

# STEP

## STEP Newsletter

October, II edition, 2009

ELSA STEP Newsletter



*elsa*

The European Law Students' Association

# Partners of ELSA International



**STEP is a Trainee Exchange Programme that enables law students and young lawyers to gain first hand experience of the substantive and procedural law as well as the culture of another country.**

The traineeships are between 2 weeks and 18 months and can take place in any law related area: law firms, courts, public institutions, universities, banks, in-house legal departments, consulting firms and international organisations.

Each year ELSA offers several traineeship opportunities all over Europe and occasionally in other parts of the world. Before and during the traineeship, ELSA provides assistance in finding accommodation, applying for visas, when necessary, and organising social events to involve the trainee in the daily life of the local community.

In this catalogue, you will find the available traineeship opportunities. For further information about STEP check <http://www.elsa.org/lawstudents/traineeships/howtoapply.html> or contact your Local ELSA Group.

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# Brazil



**TRAINEESHIP ID : TN-EI/01**

**STEP Employer: FELSBERG E ASSOCIADOS**

**City: Sao Paulo**

## **GENERAL INFORMATION**

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Organisation Type:	Law Firm
ELSA Group:	ELSA International

## **INFORMATION ABOUT THE TRAINEESHIP**

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Tasks:	Incorporation of branches of French corporations in Brazil, drafting commercial contracts in general, communication with French speaking clients
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Net salary:	Equal to 1 500 R\$ (BRL Real) per month
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## ADMINISTRATIVE INFORMATION

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Earliest Start Date:	23/10/2009
Latest End Date:	27/08/2010
Maximum duration:	10 months
Required Graduation Level:	Graduated

## LEGAL STUDIES

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Advanced level:	Commercial law and Corporate law
General level:	Contract law

## LANGUAGE SKILLS

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Fluent:	French
Basic:	Portuguese

## ADDITIONAL INFORMATION

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Nice working atmosphere and free access to firm`s library.

**DO NOT MISS THE DEADLINE TO APPLY: 15th October 2009**

# Germany



**TRAINEESHIP ID : TN-DE/16 (2008/09)**

**STEP Employer: Arendts Anwälte**

**City: Munich**

## GENERAL INFORMATION

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Organisation Type: Law Firm

ELSA Group: ELSA Munich

## INFORMATION ABOUT THE TRAINEESHIP

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Tasks: Legal researches, drafting on memos, attending meetings and trials

How law related is the traineeship: Mainly

Responsibility of the trainee: Medium

Net salary: Equal to 250 Euro per month

## ADMINISTRATIVE INFORMATION

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Earliest Start Date:	Flexible
Latest End Date:	--/--/2009
Minimum weeks:	2
Maximum weeks:	8
Required Graduation Level:	Undergraduate

## LEGAL STUDIES

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General level:	Banking law, Commercial law, Company law, European constitutional law, European economic law
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## LANGUAGE SKILLS

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Fluent:	English and German
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## COUNTRY PREFERENCES

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Albania, Armenia, Austria, Belgium, Bosnia & Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Greece, Hungary, Iceland, Italy, Kazakhstan, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Norway, Poland, Portugal, Republic of Macedonia, Romania, Russia, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, The Netherlands, Turkey, Ukraine, The United Kingdom

## **TRAINEESHIP ID : TN-DE/17 (2008/09)**

**STEP Employer: GÖRG**

**City: Munich**

### **GENERAL INFORMATION**

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Organisation Type: Law Firm  
ELSA Group: ELSA Munich

### **INFORMATION ABOUT THE TRAINEESHIP**

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Tasks: Participate in meetings, some secretarial work, drafting of memos  
How law related is the traineeship: To some extent  
Responsibility of the trainee: Medium  
Net salary: Equal to 400 Euro per month

### **ADMINISTRATIVE INFORMATION**

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Earliest Start Date: Flexible  
Latest End Date: --/--/2009  
Minimum weeks: 4  
Maximum weeks: 12  
Required Graduation Level: Graduate

### **LEGAL STUDIES**

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Advanced level: Civil law, Contract law, Information technology law, Company law

### **LANGUAGE SKILLS**

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Fluent: English  
Good: German

