

STEP NEWSLETTER

June 2020

Save the date!

Internal Student Hunting deadline (Verification and Approval)	4 Jun
All STEP Application Forms (SAFs) must be verified and approved by the Sending National Groups on the STEP Online System the latest by 23:59 CEST.	
Matching period	5-9 Jun
The team of ELSA International will conduct the Matching of SAFs, i.e. rank and short-list the SAFs which will be forwarded to the Traineeship Providers.	
Communication of Matched SAFs to Traineeship Providers	10 Jun
ELSA International will send via email to the respective National Groups of the Traineeship Providers all the necessary details to be forwarded to the Traineeship Providers themselves. This includes the log-in credentials to the Traineeship Providers' Interface where the short-listed SAFs are available for selection.	
The 77th International Council Meeting and online STEP Workshops	12-14 Jun
Each National Group had until 31 May to indicate a representative to be present at the online STEP Workshops.	
STEP Research Project Final Reports deadline	22 Jun
Every National Group needs to submit their final SRP report if they intend to be featured in the compilation of the research results.	
Selection Results deadline for Traineeship Providers	26 Jun
Each respective National Group shall ensure that their Traineeship Providers complete the ranking and selection of candidates on time.	
Selection Results are communicated to the Applicants	29 Jun
ELSA International will communicate via email directly with all the Applicants the outcome of the selection process. The respective National STEP Officers of the sending and hosting National Groups are copied to such correspondence.	

Verification and Approval of SAFs

All SAFs submitted must be **verified and approved** by the respective Sending Group (i.e. the ELSA Group of an applicant's membership) by **Thursday, 4 June, 23:59 CEST**. Otherwise, the story of the SAF ends there – non-approved SAFs will not be considered during Matching or forwarded to the Traineeship Providers.

The [Verification and Matching Guidelines](#) have been updated for the STEP Cycle 2. *Familiarise yourself carefully with the document as it includes the relevant information to keep in mind when verifying SAFs.*

Consult also the [webinar](#) of ELSA International on the topic for visual, step-by-step explanation of the whole procedure.

Matching and Short-listing of Approved SAFs

From 5 to 9 June, all approved SAFs are “matched”, i.e. ELSA International filters the SAFs that meet the requirements set by the Traineeship Providers.

On 10 June, ELSA International will send via email the National Groups the credentials to log into the Traineeship Providers Interface (TPI). **The National Groups shall forward these log-in details to either the TNPs directly or the Hosting Local Group that will communicate with the TNP**, depending on the arrangements in place.

The Traineeship Providers have until **26 June** to complete the ranking and selection of the candidates and communicate the outcome to ELSA. ELSA International will inform the Applicants directly of the outcome on **29 June**.

Online STEP Workshop during the 77th International Council Meeting

From 12 to 14 June, there will be STEP Workshop sessions organised within the framework of the online International Council Meeting (ICM). Each National Group is entitled to send one representative to attend the STEP Workshop and the deadline was on **31 May**.

Familiarise yourself with the [ICM Working Materials](#), especially the STEP Workshop descriptions (pp. 71-76) and STEP-related Proposals numbers 79 and 80. (pp. 430-439).

In case you wish to discuss the content of the STEP Workshops and/or the proposals, do not hesitate to schedule a **pre-ICM call** with ELSA International between **1 and 3 June** from [here](#).

STEP Research Project (SRP)

The next deadline for the submission of National Reports, as explained in the [SRP Guide](#), is on **22 June 2020**. Unless you have not yet reached feedback and advice from your **STEP Coach**, do not hesitate to contact the STEP Coaching Team directly for a session at step.coaching@elsa.org or step@elsa.org.

Make sure to join the [ELSA STEP Team 2019/2020](#) group on Facebook!

You can find ELSA on [Facebook](#), [Instagram](#), and [LinkedIn](#).