

LXIII INTERNATIONAL COUNCIL MEETING

WORKING MATERIALS

Cologne, Germany

7th - 14th of April 2013

LXIII. International
Council Meeting
Cologne 2013



ELSA - living diversity

Corporate Partner of ELSA



Human Rights Partner of ELSA



LL.M. Partner of ELSA



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The European Law Students' Association

GENERAL INFORMATION

FOREWORD

Dear ELSA family and friends,

Four months have passed since we all met in the previous Council Meeting in the South-Eastern corner of our Network. Time has now come for us to meet in the heart of Europe - Cologne, Germany for the LXIII Council Meeting of ELSA.

Since the beginning of the current term the ELSA Network has been working on a very important topic – Strategic Goals 2018. There have been numerous officers from all corners of Europe - near and far - working on creating a plan that will be presented during the ICM Cologne. All those officers deserve a huge thank you for the pre-work! Now it's time to make the final decision and determine the path for our association for the upcoming 5 years. We will gather and deliberate based on the pre-work that can be found in these Working Materials and based on the upcoming 9 hours of workshops and presentations in the Plenaries. The future is for us to decide!

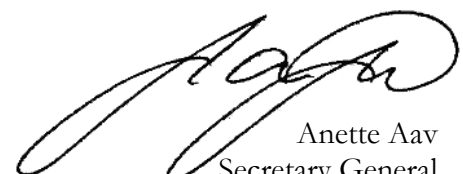
As you can also see from the upcoming pages, this ICM we will also dedicate a lot of time for updating and changes our regulations: Statutes, Standing Orders and Decision Book AA and S&C. Also, we will be spending one morning for Open Workshops – a new workshop construction that will enable officers to participate based on their interest in the chosen topics.

No different from any other Spring ICM, this ICM will bring us elections for the next International Board of ELSA. Having been one of those candidates a year ago, I would like to wish all the best of luck for the candidates. You will have an amazing and intense week ahead of you and 8 of you will enjoy a fun and exciting ride during term 2013/2014!

As the last point I will use the chance to share with you all, how Seriously Amazing colleagues, housemates, partners in “crime”, brothers & sisters I have found during this year. Dena, Federica, Corinna, Anders, Alpo, Vasco and Bartek – you have made my past months ELSA experience (and will make the upcoming last months) joyous, fun, enjoyable and a unique unforgettable once-in-a-lifetime event I will never forget. I could not have imagined anyone else next to me for that experience and I am truly grateful to have had the chance to experience it with you!

Dear ELSA family and friends, see you in Cologne!

On behalf of the International Board 2012/2013,



Anette Aav
Secretary General
ELSA International

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REMINDERS

General Reminder

If you really want to enjoy this ICM,

DO NOT FORGET THE FOLLOWING:

“Be prepared to speak and to speak be prepared!”

To be prepared for Workshops...

- Read these Working Materials from cover to cover;
- Read the minutes of at least the two previous ICMs;
- Read the Statutes and Standing Orders of ELSA International carefully;
- Read and bring with you a copy of the latest edition of the Decision Book;
- Bring your Marketing Materials so you can promote your events;
- Bring the One Year Operational Plan of the International Board of ELSA (OYOP 2012/2013).

To be prepared for the stay...

- Check out the ICM Website at <http://www.icm-germany.org/> and make sure you have taken note of all the Organising Committee's instructions;
- Make travel arrangements to be in Cologne, Germany in time for the opening of the ICM at 14.00 on Sunday 7th of April;
- Bring smart clothes for the Plenary sessions;
- Rehearse your performance for the ELSA VISION CONTEST!

To be prepared for being celebrated as a true legend...

- Consider being a Workshop Chair
- Consider being a Workshop Secretary;
- Consider being a Plenary Secretary;
- Consider hosting the IPM in Summer 2013;
- Consider hosting the IPM in Winter 2014
- Consider hosting the ICM in Autumn 2014;
- Consider running for the International Board 2013/2014;
- Consider running for the Internal Auditor of ELSA International 2013/2014.

To be prepared for the time of your life...

- Bring your national drinks!
- Bring good mood and happy smiles!
- Bring all your ELSA Spirit!

Deadlines for nominations

The deadline for nominations for:
INTERNATIONAL BOARD 2013/2014,
TWO AUDITORS AND VICE AUDITOR OF ELSA INTERNATIONAL 2013/2014,
is **Monday, April 8th 2013, 23.59**
and
The deadline for nominations for:
INTERNATIONAL PRESIDENTS' MEETING HOST SUMMER 2013,
INTERNATIONAL PRESIDENTS' MEETING HOST WINTER 2014
AND
COUNCIL MEETING HOST AUTUMN 2014
is **Tuesday 9th of April 2013 at 23:59**
and
for the deadline for nominations for:
COUNCIL GUESTS ICM Croatia 2013
is **Friday 12th of April 2013 at 23:59**

The Council Meeting Guide for fresh and experienced participants

What is a Council Meeting?

The Council represents the Members and Observers of ELSA and is the supreme decision-making body of ELSA whose decisions are binding on the International Board, Members and Observers of ELSA. A Council decision can only be overturned by a subsequent Council decision.

What is a Workshop?

The Workshops are for debate and discussion to allow more expedient decision-making in the Plenary.

In each ICM there are seven Workshops: one for each area. Each Workshop is supervised by the relevant International Board member and chaired by an experienced delegate.

The following Workshops will be held during the ICM:

Board Management, External Relations and Expansion (BEE) – supervised by the President of ELSA International and attended by National Presidents.

Internal Management (IM) – supervised by the Secretary General of ELSA International and attended by National Secretaries General.

Financial Management (FM) – supervised by the Treasurer of ELSA International and attended by National Treasurers.

Marketing (MKT) – supervised by the Vice President Marketing of ELSA International and attended by National Marketing officers.

Academic Activities (AA) – supervised by the Vice President Academic Activities and the Vice President Moot Court Competitions of ELSA International and attended by National AA officers.

Seminars & Conferences (S&C) – supervised by the Vice President Seminars & Conferences of ELSA International and attended by National S&C officers.

Student Trainee Exchange Programme (STEP) – supervised by the Vice President Student Trainee Exchange Programme of ELSA International and attended by National STEP officers.

Who is a Workshop officer?

There are four Workshop officers. They are the Chair, the Vice Chair and two Secretaries.

The task of the Chair is to conduct the Workshop in good order, to lead it together with the relevant member of the International Board of ELSA and to prepare and present the Workshop report to the Council.

The role of the Vice Chair is to assist the Chair and stand in for the Chair in the event of his or her absence.

The Secretaries are in charge of the minutes of the Workshop and of the preparation of all the documents that have to be submitted to the Council.

If you would like to be a Workshop officer, please contact the relevant member of ELSA International as soon as possible to volunteer. The elected Workshop officers are expected to attend a training provided by ELSA International on Sunday evening to acknowledge the detailed guidelines for your task.

Who is a Council Meeting officer?

There are from seven or more ICM officers. They are the Chair, the Vice Chair, two to four Secretaries, two or more Tellers, and three members of the Nominations Committee. The ICM officers ensure that some of the most important tasks in an ICM are carried out.

What is the role of the Chair of the Council Meeting?

The role of the Chair of the Council Meeting is to ensure that the Council Meeting agenda is respected and adhered to, to supervise and assist the other Council Meeting officers, to invite persons to address the Council, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to supervise the election process, to bring the meeting to order and to resolve any question concerning the procedure of the Council

Meeting. The role of the Vice Chair is to assist the Chair and stand in for the Chair in case of his or her absence.

What is the role of the Secretaries?

The role of the Secretaries in the Council Meeting is to take the minutes of the meeting. The Secretaries are responsible to the Secretary General of the International Board, and should always refer to him or her in case of difficulty.

What is the role of the Tellers?

The role of each Teller is to count the votes, compare the results of the counting process, and inform the Chair of the result. Tellers may not be voting delegates.

What is the role of the Nominations Committee?

The role of the Nominations Committee is to receive nominations for the elections and to announce the nominations to the Council.

Obligations of National Groups**Important information!**

In accordance with article 11.5 of the Statutes of ELSA, National Group's voting rights are suspended during an ICM, if the National Group has not entirely fulfilled its financial obligations towards ELSA International or has not submitted the **State of the Network Inquiry** (SotN Inquiry) to ELSA International.

Please address all **financial enquiries** concerning debts to the Treasurer of ELSA International in due time before the ICM at treasurer@elsa.org.

All SotN Inquiries must be thoroughly filled out and submitted in one questionnaire to ELSA International. Please make sure that the SotN Inquiry on behalf of your National Group is delivered 14 (fourteen) days before the ICM to facilitate the procedure during the ICM. If you need any clarifications regarding the SotN, please contact the Secretary General of ELSA International at secgen@elsa.org.