### **COUNTRY PREFERENCES**

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Albania, Armenia, Austria, Belgium, Bosnia & Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Greece, Hungary, Iceland, Italy, Kazakhstan, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Norway, Poland, Portugal, Republic of Macedonia, Romania, Russia, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, The Netherlands, Turkey, Ukraine, The United Kingdom

## **TRAINEESHIP ID : TN-DE/01**

**STEP Employer: PSP Peters, Schonberger & Partner**

**City: Munich**

### **GENERAL INFORMATION**

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Organisation Type:	Law Firm
ELSA Group:	ELSA Munich

### **INFORMATION ABOUT THE TRAINEESHIP**

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Tasks:	Legal research, writing memos, carrying out small practical duties like making call to authorities
How law related is the traineeship:	Mainly
Responsibility of the trainee:	High
Net salary:	Unpaid
Fringe benefits:	apartment (500 Euros)

### **ADMINISTRATIVE INFORMATION**

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Earliest Start Date:	Flexible
Latest End Date:	--/--/2009
Minimum weeks:	8
Maximum weeks:	12
Required Graduation Level:	Undergraduate

### **LEGAL STUDIES**

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Advanced level:	Civil law, Commercial law
General level:	Company law, Tax law

### **LANGUAGE SKILLS**

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Fluent:	English and German
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### **COUNTRY PREFERENCES**

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Austria, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, Hungary, Latvia, Lithuania, Montenegro, Norway, Poland, Republic of Macedonia, Romania, Russia, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine.

# Malta



**TRAINEESHIP ID : TN-MLT/01 (2008/09)**

**STEP Employer: Credit Solutions (Italia) Limited**

## GENERAL INFORMATION

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Organisation Type:	Consulting firm
ELSA Group:	ELSA Malta
Closing date:	Open deadline

## INFORMATION ABOUT THE TRAINEESHIP

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Tasks:	Debt collections for foreign companies from Italian Companies, debt Collections for Italian Companies from Foreign Companies
How law related is the traineeship:	Mainly
Responsibility of the trainee:	Medium
Net salary:	Equal to 300 Euro per month

## ADMINISTRATIVE INFORMATION

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Earliest Start Date:	--/--/2009
Latest End Date:	--/--/2010
Minimum weeks:	15
Maximum weeks:	30
Required Graduation Level:	Undergraduate , Graduate, Postgraduate

## LEGAL STUDIES

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General level:	Civil law, Insolvency law, Company law
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## LANGUAGE SKILLS

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Native:	Italian
Fluent:	English

## COUNTRY PREFERENCES

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Italy

# Poland



**TRAINEESHIP ID : TN-PL/01**

**STEP Employer: elnlwlc Rechtsanwiltte  
E.Stobiecka Kancelaria Prawna Sp.K.**

**City: Warsaw**

## **GENERAL INFORMATION**

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Organisation Type:	Law Firm
ELSA Group:	ELSA Poland

## **INFORMATION ABOUT THE TRAINEESHIP**

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Tasks:	Legal research, writing memos, agreements and any legal documents, carrying out smaller practical duties like making calls to authorities, study some files, observe and accompany our lawyers in preparing contract work and litigation
Net salary:	equal to 150 Euro per month

## ADMINISTRATIVE INFORMATION

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Earliest Start Date:	01/11/2009
Latest End Date:	--/--/2010 - 2011
Minimum weeks:	4
Maximum weeks:	12
Required Graduation Level:	Undergraduate, graduated and postgraduated

## LEGAL STUDIES

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Advanced level:	Civil procedure law, Commercial law, Company law, European competition law
General level:	Banking law, Competition law, Labour law, International arbitration

## LANGUAGE SKILLS

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Fluent:	English and German
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## COUNTRY PREFERENCES

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Austria, Germany and Switzerland

## **TRAINEESHIP ID : TN-PL/02**

**STEP Employer: LUBINIECKI SOLTYSZEWSKI KANCELARIA RADCOW PRAWNYCE**

**City: SZCZECIN**

### **GENERAL INFORMATION**

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Organisation Type: Law Firm  
ELSA Group: ELSA Szczecin

