

# STEP NEWSLETTER

## November 2019

Save the date!

---

<b>Open STEP Call for National Officers at 19:00 CET</b>	<b>13 Nov</b>
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. The Google Hangouts link for the call will be shared ahead of the meeting in the Facebook Messenger chat group for National STEP Officers.	
<b>Job Hunting deadline</b>	<b>8 Nov</b>
All Traineeship Specification Forms (TSFs) must be completed and submitted to ELSA International by <b>23:59 CET</b> in order to be included in the 1 <sup>st</sup> STEP Cycle.	
<b>Marketing: STEP Traineeship Provider promotional posters</b>	<b>8 – 17 Nov</b>
National and Local ELSA Groups are once again invited to create promotional posters on the basis of templates and tools provided by ELSA International. All posters submitted on time will be published on <b>18 November</b> to the Network.	
<b>Marketing: STEP Countdown promotion campaign</b>	<b>11 – 17 Nov</b>
One week prior to the STEP Launch to create the hype, ELSA International will share in social media posters highlighting how many days are still left until all STEP Traineeship Providers are public on the <a href="#">STEP website</a> (“7-5-3-1”).	
<b>STEP Launch</b>	<b>18 Nov</b>
The day we all have been waiting for! Let’s keep our fingers crossed that there will be no IT crash or other malfunction overshadowing the opening of the STEP application period.	

## This month, look forward to...

---

### 1. The Job Hunting deadline is here!

Organisations have time until **Friday, 8 Nov 2019**, to participate in STEP as a Traineeship Provider. This can be done either:

- a) Online, by completing and submitting the Traineeship Specification Form (TSF);

OR

- b) On paper, whereby the organisation signs the Printable TSF and the TSF Contract with a STEP Officer, the latter then transferring this data to ELSA International by filling in the online TSF.

*After a TSF has been submitted*, remember to log into the [STEP Online System](#) (SOS) and check the submitted TSFs for any comments and/or requests for complementary information by ELSA International. **This is crucial for the approval and publication of the TSFs hunted by your Group!**

*While still finalising your Job Hunting negotiations*, remember to check the updated [STEP Media Card](#), the [editable version of which](#) you may also access on the [ELSA Officers Portal](#) alongside many other potentially useful Job Hunting materials.

For general Job Hunting inspiration and assistance, do not hesitate to contact:

- Your **STEP Coach** or the **STEP Coaching Team** ([step.coaching@elsa.org](mailto:step.coaching@elsa.org)) for customised support;
- The **STEP Expansion Team** ([step.expansion@elsa.org](mailto:step.expansion@elsa.org)) for tips and tricks; and/or
- The other STEP Officers through:
  - The **STEP mailing list** ([elsa-step@listserv.elsa.org](mailto:elsa-step@listserv.elsa.org)); and/or
  - The **ELSA STEP Team 2019/2020 Facebook group**.

### 2. The STEP Launch is around the corner...

Before the Launch, the **STEP Countdown** starts on **Monday, 11 Nov 2019**. ELSA International will publish posters on social media highlighting every second day that there are only **7/5/3/1 day(s) left** until the application period opens on [step.elsa.org](http://step.elsa.org).

With your Marketeer, make sure to create the **promotional posters for your STEP Traineeship Providers** which will be shared during the busiest Student Hunting period with the Network. The package with the necessary templates and tools is shared by ELSA International on **Friday, 8 Nov 2019**. You can submit your creations to ELSA International until **Sunday, 17 Nov 2019** so that all these portfolios can be published on [ELSA Officers Portal](#) on time for the Launch.

### 3. ...And the three weeks of Student Hunting start!

Once the STEP vacancies are public on **Monday, 18 November 2019**, on [step.elsa.org](http://step.elsa.org), the intense period for Student Hunting truly starts! This entails:

- a) *Raising awareness amongst your ELSA members* why and how to apply for STEP (e.g. marketing campaigns, information sessions, workshops on CV/motivation letter writing);
- b) *Starting to verify and approve the Student Application Forms (SAFs)* submitted by your Local/National ELSA members;
- c) *Promoting the available STEP Traineeship opportunities* across the Network.

Regarding the **verification, approval and matching of SAFs**, ELSA International will share updated **guidelines** ahead of the date of the STEP Launch/start of the application period. Stay tuned!

For general Student Hunting inspiration and assistance, do not hesitate to contact:

- Your **STEP Coach** or the **STEP Coaching Team** ([step.coaching@elsa.org](mailto:step.coaching@elsa.org)) for customised support;
- The **STEP Trainees Team** ([step.trainees@elsa.org](mailto:step.trainees@elsa.org)) for tips and tricks; and/or
- The other STEP Officers through:
  - The **STEP mailing list** ([elsa-step@listserv.elsa.org](mailto:elsa-step@listserv.elsa.org)); and/or
  - The **ELSA STEP Team 2019/2020 Facebook group**.

## Looking back...

---

October was an animated STEP month preparing the ground for intense November.