To be allowed to participate in the Council, the delegates representing a Member must be duly authorised to vote in Council on behalf of the Member and must therefore present to the Secretary General of the International Board the Letter of Authorisation signed by two (2) board members of their respective National Group. The Letters of Authorisation shall be accompanied with a list of Local Groups that are currently members and observers of the respective National Group. Also National Groups who have Observer status need to present the Letter of Authorisation in order to receive the presence card.

Call for the International Board 2013/2014



The European Law Students' Association

Do YOU want to take part in the development
of the ELSA Network?

Would YOU like to devote your knowledge
and skills to our Association?

Have YOU ever dreamt of living in
the ELSA House?

THIS IS YOUR OPPORTUNITY!

MAKE A DIFFERENCE FOR ELSA!

**RUN FOR
THE INTERNATIONAL BOARD
2013/2014!**

What is the role of the International Board?

The International Board is the supreme executive body of ELSA. The International Board's tasks are to represent ELSA, to carry out and be responsible for the day to day running and management of ELSA's fields of activity, to advance the aims and efficiency as well as execute and implement Council decisions.

President

The President is in charge of the overall co-ordination of ELSA work, execution of expansion, planning and direction of the work and communication of the International Board. The President is also the main contact person between ELSA International and externals, by representing ELSA International at official events and meetings, being responsible for maintaining contact and the flow of information to other students' associations and other organisations (NGOs and international institutions). The President shall also have the overview of all contacts to sponsors and supporters of ELSA International.

Secretary General

The Secretary General is responsible for directing, organising and maintaining the internal structure of the Association, and shall consequently be responsible for ensuring that decisions to this effect are implemented and respected by all ELSA groups. The Secretary General shall also be responsible for identifying any non-observance in this field, and shall make all the necessary resources available so as to correct any inconsistency. The Secretary General is also in charge of directing the work of the Council. One of the main responsibilities is to keep in contact with International Trainers Pool and organise training sessions throughout the Network as well as to develop the Human Resources and informational systems in the ELSA Network.

Treasurer

The Treasurer is in charge of the financial management of ELSA and is responsible for the accounting, property, and payments and for the arrangement of internal financial control. These tasks include budget control, budget making, accounting, bookkeeping and preparation of both interim accounts and final accounts of ELSA International. The Treasurer is the Chairman of the Board of Directors of the ELSA Development Foundation and additionally he or she is also working actively in the field of grants.

Vice President Marketing

The Vice President for Marketing is responsible for the supporting area of Marketing. The tasks include amongst others, the coordination of advertisement hunting for various brochures and publications and for the website, the overall responsibility of production and editing of Synergy, to produce internal presentation and marketing materials for the Key Areas, and to represent ELSA towards externals. One of the Vice President for Marketing's main responsibilities is also to co-ordinate and conduct market analysis and to define marketing strategies for all matters related to ELSA and its activities.

Vice President Academic Activities

The Vice President for Academic Activities is responsible for the overall planning, coordination and supervision of the Key Area of Academic Activities. This responsibility includes Legal Writing; coordinating Essay Competitions, Bridging Theory and Practice; Lawyers at Work events and Legal Debates. The Vice President for Academic Activities has also the responsibility, when called upon, to support and assist Local and National Groups in organising AA events in the Network as well as implementing Legal Education, Human Rights and the International Focus Programme in the activities of the Academic Activities as a Key Area.

Vice President Moot Court Competitions

The Vice President Moot Court Competitions is responsible for the overall planning, coordination and supervision of the ELSA Moot Court Competition on WTO law and the European Human Rights Moot Court Competition. This responsibility includes cooperation with the WTO and the Council of Europe, finding case authors, Panellists/Judges, promotion, team support, planning the venue, finding hosts for the various Regional Rounds, planning the Final Oral Rounds for both competitions. The Vice President Moot Court Competitions has also the responsibility, when called upon, to support and assist Local and National Groups in organising Moot Courts in the Network.

Vice President Seminars and Conferences

The Vice President for Seminars and Conferences is responsible for the Key Area of Seminars and Conferences. This responsibility includes the main responsibility of Study Visits, Institutional Study Visits, Seminars, Conferences and Law Schools in the Network. The Vice President for Seminars and Conferences is also responsible for implementing Legal Education, Human Rights and the International Focus Programme in the activities of the Seminars and Conferences as a Key Area.

Vice President Student Trainee Exchange Programme

The Vice President for the Student Trainee Exchange Programme is responsible for the Key Area of STEP. This includes co-ordination and supervising all the STEP related information from the Network and making the information and statistics available to it. The Vice President for the Student Trainee Exchange Programme also co-ordinates the implementation of international partnerships that are STEP related and actively seeks for additional opportunities of the traineeship programme and the International Focus Programme within the scope of STEP.

Procedure of the elections of the International Board

A person running for a position in the International Board must be nominated by a National Group, and seconded by another National Group. National Groups with Observer status cannot nominate or second nominations. It is possible to be nominated by one's own National Group, but common practice is that one is nominated by other National Groups.

The nominations must be handed in to the Nominations Committee by the set deadline for nominations to be able to run for the International Board. This deadline is set to midnight on the second day of the Council Meeting unless the Council decides to prolong the deadline.

The nominee shall prepare a personal presentation in writing and distribute this to the National Groups before midnight on the day before the Final Plenary session. The presentation shall include a personal CV, an ELSA CV and an Action Plan for the term in office. It is also recommended that the presentation includes a letter of motivation.

During the Candidate(s) Workshop, all the candidates will first present themselves and their candidature and after that there will be time to answer questions from the Workshop participants. If there are several persons running for the same board position, the nominees have to leave the Workshop room during the presentation of the other nominees.

During the Final Plenary the nominees are all given five minutes to present themselves and their candidature and 10 minutes to answer questions from the Council. If there are several persons running for the same board position, the nominees have to leave the room during the presentation of the other nominees for the same board position.

There may not be more than two persons with a substantial connection to the same Member on the International Board.

Transition

The elected International Board 2013/2014 has to be present in the ELSA House in Brussels from the 1st of July 2013 as the transition with the current International Board will start on this day. There will be no exceptions for arriving later than this date.

During the transition the International Board 2013/2014 will be taught the work on the international level, such as ICM preparations, day-to-day work for ELSA, responsibilities of the International Board, and of course how it is to live in Brussels for 13 months. However the transition will also be filled with social events and team-building sessions, as well as trainings.

Call for the Internal Auditors of ELSA International 2013/2014

The European Law Students' Association

Are you an accurate person and
fond of pressing for accuracy
especially if it concerns money?

Do you have a special interest in financial matters
as well as basic knowledge about accounting
and auditing?

If you answered “yes” to both of these questions,
do not hesitate to run for:

**AUDITOR OR
VICE AUDITOR
OF
ELSA INTERNATIONAL
2013/2014!**

What is the role of the Internal Auditor of ELSA International?

The Internal Auditors and the Vice Auditor are three neutral and independent persons who are proofing the accounts of ELSA International.

The Internal Auditors are elected by the Council during the spring International Council Meeting. The Internal Auditors' team consists of two Auditors and one Vice Auditor. The two Auditors are mainly responsible for controlling the Interim Accounts and the Final Accounts of their respective year they have been elected for; the Vice Auditor is only active if one of the Auditors is not able to fulfil his/her task.

The Internal Auditors are responsible for checking the documents and accounting in the headquarters of ELSA in Brussels twice a year, once for the Interim Accounts in February and another time for the Final Accounts after the term has ended in August or September.

What are the general responsibilities of the Internal Auditors?

- Travelling to Brussels twice a year in order to control the accounts of ELSA International and the ELSA Development Foundation;
- Writing the Internal Auditors' report about the auditing of ELSA;
- Presenting the Internal Auditors' report in the spring and the following autumn International Council Meetings.

What are the references/qualifications to become an Internal Auditor?

- Basic knowledge in accounting;
- Basic knowledge in auditing;
- A certain interest in financial matters;
- An impartial person not involved in ELSA International.

**Call for the International Council Meeting Host Autumn 2014 and the
International Presidents' Meeting Host Summer 2013 and Winter 2014**



The European Law Students' Association

**SUMMER IPM 2013
WINTER IPM 2014
AUTUMN ICM 2014**

Imagine the best ELSA experience ever!

Everything at one place - law students, perfectly organised workshops
and trainings!

Do you wonder how it feels to be the host of an international meeting
consisting of workshops, fun, joy, and amazing people from all over
Europe?

Did you think that this event can happen in YOUR country?

Do you want to have YOUR name written in the ELSA History?

This is it:

**APPLY FOR HOSTING
AN ICM OR AN IPM!**

SEE THE DRAFT AGREEMENTS ANNEXED TO THESE WORKING MATERIALS!