### **INFORMATION ABOUT THE TRAINEESHIP**

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Responsibility of the trainee: Medium  
Net salary: Equal to 200 Euro per month

### **ADMINISTRATIVE INFORMATION**

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Earliest Start Date: flexible  
Latest End Date: flexible  
Minimum weeks: 4  
Maximum weeks: 4  
Required Graduation Level: Undergraduate

### **LEGAL STUDIES**

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General level: Civil law, Contract law, Civil Procedure, Commercial Law

### **LANGUAGE SKILLS**

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Fluent: English  
Basic: Polish (not necessarily)

**DO NOT MISS THE DEADLINE TO APPLY: 31st October 2009**

# Spain



**TRAINEESHIP ID : TN-ES/01**

**STEP Employer: FUNDECOR**

**City: Cordoba**

## GENERAL INFORMATION

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Organisation Type: Foundation

ELSA Group: ELSA Spain

## INFORMATION ABOUT THE TRAINEESHIP

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Tasks: Trainee will work four days a week and will help in the tasks such as negotiating deals with companies so that companies provide more traineeships for graduated students, counseling for the creation of new companies as well as helping LG/NG of ELSA concerning sponsorships and Internal relations.

Net salary: Equal to 360 Euro per month

## ADMINISTRATIVE INFORMATION

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Preferred Start Date:	02/11/2009
Preferred End Date:	31/12/2009
Minimum weeks:	8
Maximum weeks:	8
Required Graduation Level:	Undergraduated or Graduated

## LEGAL STUDIES

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General level:	Civil law, Contract law, Labour law, Administrative law
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## LANGUAGE SKILLS

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Fluent:	English
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Students that are fluent in Spanish or German or Russian are also preferred.

**DO NOT MISS THE DEADLINE TO APPLY: 18th October 2009**

## **TRAINEESHIP ID : TN-ES/02**

**STEP Employer: FUNDECOR**

**City: Cordoba**

### **GENERAL INFORMATION**

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Organisation Type: Foundation

ELSA Group: ELSA Spain

### **INFORMATION ABOUT THE TRAINEESHIP**

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Tasks: Trainee will work four days a week and will help in the tasks such as negotiating deals with companies so that companies provide more traineeships for graduated students, counseling for the creation of new companies as well as helping LG/NG of ELSA concerning sponsorships and Internal relations.

Net salary: Equal to 360 Euro per month

### **ADMINISTRATIVE INFORMATION**

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Preferred Start Date: 01/01/2010

Preferred End Date: 28/02/2010

Minimum weeks: 8

Maximum weeks: 8

Required Graduation Level: Undergraduated or Graduated

### **LEGAL STUDIES**

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General level: Civil law, Contract law, Labour law, Administrative law

### **LANGUAGE SKILLS**

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Fluent: English

Students that are fluent in Spanish or German or Russian are also preferred.

**DO NOT MISS THE DEADLINE TO APPLY: 25th November 2009**

## **TRAINEESHIP ID : TN-ES/03**

**STEP Employer: FUNDECOR**

**City: Cordoba**

### **GENERAL INFORMATION**

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Organisation Type: Foundation  
ELSA Group: ELSA Spain

### **INFORMATION ABOUT THE TRAINEESHIP**

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Tasks: Trainee will work four days a week and will help in the tasks such as negotiating deals with companies so that companies provide more traineeships for graduated students, counseling for the creation of new companies as well as helping LG/NG of ELSA concerning sponsorships and Internal relations.

Net salary: Equal to 360 Euro per month

### **ADMINISTRATIVE INFORMATION**

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Preferred Start Date: 01/03/2010  
Preferred End Date: 30/04/2010  
Minimum weeks: 8  
Maximum weeks: 8  
Required Graduation Level: Undergraduated or Graduated

### **LEGAL STUDIES**

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General level: Civil law, Contract law, Labour law, Administrative law

### **LANGUAGE SKILLS**

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Fluent: English

Students that are fluent in Spanish or German or Russian are also preferred.