### 1. The International Council Meeting (ICM) in Constanta, Romania

The ICM week of 20-27 October consisted of both workshops and open plenaries during which proposals to amend the STEP-related parts of the ICM Decision Book were discussed and voted upon. The minutes of the ICM will be published in due course on the [Officers Portal](#) under Internal Management.

The STEP workshops touched upon a variety of issues, building up on the discussions already initiated at KAM Istanbul (you can find the minutes of the KAM [here](#)). You can already access all the presentations from the STEP workshops on [Officers Portal](#) under STEP.

*A quick summary of the STEP workshops:*

- **One Year Operational Plans (OYOPs)** where goals for the upcoming term were shared;
- **STEP Online System (SOS)** where recent updates to the online environment and ideas for further improvements were discussed;
- **STEP Research Project (SRP)** was the topic of three workshops, two of which were joint workshops with AA&MCC and IM, respectively;
- **Reception** where quality standards and ideas for possibly further regulating the responsibilities of Hosting Groups were brainstormed;
- **STEP Budget**, a joint workshop with FM, where the amount of the External Application Fee for STEP for the first Cycle was set at €25 with an initial quota of 50 External Applicants was fixed and the long-term financial prospects of STEP were shared;
- **STEP Marketing**, a joint workshop with MKT, where the marketing schedule and rebranding ideas for STEP were discussed once again, and the **STEP logo competition for ICM Malta** was launched officially;
- **International Focus Programme (IFP) and ELSA Day**, a joint workshop with BEE, AA&MCC, and S&C, where the new IFP topic – *Law and Technology* – was selected and ideas how to plan around the new IFP Cycle were fostered;
- **Student Hunting** where challenges and practical solutions to increase the joyous message of STEP were shared;
- **Matching** where the problem of lacking quality standards were tackled, resulting in a consensus to create more transparent and coherent guidelines to guide STEP Officers on local, national and international levels when dealing with the verification of SAFs;
- **Job Hunting** where current situations with confirmed and prospective Traineeship Providers were presented by international, national and local Officers;
- **External relations and fund-raising**, a joint workshop with BEE, where the STEP Partnership package and the new contact forms for requesting the permission to approach international contacts from ELSA International were discussed alongside other natural synergies existing between the two most external Areas of ELSA.

*A quick summary of the main STEP-related proposals to the ICM Decision Book:*

- **External Applicants** – Up to a quota and against an External Application Fee set by ELSA International, External Applicants (i.e. individuals from countries where there is no ELSA Group) may now apply for STEP. This way we may do the necessary fundraising for STEP. ELSA International shall manage the responsibilities of the Sending Group *vis-à-vis* these External Applicants.
- **STEP Calendar** – The mandatory time-period between the publication of the selection results and the earliest start date of the Traineeships was reduced from five to three weeks. This way we win an additional four weeks of flexibility when creating the STEP Calendar which may result in e.g. longer Student Hunting periods.
- **Blacklist** – ELSA International shall maintain a Blacklist, i.e. a database with information about the Applicants, Trainees and Traineeship Providers that violated the Terms and Conditions of STEP participation. This information shall be shared with the respective National Groups prior to Job Hunting and Student Hunting periods start.
- **“Sending Group” and “Hosting Group”** – The reference to “Local Group” is replaced with more appropriate terms encompassing both National Groups and ELSA International which also engage in e.g. verifying SAFs and reception activities of Trainees.

Thank you to everyone who participated in the discussions and in making this ICM a truly unforgettable one! A special thank you for the following wonderful individuals:

- **Jakub Sykora** from ELSA Czech Republic, the Chair of the STEP Workshop;
- **Gao Xing** from ELSA Belgium, the Vice-Chair of the STEP Workshop;
- **Chiara Sanna** from ELSA Belgium and **Johann Can Caglayan** from ELSA Germany, the STEP Workshop Secretaries; and
- **Marie Sorlie** from ELSA Norway and **Francesco Bondi** from ELSA United Kingdom, the Directors for ELSA Spirit of the STEP Workshops.

## 2. ELSA International STEP Team

Following the 2nd call for the EIT, I am happy to announce the additions (highlighted):

### STEP Coaching Team

[step.coaching@elsa.org](mailto:step.coaching@elsa.org)

*Director for STEP Coaching:* Penelope Brifa

*Assistants for STEP Coaching:* Angela Garufi, Nadin Freilinger, Natalia Pidhaina, and Pavlos Salonikidis

### STEP Expansion Team

[step.expansion@elsa.org](mailto:step.expansion@elsa.org)

*Assistants for STEP Expansion:* Ezgi Cankurtaran, Maria Dalamitra and Victor Hilbertz

### STEP Trainees Team

[step.trainees@elsa.org](mailto:step.trainees@elsa.org)

*Assistants for STEP Trainees:* Beril Sogut, Damla Celen, Francesco Bondi, Jakub Sykora and Jakub Vavrik

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

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