Memento

Your National Group is **NOT** eligible to vote in Plenary unless:

- 1) You have filled in the entire State of the Network Inquiry and handed it to the Secretary General of ELSA International and all debts due to ELSA International have been paid.

Please make sure the Secretary General of ELSA International has received the Inquiry of your National Group and confirm the debt situation with the Treasurer of ELSA International prior to the ICM.

- 2) You have delivered the Letter of Authorisation to the Secretary General of ELSA International. Please complete the Letter of Authorisation that was sent to all National Boards together with the ICM Working Materials.

This letter must include:

- The contact details of your National Group;
- The names of the delegates of your National Group who are allowed to raise the voting cards during voting;
- The names of all other delegates;
- The list of Local Groups that are currently members and observers of your National Group (please indicate which groups enjoy what status);
- Two signatures from the National Board members authenticating the letter.

Please note that this letter should be ready and handed in **BEFORE** the start of the Opening Plenary session if you wish to receive your voting cards/rights. Please make sure your letter is handed in to the Secretary General of ELSA International in good time.

Reporting Time

Every National Group must have a Head of Delegation. This person will be responsible for attending the Head of Delegation Meetings set by the OC and making sure that:

- delegates are on time, especially in the morning (if needed, wake them up);
- delegates are informed about all practicalities;
- delegates are summoned to discuss important issues raised in the workshops and in Plenary.

After the daily workshop session is over the National Groups will be granted reporting time (check ICM and Workshop timetables). The Head of Delegation is responsible for gathering the National Group. This is the moment when the delegation meets and discusses important matters brought up in the workshops and in Plenary. This is also the right moment to create a good spirit in your delegation, since you are supposed to work together in ELSA for one year and an ICM is the right place to create friendship inside your national team.

ELSA Vision Contest

Please be ready to prepare an act and/or a singing and dancing performance – represent your National Group in a glamorous and funny way. The ELSA Vision Contest will take place during one of the parties during the week. The International Board will be the jury for the event.

Joint Workshops

Remember that in these sessions your National Group can express only one vote, no matter how many people are present. Prepare and coordinate your delegation and appoint one person from your delegation to be your voting delegate in the respective workshops.

Open Workshops

Forum to discuss topics in based on the interest of participants, not traditional area distinction. Read all the workshop descriptions and choose the session that you find most interesting. Delegations are encouraged to send representatives to all the sessions.

Election of Host for the International Council Meeting Autumn 2014

The hosts for the next two upcoming ICMs have been appointed. The Autumn ICM 2013 will take place in Opatija, Croatia, organised by ELSA Croatia and the Spring ICM 2014 will take place in St Julian, Malta, organised by ELSA Malta.

If you are thinking about organising an ICM in your National Group in autumn 2014, this is the right moment to apply!

Prepare a proposal containing a draft programme and a draft budget, present it to the International Board and sign the agreement that you can find annexed to these Working Materials before the ICM, and you will have the opportunity to have a nice presentation in Plenary. The Council will then decide. So, do not hesitate – APPLY!

NOTE: For the sake of fairness, it is recommended that the materials of all candidates are distributed to the National Groups at the same moment, so please come prepared with your documents when the ICM starts.

Nominations and Election of Council Guests

The Council will also elect three Council Guests for the next Council Meeting. Nomination sheets will be available from the nominations committee. Council Guests are often elected amongst those people who have made a particular contribution to ELSA and who would not otherwise have the right to attend the following Council Meeting.

Plenary Presentations

In order to bring efficiency to the work at the Plenary, we hereby present some rules for National Groups that want to give Presentations during Plenaries:

- The demonstration of any presentations during the Plenary session will be up to the discretion of the Chair and Vice Chair;
- No presentations will be allowed if not matching the following criteria:
 1. Having a maximum length of 5 minutes;
 2. Be in accordance with ELSA's Principles;
 3. Be given to the Chair or the Vice Chair before 6 p.m. of the day before they are to be shown.
- The priority of acceptance will be as follows:
 1. Statutory Meetings Presentations;
 2. International Area Meetings (non-statutory);
 3. Training Events;
 4. ELSA Core Activities events;
 5. Social Events;
 6. Others.

Finger rules for Workshops

These “finger rules” as you can find below intend to make the job of the Chair easier, to make sure the discussions are as effective as possible with a logical flow and order.

The theory behind the finger rules is simple; you indicate what you want to state by using one of the following gestures:

- One finger:** New idea/topic
Two fingers: Reply/comment
Three fingers: End the discussion – it’s not useful
Pinky: Technical remark (e.g. “open the window” or “the text is too small”)
Finger with scissor: Remove/cut from speakers’ list.
Thumbs up/down: Show immediate feedback to a statement, instead of asking for the word to only say “I like xxx’s idea” or “I don’t like xxx’s idea”.

The priorities of the gestures go in the following order: pinky, three, two and one in descending order. With this system the Chair can easier moderate the discussions.



DRAFT TIMETABLES AND AGENDAS**ICM TIMETABLE****Plenary Timetable**

ICM Cologne								
Draft Timetable								
Time	Sun 7th	Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th	Sat 13th	Sun 14th
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30								
09:00								
09:30								
10:00	Workshop A	Workshop B	Workshop A	Workshop B	Transport	Open Workshops A	Open Workshops B	Workshop A
10:30								
11:00								
11:30								
12:00	Letters of A. & Payments	Lunch	Lunch	Lunch	Break	Lunch	Lunch	Lunch
12:30								
13:00								
13:30								
14:00	Opening Plenary	Workshop A	Workshop B	Workshop A	Workshop B	Mid Plenary	Sightseeing**	Panel Discussion
14:30								
15:00								
15:30								
16:00	Opening Workshops	Reporting*	Reporting*	Area Dinner***	Reporting*	Dressing time	Transport	Dinner
16:30								
17:00								
17:30								
18:00	HoD	Dinner	Dinner	Dinner	Gala Ball	Party	Party	Party
18:30								
19:00								
19:30								
20:00	Dinner	Preparation time	Preparation time	Preparation time	Preparation time	Party	Party	Party
20:30								
21:00								
21:30								
22:00	Party	Party	Party	Party	Party	Party	Party	Party
22:30								
23:00								
23:30								

- * Reporting time may last longer. Dinner is served until 21.00
- ** Specific plan of sightseeing can be found on the ICM web-page <http://www.icm-germany.org/participants/sightseeing/>

Draft Agenda**Opening Plenary, Sunday, 7th April 2013**

- Morning Arrival and registration of the participants
- 13.00 **Payments due to ELSA International, delivery of Letters of Authorisation**
- 14.00 **Introduction of the International Board 2012/2013**
Philipp Gnatzy & Lisa Iwersen, Heads of Organising Committee
- 14.10 **Opening of the Council Meeting by the President of ELSA International**
Bartosz Balewski
- 14.15 **Presentation of the Directors and Assistants of ELSA International**
Bartosz Balewski
- 14.25 **Welcoming of Council Guests and Externals**
Bartosz Balewski
- 14.35 **Presentation and information by the Organising Committee of the Council Meeting**
Philipp Gnatzy & Lisa Iwersen, Heads of Organising Committee
- 14.45 **Presentation of ICM Sponsors and Partners**
Philipp Gnatzy & Lisa Iwersen, Heads of Organising Committee
- 15.00 **Announcement of the list of votes by the Secretary General of ELSA International**
Anette Aav
- 15.15 **Reading out the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II)**
Anette Aav
- 15.20 **Election of the Chair of the Plenary**
Anette Aav
- 15.30 **Election of the other Plenary officers: Vice Chair, two to four Secretaries, the tellers, three members of the nominations committee**
Chair
- 16.00 **Approval of the Council Meeting Agenda and presentation of the Council Meeting structure**
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- Chair
- 16.20 **Approval of the Minutes of the LXII International Council Meeting in Batumi, Autumn 2012**
Chair
- 16.30 **Report from the XLVI International Presidents' Meeting in Yalta, Ukraine**
Chair of the International Presidents' Meeting in Yalta
- 16.40 **Presentation of the Workshops during the ICM by members of ELSA International**
Chair and the members of International Board
- 17.00 **Information regarding the Officers' and Freshers' Training**
Anette Aav
- 17.10 **End of Plenary session**

