



European Lawyers' Programme 2015 **Candidate Information**

This document provides basic practical information about the European Lawyer's Programme. Details specific to the forthcoming year's Programme are to be found in Annexes A and B to this document. The information in this document is subject to change without prior notice. The European Lawyers Association reserves the right, without prior notice or motive, to cancel the organisation of the Programme.

1. Objectives of the Scheme and Introduction

The European Lawyers Programme (**ELP** or **Programme**) aims to give lawyers from across Europe an opportunity to have an introduction to a common law system, in particular the law of Scotland (in Edinburgh), and to experience at first hand how law is practised in that part of the United Kingdom.

The emphasis throughout the three months' Programme, which will run from **Tuesday 7 April to Friday 26 June 2015**, will be on the practical aspects of law and will include an induction period on Scots law and the operation of the Scottish legal system. It aims to contribute to continuing professional development by giving participants an understanding of one of the United Kingdom's legal systems, in respect of both public and private law. In addition to providing a professional and intellectual stimulus, the Programme will enable participants to meet with lawyers in Scotland and to network with other European lawyers on the Programme, for instance by sharing accommodation and socialising together. This aspect of the Programme contributes significantly to the creation of networks which are generally sustained long after participants have completed the Programme, in particular through membership of the European Lawyers Association (see below).

The Programme comprises:

- an introductory induction period of 9 days (from **Tue 7 April until Fri 17 April 2015**); and
- placement(s) with practising Advocates, Queen's Counsel and Court of Session/High Court Judges (from **Mon 20 April until Fri 26 June**).

As far as possible the placements are chosen to fit in with each participant's interests and/or specialism as demonstrated in their application form and CV.

Section 2 gives an overview of the Programme.

The European Lawyers Association. Registered in Belgium as an International Non-Profit Association ('*association internationale sans but lucratif*') internationale vereniging zonder winstoogmerk'



The European Lawyers Association is an alumni association of the European Young Lawyers Scheme (the predecessor of the European Lawyers Programme) and was set up in 1985 with a view to maintaining the professional and social contacts established during the programme, and to build upon and further develop these links with past and future participants and practitioners in the UK. It has around 450 members from 24 countries, and further information can be found at www.european-lawyers.org. Participants on the Scheme automatically receive an invitation to join the ELA while they are in the UK.

2. The Programme¹

The Programme enjoys the support and participation of the **Faculty of Advocates**, i.e. the Bar in Scotland.

Up to 12 lawyers will be selected to take part in this Programme.

Part 1: Induction Period - Faculty of Advocates Training Facility (9 days)

Tuesday 7 April – until Friday 17 April 2015

This period will be used to introduce all participants to the legal system of Scotland, to give context to what they will soon see in practice with their placements with Advocates, QCs and Judges. This induction period will include: an overview of the legal system and its history, including a description of the court structure and other institutions, an outline of civil and criminal procedure (including judicial review of administrative actions), the basics of various areas of “black letter” law such as contract, reparation, succession, land and constitutional law. The induction period will also be used to give participants a practical training in written and oral pleading in an adversarial legal system, as well as the opportunity to consider a comparative law treatment of commercial arbitration. Practical matters will also be addressed, such as, a tour of the Faculty’s library facilities, for subsequent use by the participants throughout their stay and providing access through the participants laptops to the Faculty’s electronic resources.

Part 2: Advocates’ placement (10 weeks)

Monday 20 April – until Friday 26 June 2015

Participants are attached to two members of the Faculty of Advocates (the Scots Bar) in Edinburgh, a Queen’s Counsel (Senior Counsel) and a Junior Counsel. There are opportunities to study the cases with which the advocates are concerned, to attend consultations with solicitors and clients, and to observe advocates as they appear before Courts and Tribunals. The advocates may also ask those assigned to them to do research and to assist in the preparation of legal opinions. Participants may also be assigned for a week to a Judge of the Court of Session, the highest court in Scotland. There are also occasional opportunities, depending on circumstances, for participants to accompany

¹ Please note that the Programme may be subject to changes/cancellation without prior notice.



advocates to London for cases being heard before the Supreme Court, the highest civil court of the United Kingdom.

3. European Lawyers Aptitude Test - Scotland

The European Lawyers Aptitude Test allows lawyers from countries of the European Union, Norway and Switzerland who are fully qualified in their own jurisdictions to qualify to practise in Scotland. Candidates may get advice directly from the International Officer of the Law Society of Scotland (26 Drumsheugh Gardens, Edinburgh EH3 7YR. Tel: +44 (0) 131 226 7411; Fax: +44 (0) 131 225 2934 e-mail: lawscot@lawscot.org.uk) or contact the ELA's general secretary, Sabrina Jenquin (Sabrina.jenquin@ed.ac.uk). The Society's website is at www.lawscot.org.uk.

