



## Registration for Bar Associations

### 1. INTRODUCTION

The Legal Education Commission of the European Bars Federation (FBE) has created the **FBE Internship Programme** for young lawyers to facilitate practical training in European Law Firms within the FBE framework. The Participating Bar Associations could act in the Programme in a dual capacity, 1) sending Interns and/or 2) hosting Interns.

### 2. DESCRIPTION

The registration of an FBE Bar Association member entails an **annual commitment** to ensure the continuity of the Programme. However, it contemplates that the Bar Association may vary its role over subsequent years. This way the Bar Association could modify its role through a lessons-learned approach.

When the Participating Bar acts as a sending institution, it is responsible for:

- Carrying out a **previous selection procedure** to select Candidates among its members.
- Obtaining a **commitment letter of the selected Candidate/s** accepting the Terms and Conditions of the Internship Programme.
- Communicating to the FBE Legal Education Commission the **selected Candidates**.
- **Paying the expenses** of their selected Candidates (see Terms and Conditions).
- Maintaining regular **communication** with the Intern and the Host Law Firm.
- Designating a **supervisor of the program** to ensure a dispute resolution/complaints mechanism during the internship, whom the intern could contact.

When the Participating Bar acts as a hosting institution, it is responsible for:

- **Locating Law Firms** in their jurisdiction willing to act as Host Law Firms.
- Receiving a **commitment letter from the Host Law Firms** committing to provide the Interns with adequate resources for the development of the Internship as well as proper working conditions.
- **Monitoring** the proper development of the Internship.
- **Facilitating access to social and cultural activities** organized by the Participating Bar in the city of destination, if possible.



### 3. REQUIREMENTS FOR CANDIDATES AND LAW FIRMS

The lawyers who will be hosted by the Law Firm must comply with the following conditions:

- To be a lawyer of an **FBE Bar Association**.
- Be **under 35 years old**.
- Have **advanced knowledge of English** (level C1/C2) and/or a **good knowledge of the hosting country's official language** (level C1) for effective professional communication.

The Law Firm that will host the candidates must:

- Have the following **suggested practice areas**: Civil law, Criminal Law, Administrative Law, EU Law, Commercial Law, Labor Law, Tax Law, or ADR practice. The Law Firm could include other practice areas from the aforementioned.
- Designate a **mentor to supervise and evaluate the lawyer's internship**.

### 4. EXPRESSION OF INTEREST

Bar associations interested in participating in the FBE Internship Programme must send an email to the following address: [internacional@icam.madrid](mailto:internacional@icam.madrid). In the subject line of the e-mail, please indicate the name of the Bar Association and the internship name Programme "FBE Internship Programme".

The expression of interest must be accompanied by the following information:

- Role of the Bar Association for the current Programme:
  - Sending Institution
  - Hosting Institution
  - Sending and Hosting Institution
- Sign and attach the *Terms and Conditions* of the Programme.
- Whether insurance is available for incoming lawyers to cover potential accidents in the workplace.
- A copy of the Intern's insurance documentation (whether it has been provided by the Intern or by the Bar Association).
- Contact person, e-mail, and telephone number.