Mid-Plenary, Wednesday, 10th April 2013

- 10.00 **Revision of the list of votes**
Anette Aav
- 10.20 **Information from the Organising Committee**
Organising Committee
- 10.25 **Announcement of Nominations**
Nominations Committee
- 10.30 **Presentation and approval of the Joint BEE, IM and FM Workshop related proposals**
Chair and Workshop Chairs
- 11.30 **Presentation and approval of the FM Workshop related proposals**
Chair and Workshop Chair
- 11.45 **Proposed revision of Budget of ELSA International 2012/2013**
Alpo Olavi Lahtinen, Chair of the FM Workshop
- 12.15 **Presentation by the Council of Europe**
- 12.30 **Lunch Break**
- 14.30 **Revision of the list of votes**
Anette Aav
- 14.40 **Proposed Budget of ELSA International 2013/2014**
Alpo Olavi Lahtinen, Chair of the FM Workshop
- 15.40 **Presentation and approval of the MKT Workshop related proposals**
Chair and Workshop Chair
- 15.50 **Presentation and approval of the AA Workshop related proposals**
Chair and Workshop Chair
- 16.05 **Presentation and approval of the S&C Workshop related proposals**
Chair and Workshop Chair
- 16.20 **Presentation of the Partners of ELSA International**
Bartosz Balewski
- 16.30 **Q&A ELSA International**
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- Chair
- 17.30 **Observership application ELSA Luxembourg a.s.b.l.**
Chair, Chair of the Joint BEE, IM and FM Workshop, representatives of ELSA Luxembourg a.s.b.l.
- 17.40 **Q&A Observership application ELSA Luxembourg a.s.b.l.**
Chair, representatives of ELSA Luxembourg a.s.b.l.
- 17.50 **Observership application of Armenian Young Lawyer- Researchers' Association**
Chair, Chair of the Joint BEE, IM and FM Workshop, representative of Armenian Young Lawyer- Researchers' Association
- 18.00 **Q&A Observership application of Armenian Young Lawyer- Researchers' Association**
Chair, representative of Armenian Young Lawyer- Researchers' Association
- 18.10 **Membership application ELSA Ireland**
Chair, Chair of the Joint BEE, IM and FM Workshop, ELSA Ireland
- 18.20 **Q&A Membership application ELSA Ireland**
Chair, ELSA Ireland
- 18.30 **Presentation of voting procedure**
Chair, Anette Aav
- 18.35 **Handing out ballot sheets**
Anette Aav
- 18.40 **Break**
- 18.50 **Casting of the votes**
- 19.00 **Presentation of ALSA**
Melinda Mae Lopus
- 19.15 **Presentation of Strategic Goals 2018**
Bartosz Balewski, Chair of the BEE workshop
- 19.30 **Presentations**
- 20.00 **End of Plenary Session**
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Final Plenary, Saturday 13th April 2013

- 10.00 **Revision of the List of Votes**
Anette Aav
- 10.10 **Announcement of Nominations**
Nominations Committee
- 10.15 **Presentation and approval of the STEP Workshop Report and related proposals and recommendations**
Chair and STEP Workshop Chair
- 10.25 **Presentation and approval of the AA Workshop Report and recommendations**
Chair and AA Workshop Chair
- 10.35 **Presentation and approval of the S&C Workshop Report and recommendations**
Chair and S&C Workshop Chair
- 10.45 **Presentation of the outcome of the ELSA Day**
Federica Toscano
- 10.55 **Presentation and approval of the Final Account of ELSA Development Foundation 2011/2012**
Chair, Alpo Olavi Lahtinen and the FM Workshop Chair
- 11.05 **Report from the International Board 2011/2012**
Chair, representative of the International Board 2011/2012
- 11.15 **Relief of Responsibility of International Board 2011/2012**
Chair
- 11.20 **Handing out ballot sheets**
Anette Aav
- 11.25 **Break**
- 11.35 **Casting of the votes**
- 11.40 **Presentation and approval of the MKT Workshop Report and recommendations**
Chair and Workshop Chair

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- 11.50 **Presentation and approval of the Interim Accounts 2012/2013 and Auditors Report**
Alpo Olavi Lahtinen, Auditors and FM Workshop Chair
- 12.05 **Presentation of the ELSA Development Foundation Interim Accounts 2012/2013 and Auditors Report**
Alpo Olavi Lahtinen, Auditors and FM Workshop Chair
- 12.20 **Presentation and approval of the FM Workshop Report and related proposals and recommendations**
Chair and FM Workshop Chair
- 12.30 **Presentation and approval of the IM Workshop Report and related proposals and recommendations**
Chair and IM Workshop Chair
- 12.40 **Presentation and approval of the proposals on Strategic Goals 2018**
Chair and Workshop Chairs
- 13.30 **Lunch Break**
- 14.30 **Revision of the List of Votes**
Anette Aav
- 14.35 **Presentation and approval of the BEE Workshop Report and proposals and recommendations**
Chair and Workshop Chair
- 14.50 **Presentation of the IPM Host Candidate(s), Summer 2013**
Chair and Candidate(s)
- 15.00 **Questions and Answers to the IPM Host Candidate(s), Summer 2013**
Chair and Candidate(s)
- 15.10 **Presentation of the IPM Host Candidate(s), Winter 2014**
Chair and Candidate(s)
- 15.20 **Questions and Answers to the IPM Host Candidate(s), Winter 2014**
Chair and Candidate(s)
- 15.30 **Presentation of the ICM Host Candidate(s), Autumn 2014**
Chair and Candidate(s)
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- 15.40 **Questions and Answers to the ICM Host Candidate(s), Summer 2014**
Chair and Candidate(s)
- 15.50 **Presentation of the Council Guests for the Spring ICM 2013**
Nominations Committee
- 15.55 **Presentation of the Candidates for International Board 2013/2014**
Chair
- 18.30 **Presentation of the Candidates for Auditors and the Vice Auditor of ELSA
International 2013/2014**
Chair
- 19.00 **Presentation of the voting procedure**
Chair
- 19.05 **Handing out ballot sheets**
Anette Aav
- 19.10 **Casting of the votes**
- 19.10 **Presentation of International Internal Meetings**
Organising Committees
- 19.15 **Presentation time**
- 19.45 **Announcement of the results of the elections**
Chair
- 19.50 **Miscellaneous**
- 20.00 **Closing of the LXIII**
Bartosz Balewski

**BOARD MANAGEMENT, EXTERNAL RELATIONS AND
EXPANSION WORKSHOP****Timetable**

Time	Sun 7th	Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th	
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
08:30							
09:00							
09:30		BEE, AA, S&C, STEP: Strategic Goals 18'	BEE, IM, FM: Applications	Transport	Open Workshops	Candidates workshop	
10:00			BEE, IM, FM: Proposals 2			Mid Plenary	BEE & S&C: ELSA Day
10:30			BEE, FM, MKT: Budget 2013/2014				Misc&closing
11:00			BEE, FM: Budget rev. 2012/2013			Lunch	Break
11:30		Letters of A. & Payments	Lunch	Lunch	Break	Lunch	Lunch
12:00							
12:30		Opening Plenary	BEE, AA, S&C, STEP: Strategic Goals 18'	Lunch	Break	Lunch	BEE, FM: Interim Accounts
13:00							
13:30							
14:00							
14:30	BEE, IM, FM: Proposals 1		Training	Mid Plenary	Sightseeing**	Panel Discussion	
15:00							
15:30	Opening Workshops		Reporting*	Reporting*	Area Dinner***	Professional Skills Workshops and Sponsor's Fair	
16:00							
16:30	Officers & Freshers		Dinner	Dinner	Dinner	Reporting*	
17:00							
17:30	HoD	Dinner	Dinner	Dinner	Dressing time		
18:00							
18:30	Dinner	Preparation time	Preparation time	Preparation time	Transport		
19:00							
19:30	Party	Party	Party	Party	Party	Gala Ball	
20:00							
20:30							
21:00							
21:30							
22:00							
22:30							
23:00							
23:30							

- * Reporting time may last longer. Dinner is served until 21.00
- ** Specific plan of sightseeing can be found on the ICM web-page <http://www.icm-germany.org/participants/sightseeing/>

Preparations and reminders for the Board Management External Relations and Expansion Workshop

In order to actively participate and contribute to the Workshops, please, don't forget to:

- Please prepare a written Activity Report and sent it to BEE mailing list beforehand;
- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXII Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 37th Edition, especially part dedicated to Board Management, External Relations and Expansion;
- Read the Minutes of the BEE Workshop in the LXI Council Meeting in Algarve and LXII Council Meeting in Batumi; You can download them from:
ICM Algarve: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_I_Algarve.pdf
ICM Batumi: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_II_Batumi.pdf
- Read the minutes from IPM Paris and IPM Yalta;
- Read the One Year Operational Plan (OYOP) of ELSA International 2012/2013;

Links to these documents can be found from the same e-mail as these Working Materials. Please read them carefully. This is of great importance for the discussions and outcome of the Workshop sessions.

Please read this draft agenda carefully. Should you need any clarifications, please do not hesitate to contact the President of ELSA International at president@elsa.org.

Please use the BEE mailing list (ELSA-BEE@LISTSERV.ELSA.ORG) and start a discussion before the LXIII Council Meeting.

Welcome to the BEE Workshop!

