

STEP

STEP Newsletter

September, I Edition, 2011

ELSA STEP Newsletter



elsa

The European Law Students' Association

Partner of ELSA International



Law . Tax

STEP is a Student 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 2 years 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 traineeship opportunities all over Europe and occasionally in the 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 and guidelines to how to fill in the application form, check <http://www.elsa.org/traineeships/howtoapply.html> or contact your Local ELSA Group. **Do not forget, the applications sent directly to the employers will not be taken into consideration.**

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Germany



TRAINEESHIP ID: TN-DE/01

STEP Employer: Pellon & Associados Europe LLP

City: Düsseldorf



GENERAL INFORMATION

Organisation Type:

Law Firm

ELSA Group:

ELSA Germany

DESCRIPTION OF THE EMPLOYER

Pellon & Associados Europe LLP is the European representative office of the Brazilian Law firm Pellon & Associados and as such serves a “bridge function“ between Latin America and Europe by aiding European (especially German) clients on their way to Brazil (and other Latin American countries) as well as vice versa. Aside from this, the firm offers cross-border legal services throughout Europe with a special focus on Germany, Austria, Portugal, Spain, Sweden and the UK. The Firm is active in all areas of commercial law, with a special focus on (international) trade and corporate law as well as intellectual property law.

INFORMATION ABOUT THE TRAINEESHIP

Tasks: The Trainee will assist the German and/or Brazilian lawyers with their respective legal work. He/she is free to choose preferred field of practice. In addition to this, the work is likely to involve tasks such as helping with the firm's newsletter, preparing workshops and similar events, co-authoring articles for legal journals, working on the firm's web-site and/or performing translation work. The trainee will be given chance to attend client meetings as well as court hearings.

Net salary: 200 € per month

ADMINISTRATIVE INFORMATION

Preferred Start Date: 1st November 2011
Preferred End Date: 22nd December 2011
Duration of the Traineeship: 7 weeks
Required Graduation Level: Undergraduate

LEGAL STUDIES

Advanced level: Civil Law; Commercial Law;
General level: Contract Law; Industrial & Intellectual Property Law; Private International Law; Civil Procedure; Corporate Law.

LANGUAGE SKILLS

Fluent: English, German, Portuguese or Swedish
Good: At least of another one of aforementioned.

INFORMATION ABOUT DÜSSELDORF

Düsseldorf is considered as one of the most modern German cities. Düsseldorf lies at the centre of the Lower Rhine basin, on a River delta, where the Düssel flows into the Rhine. Across the Rhine, the city of Neuss was built on the delta of the Erft river. Düsseldorf lies southwest of the Ruhr urban area, and in the middle of the Rhine-Ruhr metropolitan region. Düsseldorf is not only widely known as a centre of German advertising and fashion industries: in the last few years the city on the Rhine has become one of the top telecommunications centres in Germany. There are 18 internet service providers located in the capital of North-Rhine Westphalia. With two of the four big German providers of mobile frequencies, D2 Vodafone and E-Plus, Düsseldorf leads the German mobile phone market. Today, 671.000 people enjoy a modern living in the city.

DO NOT MISS THE DEADLINE TO APPLY: 15th September 2011

TRAINEESHIP ID: TN-DE/02

STEP Employer: Pellon & Associados Europe LLP

City: Düsseldorf

GENERAL INFORMATION

Organisation Type:	Law Firm
ELSA Group:	ELSA Germany

DESCRIPTION OF THE EMPLOYER

Pellon & Associados Europe LLP is the European representative office of the Brazilian Law firm Pellon & Associados and as such serves a “bridge function“ between Latin America and Europe by aiding European (especially German) clients on their way to Brazil (and other Latin American countries.)

INFORMATION ABOUT THE TRAINEESHIP

Tasks:	The Trainee will assist the German and/or Brazilian lawyers with their respective legal work. He/she is free to choose preferred field of practice. In addition to this, the work is likely to involve tasks such as helping with the firm’s newsletter, preparing workshops and similar events, co-authoring articles for legal journals, working on the firm’s web-site and/or performing translation work. The trainee will be given chance to attend client meetings as well as court hearings.
Net salary:	200 € per month

ADMINISTRATIVE INFORMATION

Preferred Start Date:	1st February 2012
Preferred End Date:	31st March 2012
Required Graduation Level:	2 months
Duration of the Traineeship:	Undergraduate

LEGAL STUDIES

Advanced level:	Civil Law; Commercial Law;
General level:	Contract Law; Industrial & Intellectual Property Law; Private International Law; Civil Procedure; Corporate Law.

LANGUAGE SKILLS

Fluent:	English, German, Portuguese or Swedish
Good:	At least of another one of aforementioned.