4. Recruitment profile

Candidates for the European Lawyers Programme should normally:

- have successfully completed the academic stage of training (certification must be provided as part of each candidate's application);
- in the case of most countries, have completed any period of associate or partial practice necessary for full practising status;
- be currently working in a field of the law, ordinarily resident in the EU or currently working within the EEA;
- have attained a standard of English language competence broadly equivalent to Band score 7.00 on the International English Language Testing Service (IELTS); and
- Show a commitment to professional and social interaction with those participating in the Programme and with lawyers in Scotland.

All candidates must indicate their commitment to take time out of their career to pursue the Programme, and those assessing them will be looking for evidence of candidates' potential to become leaders in their field and future decision-makers.

5. Procedure for applications

All candidates must submit the following documents to their local European Lawyers Association representatives:

- a completed and signed Application Form;



- copies of relevant certification (university and/or professional qualification certificate, professional examination certificates: school leaving examination certificates are not required);
- a full up-to-date *curriculum vitae*; and
- two supporting references. These should be translated into English where originally written in any other language.

The Curriculum Vitae is an important component of an applicant's documentation and is used in a number of ways by the European Lawyers Association and the Programme administrator in Edinburgh:

- to supplement the information requested on the application form; and
- to assist in reaching an informed decision on the application to help to achieve placements in appropriate legal organisations.

It is therefore important that your CV reflects your areas of specialism and/or interest: for example, if you tell the Programme administrator that you are interested in a placement relating to contract law and there is no evidence in your CV of experience or interest in that field of law, it will not help your case.

Locally shortlisted candidates are invited to attend a selection interview in their home country. A panel (which normally consists of local representatives of the European Lawyers Association, and where possible a senior representative of the national professional regulatory body and others) uses the recruitment profile above to assess their suitability for the Programme. The interview, in whole or in part, may be conducted in English.

On the basis of documentation and performance at interview, recommended candidates' papers are forwarded to the Board of the European Lawyers Association, where the final selection is made. This selection aims to ensure that participants chosen for the Programme bring to it a range of nationalities, genders and backgrounds and experience which will support the networking aspects of the time spent together and encourage the sharing of different perspectives and views. In addition to those selected, a number of reserve participants are identified so that in the event of a first choice candidate having to withdraw from the Programme, the vacant place can be filled quickly.

6. Practical information

Annexes A and B provide specific information about the forthcoming Programme.

Preliminary arrangements Selected participants will be in regular contact with representatives of the European Lawyers Association throughout the period preceding the Programme in order for them to begin making all the practical arrangements for their time in the Scotland (e.g. all areas outlined below, plus preliminary reading, placements etc).



Residence Participants are expected to arrive in Edinburgh at the latest over the weekend before the Programme begins. It is a condition that the participants remain in the UK throughout the Programme.

Visa/Residence permit Please consult your local ELA representative for advice on visa requirements/regulations.

Medical clearance Almost all the countries represented on the Programme have Reciprocal Health Agreements with the United Kingdom, but the provisions of these vary from country to country, and all participants are advised to take out comprehensive medical insurance before the beginning of the Programme. It should be noted that dental treatment in the UK is expensive. Advice about registration with local doctors and other health-related matters is given to participants on arrival Edinburgh.

Accommodation Advice may be given to participants selected for the Programme on how to find suitable accommodation. However, this can be a difficult task, and participants are advised to start making enquiries as soon as they can. Contact details are circulated to enable participants, if they so wish, to communicate with one another with a view to exploring opportunities for sharing accommodation.

Privacy The European Lawyers' Association regards the lawful and correct treatment of personal information as important to the maintenance of confidence between it and those with whom it deals. We will ensure that our members, staff and those acting on our behalf who process personal information adhere to the principles of data protection.

European Lawyers Association



Timetable for the 2015 Programme

The timetable for recruitment and for the Programme itself is subject to changes.