Yours,
Bartosz Balewski

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Draft Agenda

Sunday, 7th April 2013 (17.30 – 20.00)

17.30 – 18.30

Opening Workshop

Aims:

To elect the Workshop Officers and approve the draft Agenda; to get to know each other and everyone's expectations for the week ahead.

Means:

- Opening of the Board Management, External Relations and Expansion Workshop
- Presentation of the tasks of the Workshop Officers
- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable: Expectations of the participants

18.30 – 20.00

Officers' Trainings

Aim:

To train Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. Workshop Chairs, Secretaries, Tellers and Nomination Committee will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International

18.30 - 20.00

Introductory Workshop for Freshers

Aim:

To give a general overview of ELSA, the International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this Workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To get answers to the questions arising

Monday, 8th April (09.30 – 12.30)

09.30 – 12.30

Joint Workshop BEE, AA, S&C and STEP: Strategic Goals '18**Aims:**

To prepare proposal of the Strategic Goals 2018

Means:

- Presentation of the proposal submitted by International Presidents' Meeting Yalta
- Presentation of the amendments to the proposal
- Discussion on the proposal and amendments
- Voting's on the amendment and upon recommendation of the proposal for the Council

Comments:

This Workshop is a final preparation of the proposal of the Strategic Goals 2018. Workshop is a joint of Presidents and Key Areas officers, because without involvement and ideas of these people will be impossible to create the Strategic Goals which will be widely recognised and accepted.

During the Workshop will we go through the Operational Goals which were prepared by the participants of the International Presidents' Meeting Yalta and will decided on these ones which we would like to keep as a final proposal from the workshop.

Preparations:

Please read the proposal of the Strategic Goals 2018 on page 209 and the input papers on pages 242 and 247.

12.30 – 13.30

LUNCH

Monday, 8th April (13.30 – 18.30)

13.30 – 16.30

Joint Workshop BEE, AA, S&C and STEP: Strategic Goals '18**Aims:**

To prepare proposal of the Strategic Goals 2018

Means:

- Presentation of the proposal submitted by International Presidents' Meeting Yalta
- Presentation of the amendments to the proposal
- Discussion on the proposal and amendments
- Voting's on the amendment and upon recommendation of the proposal for the Council

Comments:

This Workshop is a final preparation of the proposal of the Strategic Goals 2018. Workshop is a joint of Presidents and Key Areas officers, because without involvement and ideas of these people will be impossible to create the Strategic Goals which will be widely recognised and accepted.

During the Workshop will we go through the Operational Goals which were prepared by the participants of the International Presidents' Meeting Yalta and will decided on these ones which we would like to keep as a final proposal from the workshop.

Preparations:

Please read the proposal of the Strategic Goals 2018 on page 209 and the input papers on pages 242 and 247.

16.30 – 18.30

Joint Workshop BEE, IM and FM: Proposals**Aim:**

To discuss the proposals by ELSA International and National groups for the Statutes and Standing Orders of ELSA.

Means:

- Presentation of the proposals
- Discussion
- Voting on proposals

Preparations:

Read the proposals by ELSA International on pages 157, 159, 160 and 161.

Read the Statutes amendment proposals by ELSA Denmark starting from page 211, 213, 215, 217, 221, 222, 223, 224, 225, 226 and 227.

Tuesday, 9th April (9.30 – 13.30)

9.30 – 10.30

Joint Workshop BEE, IM and FM: Membership and Observership applications

Aims:

To present and discuss the Membership application of ELSA Ireland.

To present and discuss the Observership application of ELSA Luxembourg a.s.b.l.

To present and discuss the Observership application of Armenian Young Lawyer- Researchers' Association

Means:

- Introduction by ELSA International
- Presentation of the application by ELSA Ireland
- Q&A to ELSA Ireland
- Presentation of the application by ELSA Luxembourg a.s.b.l.
Presentation of the application by Armenian Young Lawyer- Researchers' Association
- Voting on the recommendation of the application

Preparations:

Please read the Membership application of ELSA Ireland starting from page 285.

Please read the Observership application of ELSA Luxembourg a.s.b.l. starting from page 252.

Please read the Observership application of Armenian Young Lawyer- Researchers' Association starting from page 275.

10.30 – 11.30

Joint Workshop BEE, IM and FM: Proposals 2**Aim:**

To discuss the proposal by ELSA Austria to appoint a committee of enquiry.

Means:

- Presentation of the proposal by ELSA Austria
- Discussion
- Voting on the proposal

Preparations:

Read the proposal by ELSA Austria starting from page 228.

11.30 – 12.30

Joint Workshop BEE, FM & MKT: ELSA International budget for 2013/2014**Aims:**

To present the annual budget of ELSA International for the term 2013/2014; to discuss on the concept of the Members' Magazine Synergy.

Means:

- Presentation of the Financial implications of the Synergy Magazine by ELSA International
- Presentation of the dual proposal of the budget of ELSA International for 2013/2014 by ELSA International
- Discussion
- Voting on choosing the proposal of the budget of ELSA International for 2013/2014

Preparations:

Read the proposal for the budget of ELSA International 2013/2014 on page 340.

Read the input paper regarding the Synergy Magazine on page 232.

12.30 – 13.30

Joint Workshop BEE & FM: ELSA International budget for 2013/2014 and revision of budget for 2012/2013**Aims:**

To present the proposal regarding the Fees section of the Decision Book; to present the proposal for the budget of ELSA International for the term 2013/2014; to present the proposal for the revision of the budget of ELSA International for the term 2012/2013.

Means:

- Presentation of proposal FM 01/13 I by ELSA International
- Discussion
- Voting
- Presentation of the proposal of the budget of ELSA International for 2013/2014 by ELSA International
- Discussion
- Voting
- Presentation of the proposal on the revision of the budget of ELSA International for 2012/2013 by ELSA International
- Discussion
- Voting

Preparations:

Read the proposal FM 01/13 I on page 164.

Read the proposal for the budget of ELSA International 2013/2014 on page 340.

Read the proposal for revision of the budget of ELSA International 2013/2014 on page 337.

13.30 – 14.30

LUNCH**Tuesday, 9th April 2013 (14.30 – 18.30)**

14.30 – 18.30

Training: Implementation of the Strategic Goals**Mean:**

- Training is provided by an ITP trainer.

Comment:

Aim of the training is to enhance skills of the National Presidents needed when communicating the new Strategic Goals as well as motivating officers to work on them. The biggest challenge for the Presidents is to supervise and enforce the implementation process of the Strategic Goals. Aim of this training is to enhance the skills connected to motivation and management of the Board.

Thursday, 11th April (9.30 – 12.30)

9.30 – 12.30

Open workshop 1: Non-political status of ELSA**Aims:**

To present the current non-political status of ELSA and its guidelines. To analyse the different realities regarding the non-political status of our association in different national and local groups. To inform about similar and dissimilar status of other youth organisations and students' associations. To discuss the impact of the non-political status in ELSA's activity. To discuss the future of the status.

Means:

- Presentation by ELSA International
- Q&A
- Open discussion
- Conclusion

Comment:

The non-political status of ELSA is one of the corner stones of our association. Despite of its central importance, especially, when it comes to its implementation in the local level, through our activities and projects, during the last years no serious discussion regarding this topic was taken during Council Meetings. Having in mind that ELSA keeps growing in the number of members, groups and activities, it seems necessary to raise a discussion about the non-political status for its better understanding. Do ELSA officers perceive this status in the same way in the 41 countries

of ELSA? What should be done to implement it properly? How is the non-political status seen in other youth organisations? All these questions will be addressed. The participants in this session will have the chance to discuss the topic, give their ideas and especially, agree on the better method to assure that the non-political status of ELSA is understandable to our members and in the way we act.

9.30 – 12.30

Open Workshop 2: You in ELSA – public awareness and responsibilities as an ELSA Officer

Aims:

To discuss public awareness of ELSA and your responsibilities as an ELSA Officer promoting a positive image of the Association. To raise awareness of the difference of the internal and external corporate behaviour as an ELSA officer. To discuss the opportunities and threats of social media and ELSA officers activities over internet. To raise the discussion of a possible code of conduct for ELSA.

Means:

- Introduction by ELSA International
- Discussion: Corporate behaviour responsibilities as an ELSA Officer
- Internal vs. external – what kind of image do we want to promote as ELSA Officers?
- You and Social Media – threats and opportunities in your role as an ELSA Officer
- Discussion: should ELSA have policy documents or codes of conduct?
- Final discussion and conclusion

Comments:

ELSA officers have a great responsibility creating a positive image of our association. ELSA officers are an important factor creating public awareness of our Association and a corporate behaviour is a must in the daily work as an officer. Social Media creates opportunities for ELSA officers to interact and to stay in touch with each other, but also a threat relating to our members and what is shown in public on e.g. Facebook. ELSA Officers are the living advertisements for ELSA and affects the image of ELSA to a great extent.