**DO NOT MISS THE DEADLINE TO APPLY: 25th January 2010**

## **TRAINEESHIP ID : TN-ES/04**

**STEP Employer: FUNDECOR**

**City: Cordoba**

### **GENERAL INFORMATION**

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Organisation Type: Foundation

ELSA Group: ELSA Spain

### **INFORMATION ABOUT THE TRAINEESHIP**

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Tasks: Trainee will work four days a week and will help in the tasks such as negotiating deals with companies so that companies provide more traineeships for graduated students, counseling for the creation of new companies as well as helping LG/NG of ELSA concerning sponsorships and Internal relations.

Net salary: Equal to 360 Euro per month

### **ADMINISTRATIVE INFORMATION**

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Preferred Start Date: 01/05/2010

Preferred End Date: 30/06/2010

Minimum weeks: 8

Maximum weeks: 8

Required Graduation Level: Undergraduated or Graduated

### **LEGAL STUDIES**

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General level: Civil law, Contract law, Labour law, Administrative law

### **LANGUAGE SKILLS**

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Fluent: English

Students that are fluent in Spanish or German or Russian are also preferred.

**DO NOT MISS THE DEADLINE TO APPLY: 25th March 2010**

# Switzerland



**TRAINEESHIP ID : TN-CH/01**

**STEP Employer: Schellenberg Wittmer**

**City: Zürich**

## GENERAL INFORMATION

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Organisation Type: Law Firm

ELSA Group: ELSA Switzerland

## INFORMATION ABOUT THE TRAINEESHIP

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Tasks: Clarifying factual and legal questions as well as researching and drafting of legal memos.

Net salary: Equal to 2.000 Euro per month

## ADMINISTRATIVE INFORMATION

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Preferred Start Date:	01/01/2010
Preferred End Date:	30/04/2010
Minimum weeks:	8
Maximum weeks:	8
Required Graduation Level:	Graduated and postgraduated

## LEGAL STUDIES

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General level:	Civil law, Contract law, Tort law, Commercial law, Corporate law
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## LANGUAGE SKILLS

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Fluent:	English
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**DO NOT MISS THE DEADLINE TO APPLY: 1st December 2009**

# TRAINEESHIPS IN THE COUNCIL OF EUROPE

**City: Strasbourg**

## GENERAL INFORMATION ABOUT THE TRAINEESHIPS

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Required Graduation Level:	Undergraduate
Net salary:	Unpaid, but the Council of Europe will provide the recommendation letters for each trainee for the possible grant applications.
Accommodation	The list of possible accommodation places is available on <a href="http://www.elsa.org">www.elsa.org</a>

## POSSIBLE TRAINEESHIP DEPARTMENTS

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- |   |  |
|---|--|
| a) Parliamentary Assembly   | l) Directorate of External relations   |
| b) Internal Audit   | Department of Relations with International Organizations and Non-Member States |
| c) Secretariat of the Committee of Ministers  | m) Directorate of External relations   |
| d) Office of the Commissioner for Human Rights  | Protocol Department  |
| e) Registry of the European Court of Human Rights<br>Research and Library Division                  | n) Directorate of Strategic Planning   |
| f) Registry of the European Court of Human Rights<br>Case-law Information and Publications Division | o) Directorate of Legal Advice and Public<br>International Law                 |
| g) Registry of the European Court of Human Rights<br>Just satisfaction Division                     | p) Directorate of Communication  |
| h) Registry of the European Court of Human Rights<br>Legal Division                                 | q) Directorate General of Administration and<br>Logistics                      |
| i) Staff Committee  | r) Directorate General of Human Rights and<br>Legal Affairs                    |
| j) Congress of local and regional Authorities   |  |
| k) Directorate General of Democracy and Political<br>Affairs  |  |

## Ist TRAINEESHIP PERIOD: JANUARY-MARCH

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Application deadline: 15th September

## IIInd TRAINEESHIP PERIOD: APRIL-JUNE

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Application deadline: 15th November

## IIIrd TRAINEESHIP PERIOD: SEPTEMBER-DECEMBER

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Application deadline: 15th April

**DO NOT MISS THE APPLICATION DEADLINE FOR IIInd TRAINEESHIP:  
15th November 2009**

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The European Law Students' Association