DO NOT MISS THE DEADLINE TO APPLY: 15th December 2011

Portugal



TRAINEESHIP ID: TN-PT/01
STEP Employer: Vallespir Advogados
City: Lisbon

GENERAL INFORMATION

Organisation Type:	Law Firm
ELSA Group:	ELSA Portugal

DESCRIPTION OF THE EMPLOYER

Vallespir Advogados Law Office premises are located in the business center of Lisbon. Excellent legal skills, personal commitment in the sense of the client and a creative, unconventional approach, are their expertise.

INFORMATION ABOUT THE TRAINEESHIP

Tasks:	The trainee will assist the lawyers on their tasks and on the office administration tasks. They will type legal minutes, study and help with legal paperwork. The Trainee will observe the basic running of the office and try to engage in it.
Net salary:	150 € per month

ADMINISTRATIVE INFORMATION

Preferred Start Date:	26th September 2011
Preferred End Date:	23rd October 2011
Duration of the traineeship:	4 weeks
Required Graduation Level:	Undergraduate

LEGAL STUDIES

Advanced level:	Tax Law; Industrial & Inheritance Law; Informational Technology Law; Insolvency Law; Property Law; Tort Law; Banking Law; Commercial Law; Corporate Law; Insurance Law; International Arbitration International Taxation; Mergers and Acquisitions; Competition Law; European Competition Law; European Economic Law.
General level:	Contract Law; Social Security Law; Administrative Law.

LANGUAGE SKILLS

Good:	English and/or Spanish
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INFORMATION ABOUT LISBON

Lisbon is the capital city of Portugal. Throughout the years, Lisbon has been the connection point between Portugal and Europe, as well as a bridge to the rest of the world. Its strategic localisation, by the sea, allies with a natural landscape of incomparable beauty. It is a cosmopolitan city that brings together old traditions and the new movements of the modern culture. It suits everybody, rich as it is in history, cultural life, opportunities, entertainment, and, also, quiet. Lisbon is home to nearly 2 million inhabitants and it is a great choice for international students and young people.

DO NOT MISS THE DEADLINE TO APPLY: 15th September 2011

Switzerland



TRAINEESHIP ID: TN-CH/02

STEP Employer: De Preux, Besso & Schmidt

City: Lausanne

GENERAL INFORMATION

Organisation Type:

Notary

ELSA Group:

ELSA Switzerland

DESCRIPTION OF THE EMPLOYER

De Preux, Besso & Schmidt is the civil law notary involved in real estate, company law, estate planning and management (including tax law.)

INFORMATION ABOUT THE TRAINEESHIP

Tasks:	Trainee will be responsible for drafting contracts, international estate management. Trainee will be assisting the board member by making useful and short legal research.
Net salary:	2400 CHF per month

ADMINISTRATIVE INFORMATION

Preferred Start Date:	1st February 2012
Preferred End Date:	31st March 2012
Duration of the Traineeship:	8 weeks
Required Graduation Level:	Graduated

LEGAL STUDIES

Advanced level:	Civil Law; Family and Inheritance law; Private International Law; Corporate Law.
General level:	Contract Law; Property Law; International taxation; Commercial Law; Comparative Law

LANGUAGE SKILLS

Fluent:	English
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INFORMATION ABOUT LAUSANNE

Lausanne is a city in Romandy the French-speaking part of Switzerland, and is the capital of the canton of Vaud. The seat of the district of Lausanne, the city is situated on the shores of Lake Geneva. It faces the French town of Évian-les-Bains, with the Jura mountains to its north-west. Lausanne is located 62 km northeast of Geneva. Its population of 125,885, making it the fourth largest city of the country, with the entire agglomeration area having over 330,000 inhabitants. Lausanne is very cultural and attractive city for the foreigners throughout the world.

DO NOT MISS THE DEADLINE TO APPLY: 15th December 2011

The Netherlands



TRAINEESHIP ID: TN-NL/01
STEP Employer: Wolf Legal Publishers
City: Oisterwijk

GENERAL INFORMATION

Organisation Type:	Publisher
ELSA Group:	ELSA Tilburn

DESCRIPTION OF THE EMPLOYER

Wolf Legal Publishers is a Publisher and legal research Institute, focusing on issues related to International (criminal) tribunals and comparative research.

INFORMATION ABOUT THE TRAINEESHIP

Tasks:	Trainee will be responsible to collect, research and analysing of legal documents. Furthermore, the Trainee will give report to the stuff, participate in the preparation of conferences/seminars. The Trainee will be also dealing with the power point presentations.
Net salary:	300 EUR per month

ADMINISTRATIVE INFORMATION

Preferred Start Date:	1st January 2012
Preferred End Date:	31st March 2012
Duration of the Traineeship:	3 months
Required Graduation Level:	Graduated

LEGAL STUDIES

Advanced level:	Public International Law; Criminal Procedure;
General level:	Constitutional Law; Environmental Law; Human Rights; Comparative Law; European Constitutional Law.