Preparations:

Think of your role and your responsibilities in the ELSA Network as an Officer. Think of how you act through social media and how you think we can improve our corporate behaviour in this field. Try to bring examples of situations when you think that ELSA officers' behaviour could have been more in line with what image we want to promote. Come with an open mind and be ready to discuss these issues with other ELSA Officers!

9.30 – 12.30

Open Workshop 3: Strategic Planning in ELSA

Aim:

To make ELSA members acquainted with the Strategic Planning in the ELSA

Means:

- Presentation the proposal of the Strategic Goals 2018
- Discussion about the implementation of the Strategic Goals in ELSA

Comments:

Term 2012/2013 is clearly marked by the work on the Strategic Goals. From the very beginning, International Board and many other officers in the Network were preparing grounds for the next Strategic Plan for ELSA. Throughout the different analysis, members of the Working Group on the Strategic Goals were reaching important conclusions regarding the status quo of our association. With the result of this preparatory work, National Presidents and other officers gathered in Yalta, for International Presidents' Meeting in order to prepare the proposal of the next Strategic Goals for ELSA.

In Yalta after three days of workshops dedicated to Strategic Planning, endless discussions and enormous efforts, participants unanimously voted the proposal of the new goals. Proposal can be found on page 209. Proposal consists of six Focus Areas and set of the Strategic Goals under each of them. That structure were developed during the IPM and voted as a most suitable for ELSA and its needs. Participants of the IPM believe that Strategic Goals 2018 have to be different then current ones in order to ensure successful implementation.

Proposal made by the IPM from the very beginning was not complete. Participants of the meeting decided that after the event will prepare set of the Operational Goals, which will be, propose as the amendment. Input paper with the Operational Goals can be found on page 242.

While conducting all the work on evaluation of current and preparation of the next Strategic Goals, conclusion related to lack of awareness on Strategic Planning in ELSA has been reached. Therefore, International Board decided to dedicate one of the open workshops to Strategic Planning in ELSA. During these sessions all the participants will have an opportunity to discuss importance and value of Strategic Goals in daily work of our association.

Without feedback from the National and Local officers from different areas is impossible to handle process of implementation of the Strategic Goals properly. This Workshop increase awareness about Strategic Planning in ELSA, and present the proposal of the Strategic Goals 2018 to wide audience before final plenary. Moreover, should give as a conclusion regarding the best ways of implementation of the plan in ELSA's activity on the all levels.

12.30 – 13.30**LUNCH**

Thursday, 11th April (13.30 – 13.30)

13.30 – 14.30

Joint Workshop BEE and FM: EDF Final Accounts 2011/2012 and relief of responsibility of International Board 2011/2012**Aims:**

To present the Final Accounts of EDF for 2011/2012; to discuss on the relief of responsibility of International Board 2011/2012.

Means:

- Presentation of Final Accounts of EDF for 2011/2012 by ELSA International
- Presentation of the Auditors' Report concerning the Final Accounts of EDF for 2011/2012 by the auditors
- Discussion
- Voting
- Discussion on the relief of responsibilities of International Board 2011/2012
- Voting

Preparations:

Read the Final Accounts of EDF on page 343.

Read the Auditors' Report concerning the Final Accounts of EDF for 2011/2012 on page 344.

Read the Minutes of ICM Batumi regarding the approval of the Final Accounts of EDF 2011/2012 and the relief of responsibilities of the International Board 2011/2012.

Friday, 12th April (9.30 – 13.30)

9.30 – 10.30

Candidate(s) workshop**Aim:**

The candidate(s) running for the position of President of ELSA International 2013/2014 will present themselves and will be interviewed by the workshop participants.

Means:

- Presentation of the candidate(s)
- Q&A for the candidate(s)

10.30 – 12.00

Joint Workshop BEE & S&C: ELSA Day: A lesson for the cooperation between supporting and key areas**Aims:**

To evaluate the outcome of the ELSA Day. To evaluate the cooperation between areas in the realisation of this event. To reflect on the cooperation in the ELSA boards, especially on the management of external relations.

Means:

- Introduction by ELSA International
- Working Group
- Presentation of the Outcome
- Open Discussion

Comment:

At the moment of the compilation of these Working Materials, it seems that ELSA Day would be a success in terms of participation and number of events that are mostly organised by key areas. However, the ELSA Day is not only important for the content, but also for the possibility that offers to promote the name and the image of ELSA. It is actually a test on the effectiveness of the cooperation between supporting and key areas at every level of this association. After the 20th of March we will be able to evaluate if the cooperation between areas work and what we did learn from this experience.

12.00 – 12.30

Miscellaneous & Closing**Aims:**

To allocate time to topics not covered in the sessions during the week. To evaluate the week and the workshops and to close the Board Management, External Relations and Expansion Workshop.

Means:

- Discussion.
- Roundtable of feedback and evaluation
- Closing of the Board Management, External Relations and Expansion Workshop.

12.30 – 13.30

LUNCH

13.30 – 14.30

Joint Workshop BEE & FM: Interim Accounts of ELSA and EDF 2012/2013

Aims:

To present the interim accounts of ELSA and EDF; to present the auditors' report regarding the interim accounts; workshops to close the Financial Management Workshop.

Means:

- Presentation of the interim accounts of ELSA 2012/2013 by ELSA International
- Presentation of the Auditors' Report regarding the interim accounts of ELSA 2012/2013 by the Auditors of ELSA
- Discussion
- Voting
- Presentation of the interim accounts of EDF 2012/2013 by Chairman of EDF
- Presentation of the Auditors' Report regarding the interim accounts of EDF 2012/2013 by the Auditors of EDF
- Discussion
- Voting
- Closing of the Financial Management Workshop of ICM Cologne.

INTERNAL MANAGEMENT WORKSHOP**Timetable**

Time	Sun 7th	Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th	
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
08:30							
09:00		Letters of A. & Payments	SotN	BEE, IM, FM: Applications	Transport	Open Workshops	Candidates workshop
09:30							
10:00			Training	BEE, IM, FM: Proposals 2	Mid Plenary	Transition	knowledge management
10:30							
11:00				Decision Book			
11:30							
12:00			Lunch	Lunch	Break	Misc&closing	
12:30							
13:00	Lunch		Trainings in ELSA	Break	Lunch	Lunch	Lunch
13:30							
14:00	Opening Plenary	Evaluation and Activity Reports	Human resources	Mid Plenary	Sightseeing**	Panel Discussion	
14:30							
15:00		BEE, IM, FM: Proposals 1	Coaching system	Mid Plenary	Area Dinner***	Professional Skills Workshops and Sponsor's Fair	
15:30							
16:00		Alumni	Reporting*	Reporting*	Reporting*		
16:30							
17:00		Reporting*	Reporting*	Reporting*	Reporting*		
17:30							
18:00		Officers & Freshers	Dinner	Dinner	Area Dinner***	Dressing time	
18:30							
19:00	HoD	Dinner	Dinner	Area Dinner***	Transport		
19:30							
20:00	Dinner	Preparation time	Preparation time	Preparation time	Preparation time		
20:30							
21:00	Party	Party	Party	Party	Party	Gala Ball	
21:30							
22:00							
22:30							
23:00							
23:30							

- * Reporting time may last longer. Dinner is served until 21.00
- ** Specific plan of sightseeing can be found on the ICM web-page <http://www.icm-germany.org/participants/sightseeing/>

Preparations and reminders for the Internal Management Workshop

In order to actively participate and contribute to the Workshops, please, don't forget to:

Please prepare a written Activity Report and send it to the IM mailing list;

- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXII Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 37th Edition;
- Read the Minutes of the Internal Management Workshop in the LXI Council Meeting in Algarve and LXII Council Meeting in Batumi. You can download them from:
ICM Algarve: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_I_Algarve.pdf
ICM Batumi: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_II_Batumi.pdf
- Read the minutes from II Supporting Area Meeting in Uppsala, Sweden – you can download them from:
http://files.elsa.org/Area_Meetings/II_Supporting_Area_Meeting_Minutes.pdf
- Read the One Year Operational Plan (OYOP) of ELSA International 2012/2013;
- Read the IM Manual, you can find it from: <http://officers.elsa.org/>.

Links to these documents can be found from the same e-mail as these Working Materials. Please read them carefully. This is of great importance for the discussions and outcome of the Workshop sessions.

Please read this draft agenda carefully. Should you need any clarifications, please do not hesitate to contact the Secretary General of ELSA International at secgen@elsa.org.

Please use the IM mailing list (ELSA-IM@LISTSERV.ELSA.ORG) and start a discussion before the LXIII Council Meeting.

Welcome to the IM Workshop!

