

The One with the creepy holiday card

LXXXIII International Council Meeting Malta
26th of March - 2nd of April 2023

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The European Law Students' Association



what's the big deal
about a holiday card?

Topics of the day

- Reception and Visa Handbook
- Reception and Visa strategy
- Implementation



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Checklist for Reception

Before

- Introduce yourself and your Group by writing an email to the Trainee including:
 - Introduce yourself and anyone who is in charge of Reception in your Group to the Trainee with the contact information;
 - Give more information about the TNP and their contact details;
- Connect the Trainee with the TNP:
 - Write an email to the TNP and introduce the Trainee (copied to the email);
 - Make sure the communication with the Trainee and the TNP is going well and that discussions have begun
- Engage the Trainee:
 - Connect the Trainee with other Trainees of the TNP; (also with previous ones)
 - Propose a meeting with the Trainee to discuss their expectations and concerns;
 - Add the Trainee to the Facebook / WhatsApp group “Trainees Worldwide” and the group that you created in your country;

Checklist for Reception

Before

- Confirm the details with the Trainee:
 - Discuss the dates of the Traineeship (confirm the start and end dates);
 - Discuss the Trainee schedule and potential time-zone issues; (remote job only)
 - Help with any other practicalities (administrative, living conditions, etc.);
 - ✓ Accommodation
 - ✓ Travel
 - ✓ Transportation
 - ✓ Costs
 - ✓ Administrative tasks

Checklist for Reception

Before

- Prepare a welcome package:
 - Physical package:
 - ✓ Pens;
 - ✓ Notebook;
 - ✓ National drink;
 - ✓ Plan of the city
 - ✓ Postcards/messages;
 - ✓ Non-perishable food items/goodies;
 - ✓ Handbook about the country;
 - Digital package:
 - ✓ Online postcards;
 - ✓ Welcome video;
 - ✓ Language guide;
 - ✓ Guide to local culture and legal/work culture;

Checklist for Reception

During

- Engage the Trainee:
 - Propose regular meetings with the Trainee;
 - Invite the Trainee to (online) events organised by ELSA;
 - Organise a(n online) get-together for the Trainee;
 - Show the city to the Trainee
- Maintain the Trainee-TNP connection:
 - Propose regular meetings with the TNP;
 - Participate in the meetings between the Trainee and the TNP;
 - Send emails to have a regular feedback about the Trainee
- Provide opportunities for growth
 - Start an online project with the Trainee about their experiences;
 - Ask the Trainee to give a testimonial
 - Provide the Trainee with (online) language tutoring/immersion;



Checklist for Reception

After

- Evaluation:
 - Provide the Trainee with the Post-TEF;
 - Provide the TNP with the Evaluation Form
 - Organise an evaluation meeting with the Trainee and the TNP; or
 - Organise an evaluation meeting with the Trainee only; or (both)
 - Organise an evaluation meeting with the TNP only;
- Prepare a goodbye package:
 - Physical package:
 - ✓ Photos;
 - ✓ Letters;
 - ✓ Goodies;
 - ✓ Flowers;
 - Digital package:
 - ✓ Goodbye video;
 - ✓ Photos;
 - ✓ Letters/messages;
- Organise an (online) party to celebrate the completion of the Traineeship

Checklist for Visa

Before

- Identifying the home country of the trainee;
- Identifying the embassy or the helping company that he/she will apply for the visa;
- Make a list of current necessary documents for visa and inform the trainee about them
- Follow the visa procedure of trainee (application/appointment) and the result of it

Organisation for Reception

- Every NGs should have one person in charge of Reception and communicate it to ELSA International
 - If NGs do not choose Director for Reception and Visa, VP PD will be in charge.
- Relating to any questions responsible person can ask to the Coordinator for Reception and Visa of EI (EIT)
- *TN/EI* → Collaboration between EIT and LGs/NGs
 - LGs/NGs in charge and responsible for the Reception (accommodations, culture, visits, transports, etc)
 - EIT coordinate the Reception and communication with the TNP
- For TN-EI outside of ELSA → EIT's responsibility



Organisation for Visa

- Every NGs should have one person in charge of Visa and communicate it to ELSA International
 - If NGs do not choose Director for Reception and Visa, VP PD will be in charge.
- Relating to any questions responsible person can ask to the Coordinator for Reception and Visa of EI (EIT)
- *TN/EI* → Collaboration between EIT and LGs/NGs
 - LGs/NGs in charge and responsible for the Visa help
- For *TN-EI* outside of ELSA → EIT's responsibility

Help for Officer

- Templates emails
- Templates Reception handbook
- Templates of flyers
- Ideas of Reception pack
- Ideas of things to organise

Reception and Visa strategy

- EI Trainee accepting
- EI putting into contact both the TNP and the Trainee
- Whenever it is done, send a message about Reception with contact of the contact person in the LG/NG
- LG/NG take over concerning the Reception part and share all the infos about the dates and the TN
- Report everytime to ELSA International
- For problems with the Traineeships, contact EI

→ To be implemented next cycle

→ I will create a sheet to share with you to fill in with the name of the person in charge in your group

Reception and Visa Strategy

- For Visa, same process
- If need help → EI
- For Trainees going away outside of ELSA Groups, EIT will be in charge to assist the Trainee and to make sure everything is fine



Questions

- Should we change/extend the Quality standards regarding Reception in the DB?
- Which materials would you like to have template of?
- Are you still in favour of a database of best practices or not?