineeship Provider

☐

I hereby confirm that I have read, understood and accepted the terms and conditions in the [following contract](#).

The logo for ELSA (The European Law Students' Association) features the word "elsa" in a stylized, white, lowercase serif font against a dark blue background.

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Title *	STEP TSF CONTRACT
Description	TNPs TSF agreement with {TOKENS}
Content	

STEP AGREEMENT

STEP Traineeship Providers

This Agreement is concluded between:

1. The European Law Students' Association (hereinafter "ELSA"); and
2. **{TN_NAME}** (hereinafter "the Traineeship Provider"), represented by **{TN_CONTACT_SURNAME}** **{TN_CONTACT_NAME}**,

jointly referred to hereinafter as the "Parties".

2.1 The following terms shall have the following meaning:

- a. “ELSA” refers to the European Law Students’ Association represented by an executive board based in Brussels, Belgium;
- b. “ELSA National Group” refers to the national branches constituting the ELSA network in accordance with the internal regulations of ELSA;
- c. “ELSA Local Group” refers to the local branches constituting an ELSA National Group in accordance with the internal regulations of the respective ELSA National

CMS page edit

Title * STEP TSF CONTRACT

Description	TNPs TSF agreement with {TOKENS}
-------------	----------------------------------

Content

9 Governing law and jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of Belgium.

10 Modification and termination

- a. Any modifications or amendments to the content of this Agreement after its conclusion shall be done in writing and duly signed by the authorised representatives of the Parties.
- b. Each Party may immediately terminate this Agreement by written notice to the other Party following a material breach of this Agreement by the latter. A material breach refers to a breach which is:
 - a. Not capable of remedy; or
 - b. Capable of remedy but is not remedied within twenty-one (21) days of written notice to the Party in breach setting out in sufficient detail:
 - a. The nature of the breach;
 - b. The necessary action to remedy the breach; and
 - c. The intention of the notifying Party to terminate this Agreement if the breach is not remedied by the Party in breach within twenty-one (21) days of the date of receipt of the notice.



11 Entry into force



This Agreement shall come into force on {TSF_SUBMIT_DATE}, the moment Traineeship Provider submitted the TSF to ELSA.



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 Dashboard

 Persons 

 Surveys 

New survey

Surveys list












Survey Campaigns

 Marketing 

III Surveys ReadWrite

Surveys list



	Name 	Public name 	Start date 	Closing date 
  	SAF C1/2019-2020	Student Application Form for STEP	18/11/2019 5:00:00 PM	09/12/2019 11:59:00 PM
  	TSF C1/2019-2020	STEP Traineeship Specification Form (TSF)	18/07/2019 10:00:00 AM	09/11/2019 3:59:00 AM

<input type="checkbox"/>	☰ ✎ ✖	TN-EI/01 - Belgium, Council of Bars and Law Societies of Europe (CCBE) - 026f02429bb761154ef9	0/0/0	0/0/0	13/08/2019 4:46:19 PM	✓	💬 0
<input type="checkbox"/>	☰ ✎ ✖	France, Council of Europe – Committee on Social Affairs, Health and Sustainable ed299843f3e717fb0568239cf8b21b46	0/0/0	0/0/0	21/08/2019 1:53:13 PM	✓	💬 0
<input type="checkbox"/>	☰ ✎ ✖	France, Council of Europe – Committee on Legal Affairs and Human Rights - 0a1d2bfe1337515315fc	0/0/0	0/0/0	21/08/2019 2:06:03 PM	✓	💬 0

✎ View, edit

☰ View matches

🔘 Approval toggle

✖ Delete



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SAF – STUDENT APPLICATION FORM

- Text fields
- T&C
- Automated SAF Contract
- Email notifications
- *CV generator*
- *Possibility of saving a draft application*




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EF & TEF – (TRAINEE) EVALUATION FORM(S)

- Text fields
- Email notifications
- *Automated Certificates*
- *Trainee Certificates = recommendation letters*



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STEP Website

- Text fields + fonts
- Testimonials
- STEP Traineeship search engine
- STEP Partners
- LL.M. Partners
- *Background images and colours*



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Speak up!

1. What are your **experiences** of using the SOS?
2. What **improvements** to the SOS you desire?
3. How could the **SOS training** be improved?



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