LANGUAGE SKILLS

Good:	English
Basic	French and/or German

INFORMATION ABOUT OISTERWIJK

Oisterwijk a city in the South of the Netherlands. Oisterwijk, The Pearl of Brabant, is a dynamic, green district council in Central Brabant. The district council is made up of the Oisterwijk and Moergestel cores and the community of Heukelom and boasts over 25.000 inhabitants. Oisterwijk is a hospitable and varied district council, where living and recreational activities are very much enjoyed by all. A district council surrounded by a great deal of natural beauty, of which the forests and fens enjoy national recognition, with plenty of possibilities on offer for extensive cycling or walking tours. The district council is also characterised by its extraordinarily extensive and thriving social life. Oisterwijk also boasts a facilities package which any medium sized town would be proud of. The centre of the Oisterwijk core offer tourists an attractive holiday climate as a result of its characteristic village core, a very attractive offering of shops and a wide range of catering establishments with cosy terraces.

DO NOT MISS THE DEADLINE TO APPLY: 25th October 2011

TRAINEESHIP ID: TN-NL/02
STEP Employer: Wolf Legal Publishers
City: Oisterwijk

GENERAL INFORMATION

Organisation Type: Publisher
ELSA Group: ELSA Tilburn

DESCRIPTION OF THE EMPLOYER

Wolf Legal Publishers is a Publisher and legal research Institute, focusing on issues related to International (criminal) tribunals and comparative research.

INFORMATION ABOUT THE TRAINEESHIP

Tasks: Trainee will be responsible to collect, research and analysing of legal documents. Furthermore, the Trainee will give report to the stuff, participate in the preparation of conferences/seminars. The Trainee will be also dealing with the power point presentations.

Net salary: 300 EUR per month

ADMINISTRATIVE INFORMATION

Preferred Start Date: 1st April 2012
Preferred End Date: 30st June 2012
Duration of the Traineeship: 3 months
Required Graduation Level: Graduated

LEGAL STUDIES

Advanced level: Public International Law; Criminal Procedure;
General level: Consitutional Law; Environmental Law; Human Rights; Comparative Law; European Constitutional Law.

LANGUAGE SKILLS

Good: English
Basic: French and/or German

DO NOT MISS THE DEADLINE TO APPLY: 25th January 2012

TRAINEESHIPS IN THE COUNCIL OF EUROPE

City: Strasbourg



GENERAL INFORMATION ABOUT THE TRAINEESHIPS

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 request. Special application form for these traineeships can be found at elsa.org .

POSSIBLE TRAINEESHIP DEPARTMENTS

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

TRAINEESHIP PERIOD: JANUARY - MARCH TN-CoE/01

Application deadline: 15th September

**DO NOT MISS THE APPLICATION DEADLINE FOR TN-CoE/01:
15th September 2011**

USA



TRAINEESHIP ID: TN-EI/01
STEP Employer: Butzel Long
City: Detroit



GENERAL INFORMATION

Organisation Type:

Law Firm

ELSA Group:

ELSA International

DESCRIPTION OF THE EMPLOYER

We are leading US Law Firm with over 170 lawyers and offices throughout Michigan and in strategic locations in New York, Washington DC, Meexico and China. The Firm's practice ranges from clients o the cutting edge of technology and innovation to traditional industrial and manufacturing giants. We also have special expertise with global trade and international bussiness issues. Since our foundation in 1854, we have maintained a direct focus on meeting clients needs throughout the world with creativity and superlative service.

INFORMATION ABOUT THE TRAINEESHIP

Tasks:	Trainee will acquire the following skills and knowledge related to the practice of law in the U.S: Knowledge and understanding of how a law office and its administration operate in the U.S; The ability to research corporations, to form corporations and to organize corporate books; The ability to prepare legal forms and applications; The ability to prepare text documents and spread sheets on the computer; The ability to communicate with clients.
Net salary:	400 USD per month

ADMINISTRATIVE INFORMATION

Preferred Start Date:	1st January 2012
Preferred End Date:	31st March 2012
Duration of the Traineeship:	12 weeks
Required Graduation Level:	Undegraduate

LEGAL STUDIES

Advanced level:	Civil Law; Contract Law; Private International Law; Commercial Law; Corporate Law
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LANGUAGE SKILLS

Fluent:	English
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INFORMATION ABOUT DETROIT

Detroit is the largest city in the U.S. state of Michigan and the seat of Wayne County. Detroit is a major port city on the Detroit River, in the Midwest region of the United States. Many of the area's prominent museums are located in the historic cultural center neighborhood around Wayne State University. Detroit is well known as a sport city and a nice place for studies.

DO NOT MISS THE DEADLINE TO APPLY: 25th September 2011

ELSA International

239, Boulevard Général Jacques

B-1050 Brussels, Belgium

Phone: +32-2-646-2626 Fax: +32-2-646-2923

E-mail: elsa@elsa.org

Website: www.elsa.org



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