

STEP NEWSLETTER

February 2020

Save the date!

<p>STEP logo competition</p> <p>The deadline to submit your designs for the new logo is at 23:59 CET to marketing@elsa.org or step@elsa.org.</p>	9 Feb
<p>Statutory Proposals</p> <p>The deadline to submit any of your National Group's proposals to amend the Statutes of ELSA is at 23:59 CET.</p>	
<p>State of the Network inquiry</p> <p>The SotN inquiry is published. There are separate questions relevant to STEP Officers to which you need to answer by 1 March, 23:59 CET.</p>	
<p>Open STEP Call for National Officers at 20:00 CET</p> <p>If you are a National STEP Officer, feel welcome to join the open call with your colleagues across the Network to discuss any questions or ideas you wish.</p> <p>The Google Hangouts link for the call will be shared ahead of the meeting in the Facebook Messenger chat group for National STEP Officers.</p>	13 Feb
<p>Standing Orders, Decision Book, Input Papers</p> <p>The deadline to submit any of your National Group's proposals to amend the Standing Orders or the ICM Decision Book of ELSA or to submit any input papers on a given topic is at 23:59 CET.</p>	16 Feb
<p>ICM Working Materials are published</p> <p>The Working Materials include the STEP Workshop descriptions and STEP-related Proposals ahead of the upcoming ICM Malta.</p>	23 Feb

This month, remember...

1. STEP Partner vacancies

Remember to check out and promote to your members the **available vacancies** offered on the STEP Website's Partner section.

Spark Legal Network is a high-level Brussels-based firm working tightly with EU institutions on cross-border legal projects. Alongside continuously looking for the brightest minds through their open application, they are currently seeking for fluent speakers of **Danish, Hungarian, Latvian** and **Swedish** for a research tender rolling out with a fast timeline.



Fragomen LLP is the world's leading immigration law firm with offices around the globe. They are looking for talent to join their offices at the moment in **Frankfurt, Sheffield** and **London**.



2. STEP logo competition

STEP
TRAINEESHIPS
STEP.ELSA.ORG

As positively recommended by the STEP Workshop at KAM Istanbul, ELSA International calls for the Network's inputs for a new STEP logo! Submit your idea for the new logo by **9 Feb 2020** to marketing@elsa.org or step@elsa.org.

All proposals will be discussed and voted upon at the STEP Workshops at ICM Malta.

3. STEP Research Project (SRP)

SRP was launched on 17 January. You can find the **SRP Guide** on the ELSA Officers Portal ([here](#)) containing relevant details about:

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- The purpose of SRP;
- The basics of labour law regulation regarding traineeships;
- The research questions;
- The timeline for reports by National Groups; and
- The language/style guide with an example sample

The next upcoming SRP deadline is **15 March**, i.e. the ICM where SRP is a topic of a Workshop.

Do not hesitate to be in contact with your **STEP Coach** in case you have any questions regarding SRP or the preparatory work related thereto (step.coaching@elsa.org) and also feel free to join the next **Open STEP Call** on **13 February** with any SRP questions you have.

4. ICM Malta preparations

ICM Malta takes its place between **15 and 22 March**. During this ICM, important amendments to the **ICM Decision Book** will be presented to the STEP Workshop's recommendation and voting by the Council (the current version is available [here](#)). The next **Open STEP Call** on **13 February** is an optimal place to discuss any STEP-related proposals prior to the deadline for the Network to submit proposals of their own on – be there or be square!

The **Working Materials** for the ICM are published on **23 February** after which you may arrange a pre-ICM Skype with ELSA International to discuss the content of the STEP Workshops and the STEP-related proposals in order to be the best prepared for an efficient ICM.

The **State of the Network (SotN) inquiry** is published on **9 February** and it must be filled in by each National Group by **1 March** in order not to lose voting rights at the ICM. The STEP-related parts of the SotN are open-field questions enabling for elaboration suiting the particularities of your National Group. Do not hesitate to contact and collaborate with your **STEP Coach** (step.coaching@elsa.org) when preparing and finalising your SotN submission.

5. Trainee confirmations

A majority of Applicants to whom an offer for STEP Traineeship has been communicated so far has already confirmed or rejected the offer in a timely fashion. To ensure that the process continues running smoothly, make sure to follow-up the offer-holders who have not yet sent their **Traineeship Confirmation Form** so that ELSA International can notify the next candidate on the waiting list if necessary.

Available on the ELSA Officers Portal is also the *template* **Traineeship Agreement** which an agreement between Trainee and Traineeship Provider to which ELSA is not party. You may share this template with your Traineeship Providers unless they wish to use an agreement of their own.

6. Reception of STEP Trainees

The earliest start date is **3 February**. While preparing a high-quality reception, remember to keep a close track of STEP Trainees coming to your country, including the following details:

- The dates of the Trainee's stay/Traineeship vacancy;
- Travel details;
- Accommodation details;
- Need for assistance, e.g. the necessary documents, pick-up upon arrival, showing the route to the apartment/workplace, etc.;
- Welcoming package with key information about the destination country/city;
- Etc.

Remember to arrange a meeting in person with the Trainees, if possible, and create a schedule of your ELSA Group's different events/activities in which the Trainee could participate during their vacancy.

7. Job Hunting for STEP Cycle 2

The deadline to submit the **Traineeship Confirmation Form** (TSF) is **3 April**. Filling in the TSF is the only way for an organisation to secure being promoted as Traineeship Provider during the upcoming STEP Cycle. Thus, confirm already with your current Traineeship Providers the details of their next promotion and remind them about the deadline to do so.

February is also an optimal month to compile again **Job Hunting** databases of prospective organisations to approach and to start approaching them.

Do not hesitate to contact the **STEP Expansion Team** (step.expansion@elsa.org) with any questions you may have regarding the best tips and tricks.

Make sure to join the **ELSA STEP Team 2019/2020** group on Facebook!

You can find ELSA on **Facebook**, **Instagram**, and **LinkedIn**.