Yours,
Anette Aav



Draft Agenda

Sunday, 7th April (17.30 – 20.00)

17.30 – 18.30

Opening Workshop

Aim:

To elect the Workshop Officers and to approve the draft agenda. To get to know each other and to share expectations for the week.

Means:

- Opening of the Internal Management Workshop
- Presentation of the tasks of the Workshop Officers
- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable: Expectations of the participants.

18.30 - 20.00

Officers' Trainings

Aim:

To train Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. Workshop Chairs, Secretaries, Tellers and Nomination Committee will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretaries training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International.

18.30 - 20.00

Introductory Workshop for Freshers

Aim:

To give a general overview of ELSA, the International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this Workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To get answers to the questions arising.

Monday, 8th April (9.30 – 13.30)

9.30 – 10.30

SotN**Aims:**

To go through the 14th SotN conducted before the ICM and compare the data with the results from the 13th SotN. To draw conclusions of the developments in the Network.

Means:

- Presentation of the results of the 13th SotN
- Presentation of the Comparison between 12th SotN, 13th SotN and 14th SotN.
- Q&A

Preparations:

Please read the 12th and 13th SotN to refresh the knowledge. Answer the questions of the 14th SotN before the deadline together with your board.

You can download the SotN-s from the following links:

13th SotN: http://files.elsa.org/SotN/13th_SotN.pdf

12th SotN: http://files.elsa.org/SotN/12th_SotN.pdf

10.30 – 13.30

Training: Motivation and Board Management**Aim:**

To improve the skills of the Secretaries General in terms of motivation and board management since these are the crucial elements of keeping up the teamwork also at the end of the term in order to ensure also the effectiveness of transition.

Means:

- The training will be provided by a trainer from the International Trainers' Pool of ELSA.

13.30 – 14.30**LUNCH**

Monday, 8th April (14.30 – 18.30)

14.30 – 16.30

Evaluation of term in office and Activity Reports

Aims:

To evaluate the term in office from the beginning until ICM Cologne. To share experiences: the bad and the good ones. To create a basis for the evaluation at the end of the term. To go through the Activity Reports prepared for the ICM.

Means:

- Presentation of evaluations by national and local officers
- Work in groups and pairs
- Conclusion and further steps

Preparations:

Prepare your Activity Report and send it to the IM mailing list on the following address:

ELSA-IM@LISTSERV.ELSA.ORG.

Also, read the Activity Reports sent prior to the ICM.

Read the OYOP of your board for the term 2012/2013 and evaluate Internal Management part.

Evaluate your own personal OYOP, if you had one. Be prepared to present your work.

16.30 – 18.30

Joint workshop BEE, IM and FM: Proposals**Aim:**

To discuss the proposals by ELSA International and National groups for the Statutes and Standing Orders of ELSA.

Means:

- Presentation of the proposals
- Discussion
- Voting on proposals

Preparations:

Read the proposals by ELSA International on pages 157, 159, 160 and 161.

Read the Statutes amendment proposals by ELSA Denmark starting from page 211, 213, 215, 217, 221, 222, 223, 224, 225, 226 and 227.

Tuesday, 9th April (9.30 – 12.30)

9.30 – 10.30

Joint BEE, IM and FM: Membership and Observership applications**Aims:**

To present and discuss the Membership application of ELSA Ireland.

To present and discuss the Observership application of ELSA Luxembourg a.s.b.l.

To present and discuss the Observership application of Armenian Young Lawyer- Researchers' Association

Means:

- Introduction by ELSA International
- Presentation of the application by ELSA Ireland
- Q&A to ELSA Ireland
- Presentation of the application by ELSA Luxembourg a.s.b.l.
Presentation of the application by Armenian Young Lawyer- Researchers' Association
- Voting on the recommendation of the application

Preparations:

Please read the Membership application of ELSA Ireland starting from page 285.

Please read the Observership application of ELSA Luxembourg a.s.b.l. starting from page 252.

Please read the Observership application of Armenian Young Lawyer- Researchers' Association starting from page 275.

10.30 – 11.30

Joint Workshop BEE, IM and FM: Proposals 2**Aim:**

To discuss the proposal by ELSA Austria to appoint a committee of enquiry.

Means:

- Presentation of the proposal by ELSA Austria
- Discussion
- Voting on the proposal

Preparations:

Read the proposal by ELSA Austria starting from page 228.

11.30 – 12.30

Decision Book**Aim:**

To share knowledge about creating a Decision Book. To exchange knowledge and experiences between different National and Local groups about having a Decision Book.

Means:

- Roundtable of presentations of Decision Books.
- Analysis in groups
- Sharing of results

Preparations:

Bring your Decision Book and be prepared to present it and to share your experiences in creating and/or developing a Decision Book.

Comments:

Decision Book of a National Group represents the decisions taken by the National Council. ELSA groups in the Network vary a lot and thus are the decisions taken also different in many ways. However, what applies to one can not necessarily be out ruled by another. This session is the place to share experiences – the good and the bad – both about the content, the structure and the process of creating a Decision Book.

12.30 – 13.30**LUNCH**

Tuesday, 9th April (13.30 – 18.30)

13.30 – 15.30

Trainings in ELSA**Aims:**

To evaluate the current trainings system in ELSA. To understand the strengths, weaknesses, opportunities and threats. To collect feedback and evaluation from the Network. To target needs and wants. To map possible development directions and tools.

Means:

- Introduction
- Presentation of preparatory work and analysis
- Work in groups
- Sharing of experiences and expectations
- Drafting of next steps.

Comments:

Trainings in ELSA are considered as tools to overcome structural weaknesses. The statistics of the past year show that the number of trainings in the Network is growing, however the number of trainings conducted by ITP trainers is decreasing. This session will help us evaluate the current trainings system and plan the future developments of the trainings in ELSA.

Preparation:

Think about the strengths, weaknesses, opportunities and threats in the trainings area. Prepare analysis on different elements of trainings. For example: topics, applying for a training, selection of trainers, the overall system of (international) trainings, feedback etc.

Wait for further instruction prior to the ICM from the Secretary General via e-mail.

15.30 – 17.00

Human Resources

Aims:

To evaluate the Human Resources Strategy of ELSA International. To evaluate the Human Resources strategies of National and/or Local groups.

Means:

- Presentation by ELSA International
- Q&A, discussion and evaluation
- Presentation of evaluations about national and/or local Human Resources Strategies.
- Open round
- Conclusions

Comments:

Every Spring ICM the ELSA Human Resources Strategy shall be evaluated. During ICM Cologne it is also time for that.

According to the 13th SotN 26 National Groups have a Human Resources Strategy, in average, it is evaluated with 3,3 points out of 5. That means there are 15 groups without a strategy at all and the ones who have it, are not completely satisfied. During the workshop we will evaluate the strategies and try to find the bottlenecks.

More information: slide 35, 13th SotN, http://files.elsa.org/SotN/13th_SotN.pdf

Preparations:

Bring and prepare your Human Resources strategy and be ready to work with it.

Look at the minutes from the Human Resources workshops in the II SAM and ICM Batumi.

II SAM: http://files.elsa.org/Area_Meetings/II_Supporting_Area_Meeting_Minutes.pdf

ICM Batumi: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_II_Batumi.pdf

17.00 – 18.00

Coaching system

Aims:

To discuss the current Coaching system between ELSA International and National Groups. To share experiences and to give feedback. To discuss on the input paper prepared by ELSA Denmark regarding Coaching system.

Means:

- Presentation of the current system by ELSA International and National Groups
- Discussion on input paper
- Voting on proposals

Preparations:

Read the input paper on coaching system by ELSA Denmark on page 251.

18.00 – 18.30

Alumni & ELSA – how do we cooperate?**Aim:**

To talk about different ways of cooperation of alumni and ELSA groups in the Network. To talk about the strengths and the weaknesses of the co-operations.

Means:

- Sharing of experiences and ideas

Thursday, 11th April (9.30 – 13.30)

9.30 – 12.30

Open workshop 1: Non-political status of ELSA**Aims:**

To present the current non-political status of ELSA and its guidelines. To analyse the different realities regarding the non-political status of our association in different national and local groups. To inform about similar and dissimilar status of other youth organisations and students' associations. To discuss the impact of the non-political status in ELSA's activity. To discuss the future of the status.

Means:

- Presentation by ELSA International
- Q&A
- Open discussion
- Conclusion

Comment:

The non-political status of ELSA is one of the corner stones of our association. Despite of its central importance, especially, when it comes to its implementation in the local level, through our activities and projects, during the last years no serious discussion regarding this topic was taken during Council Meetings. Having in mind that ELSA keeps growing in the number of members, groups and activities, it seems necessary to raise a discussion about the non-political status for its better understanding. Do ELSA officers perceive this status in the same way in the 41 countries of ELSA? What should be done to implement it properly? How is the non-political status seen in other youth organisations? All these questions will be addressed. The participants in this session will have the chance to discuss the topic, give their ideas and especially, agree on the better method to assure that the non-political status of ELSA is understandable to our members and in the way we act.