2014/2015

Mid-Sept/Mid-Nov 2014	Local selection process, including advertisement, application, shortlisting and interview. The exact timetable for this is determined by the local representatives of the European Lawyers Association
Late Nov 2014	Deadline for receipt of shortlisted applications by the Board of the European Lawyers Association
Early Dec 2014	Final selection panel considers all applications on paper
Early/Mid Dec 2014	Local ELA representatives advised of the outcomes by the Board of the European Lawyers Association
Mid/Late Dec 2014	All candidates notified of the outcome of their applications by the local European Lawyers Association representatives
Early Jan 2015	All selected candidates sent formal acceptance letter by the Board of the European Lawyers Association
Early March 2015	Pre-departure communications

2015

Tue 7 April 2015	Programme begins
Fri 26 June 2015	Programme ends



Organisation & Costs

The European Lawyers Association will manage the selection of the candidates and the administration of the Programme (the European Lawyers' Association Programme Director will be present in Edinburgh to welcome and assist the participants). The Faculty of Advocates, in consultation with the European Lawyers Association will organise the placements with advocates and, if possible, placements with Judges.

Furthermore **Iterlegis**, a Spanish based international recruitment firm (please refer to www.iterlegis.es for further information) will be providing financial support to the ELA to cover certain organisational expenses.

As the Programme for the remainder is unfunded, the European Lawyers' Association expects that candidates have the requisite financial means to cover all living and accommodation expenses during their stay in Scotland. The candidates are strongly encouraged to seek financial support (sponsorship) for their accommodation costs and living expenses from their employer or other interested parties.

The estimated cost of living in Edinburgh amounts to £700-800 per month.

Candidates should note that:

- The above figures can be used as a guide to the minimum costs of living in Edinburgh; and
- Participants will not be paid a salary/stipend (nor reimbursed any expenses) by the European Lawyers Association or the Faculty of Advocates.





Dear Madam, Sir,

Call for Applicants - European Lawyers'

Programme 2015 – Edinburgh

Programme **Date:** **7** **April** **until** **26** **June** **2015**

The European Lawyers' Association (**ELA**)¹ is calling for applicants to apply for the European Lawyers' Programme 2015 (hereafter **ELP** or **Programme**) consisting of a three months' legal placement including an induction course in Scots law in Edinburgh, Scotland commencing on **Tuesday 7 April 2015**. The Programme is an (adapted) continuation of the British Council's 'European Young Lawyers Scheme' which ran successfully for over 30 years.

The course will consist of a 2 week introductory course on Scots law covering a wide range of legal subjects, followed by a 10 week practical placement with Scottish Advocates, Queen's Counsel and members of the Scottish judiciary (Judges of the Court of Session/High Court). The Programme will run from 7 April until 26 June 2015 (subject to final confirmation).

The ELA is looking for lawyers who are currently practising either in-house or in private practice and have been for at least two years and who are interested in gaining a practical legal experience in Scotland. The chosen candidates would be expected to take 3 months off from their current employment in order to attend the Programme in Edinburgh. The Programme enjoys the support and participation of the **Faculty of Advocates**, i.e. the Bar in Scotland, who (together with the ELA) will provide administrative & logistical support and organise the Programme placements with the Judges, Advocates and Queen's Counsel. **Iterlegis**² is the Programme's main financial sponsor and their support will enable the ELA to cover certain expenses³. The Programme provides a unique opportunity to gain hands-on legal experience in Scotland, expand your legal knowledge, build up relationships with other European lawyers and make long lasting contacts in the legal profession across Europe.

Twelve lawyers from different European countries will be selected to attend the Programme. Should you wish to apply for a place on the Programme, please submit an

¹The ELA was founded in 1985 by alumni of the British Council's European Lawyers' Scheme the predecessor of the ELP. Further details on the ELA can be found at www.european-lawyers.org.

²Iterlegis is a Spanish based international legal recruitment firm, further details on Iterlegis can be found at www.iterlegis.es.

³It should be noted that whilst the Programme is free to attend, the Programme is for the remainder unfunded and applicants are therefore expected to cover their own living expenses during their 3 month stay in Edinburgh.



application form and your CV to **internacional@icam.es** by no later than **November 20, 2015** accompanied by a motivation letter.

If your application is admitted, the selection process will take place in **Madrid** during the week commencing the 24 of november 2014 (you will be notified of the exact date/time). The selection process will include an interview which will be conducted in English.

For further details/information and to receive the application form please contact Department of international at internacional@icam.es or alternatively by phone on 914 369 900 / 917 889 380; Ext. 820 y 853

Applicants will be shortlisted at the latest by december.2014 and if selected, notified to attend an interview. Should you not hear back from us by [DATE] 2014, you should assume that your application has not been successful on this occasion.

We look forward to hearing from you.

Yours faithfully,

**European Lawyers Association
Selection Committee**