9.30 – 12.30

Open Workshop 2: You in ELSA – public awareness and responsibilities as an ELSA Officer

Aims:

To discuss public awareness of ELSA and your responsibilities as an ELSA Officer promoting a positive image of the Association. To raise awareness of the difference of the internal and external corporate behaviour as an ELSA officer. To discuss the opportunities and threats of social media and ELSA officers activities over internet. To raise the discussion of a possible code of conduct for ELSA.

Means:

- Introduction by ELSA International
- Discussion: Corporate behaviour responsibilities as an ELSA Officer
- Internal vs. external – what kind of image do we want to promote as ELSA Officers?
- You and Social Media – threats and opportunities in your role as an ELSA Officer
- Discussion: should ELSA have policy documents or codes of conduct?
- Final discussion and conclusion

Comments:

ELSA officers have a great responsibility creating a positive image of our association. ELSA officers are an important factor creating public awareness of our Association and a corporate behaviour is a must in the daily work as an officer. Social Media creates opportunities for ELSA officers to interact and to stay in touch with each other, but also a threat relating to our members and what is shown in public on e.g. Facebook. ELSA Officers are the living advertisements for ELSA and affects the image of ELSA to a great extent.

Preparations:

Think of your role and your responsibilities in the ELSA Network as an Officer. Think of how you act through social media and how you think we can improve our corporate behaviour in this field. Try to bring examples of situations when you think that ELSA officers' behaviour could have been more in line with what image we want to promote. Come with an open mind and be ready to discuss these issues with other ELSA Officers!

9.30 – 12.30

Open Workshop 3: Strategic Planning in ELSA

Aim:

To make ELSA members acquainted with the Strategic Planning in the ELSA

Means:

- Presentation the proposal of the Strategic Goals 2018

- Discussion about the implementation of the Strategic Goals in ELSA

Comments:

Term 2012/2013 is clearly marked by the work on the Strategic Goals. From the very beginning, International Board and many other officers in the Network were preparing grounds for the next Strategic Plan for ELSA. Throughout the different analysis, members of the Working Group on the Strategic Goals were reaching important conclusions regarding the status quo of our association. With the result of this preparatory work, National Presidents and other officers gathered in Yalta, for International Presidents' Meeting in order to prepare the proposal of the next Strategic Goals for ELSA.

In Yalta after three days of workshops dedicated to Strategic Planning, endless discussions and enormous efforts, participants unanimously voted the proposal of the new goals. Proposal can be found on page 209. Proposal consists of six Focus Areas and set of the Strategic Goals under each of them. That structure were developed during the IPM and voted as a most suitable for ELSA and its needs. Participants of the IPM believe that Strategic Goals 2018 have to be different then current ones in order to ensure successful implementation.

Proposal made by the IPM from the very beginning was not complete. Participants of the meeting decided that after the event will prepare set of the Operational Goals, which will be, propose as the amendment. Input paper with the Operational Goals can be found on page 242.

While conducting all the work on evaluation of current and preparation of the next Strategic Goals, conclusion related to lack of awareness on Strategic Planning in ELSA has been reached. Therefore, International Board decided to dedicate one of the open workshops to Strategic Planning in ELSA. During these sessions all the participants will have an opportunity to discuss importance and value of Strategic Goals in daily work of our association.

Without feedback from the National and Local officers from different areas is impossible to handle process of implementation of the Strategic Goals properly. This Workshop increase awareness about Strategic Planning in ELSA, and present the proposal of the Strategic Goals 2018 to wide audience before final plenary. Moreover, should give as a conclusion regarding the best ways of implementation of the plan in ELSA's activity on the all levels.

12.30 – 13.30

Transition**Aims:**

To share prepare first steps of transition. To share experiences and expectations and to map possible failures.

Means:

- Introduction

- Work in groups
- Conclusions

Preparations:

Think about the transitions you have received and given. Evaluate the experiences and prepare to share.

Read the transition manual published on <http://officers.elsa.org/>

Friday, 12th April (9.30 – 13.30)

9.30 – 10.30

Candidate(s) workshop**Aim:**

The candidate(s) running for the position of Secretary General of ELSA International 2013/2014 will present themselves and will be interviewed by the workshop participants.

Means:

- Presentation of the candidate(s)
- Q&A for the candidate(s)

10.30 – 12.30

Knowledge management**Aims:**

To raise awareness of the importance of knowledge management. To create a solid basis of effective knowledge management. To learn about putting theory into practice.

Means:

- The session will be jointly delivered by an ITP trainer and ELSA International.

12.30 – 13.30

Miscellaneous & closing**Aims:**

To allocate time on topics not covered in the sessions during the week, to close the open discussions on topics that were left unfinished. To evaluate the week and the workshops and to close the Internal Management Workshop.

Means:

- Discussion
 - Roundtable of feedback and evaluation
 - Closing of the Internal Management workshop.
-

FINANCIAL MANAGEMENT WORKSHOP**Timetable**

Time	Sun 7th	Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th	
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
08:30							
09:00							
09:30		SotN	BEE, IM, FM: Applications	Transport	Open Workshops	Candidates workshop	
10:00		Activity Reports & Best Practices					
10:30			BEE, IM, FM: Proposals 2	Mid Plenary		FM, STEP: Penalty System	
11:00		Online Systems	BEE, FM, MKT: Budget 2013/2014			Lunch	Lunch
11:30							
12:00		Letters of A. & Payments	EDF	BEE, FM: Budget rev. 2012/2013	Lunch	Break	Lunch
12:30							
13:00	Opening Plenary	Lunch	Lunch	Break	Lunch	BEE, FM: EDF FA & Rel.Resp. 2011/2012	
13:30							
14:00		Participation Fees	Training	Mid Plenary	Sightseeing**	Panel Discussion	
14:30							
15:00		BEE, IM, FM: Proposals 1	Reporting*	Reporting*	Area Dinner***	Professional Skills Workshops and Sponsor's Fair	
16:00							
16:30		Opening Workshops	Dinner	Dinner	Dinner	Reporting*	
17:00							
17:30		Officers & Freshers	Dinner	Dinner	Dinner	Dressing time	
18:00							
18:30	HoD	Dinner	Dinner	Dinner	Gala Ball		
19:00							
19:30	Dinner	Preparation time	Preparation time	Preparation time	Preparation time		
20:00							
20:30	Party	Party	Party	Party	Party		
21:00							
21:30							
22:00							
22:30							
23:00							
23:30							

- * Reporting time may last longer. Dinner is served until 21.00
- ** Specific plan of sightseeing can be found on the ICM web-page <http://www.icm-germany.org/participants/sightseeing/>

Preparations and reminders for the Financial Management Workshop

In order to actively participate and contribute to the Workshops, please, don't forget to:

Please prepare a written Activity Report and send it to the FM mailing list;

- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXII Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 37th Edition;
- Read the Minutes of the Financial Management Workshop in the LXI Council Meeting in Algarve and LXII Council Meeting in Batumi. You can download them from:
ICM Algarve: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_I_Algarve.pdf
ICM Batumi: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_II_Batumi.pdf
- Read the One Year Operational Plan (OYOP) of ELSA International 2012/2013.

Please read this draft agenda carefully. Should you need any clarifications, please do not hesitate to contact the Treasurer of ELSA International at treasurer@elsa.org.

Please use the FM mailing list (ELSA-FM@LISTSERV.ELSA.ORG) and start a discussion before the LXIII Council Meeting.

Welcome to the FM Workshop!

Yours,

Alpo Olavi Lahtinen



Draft Agenda

Sunday, 7th April (17.30 – 20.00)

17.30 – 18.30

Opening Workshop

Aim:

To elect the Workshop Officers and to approve the draft agenda. To get to know each other and to share expectations for the week.

Means:

- Opening of the Financial Management Workshop
- Presentation of the tasks of the Workshop Officers
- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable: Expectations of the participants.

18.30 - 20.00

Officers' Trainings

Aim:

To train Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. Workshop Chairs, Secretaries, Tellers and Nomination Committee will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretaries training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International.

18.30 - 20.00

Introductory Workshop for Freshers

Aim:

To give a general overview of ELSA, the International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this Workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To get answers to the questions arising.

Monday, 8th April (9.30 – 13.30)

9.30 – 10.00

SotN**Aims:**

To go through the 14th SotN conducted before the ICM and to draw conclusions from the results.

Means:

- Presentation of the results of the 14th SotN
- Discussion on the results.
- Q&A

10.00 – 11.30

Activity Reports and Best Practices**Aims:**

To evaluate the term in office from the beginning until ICM Cologne. To share experiences: the bad and the good ones. To create a basis for the evaluation at the end of the term. To go through the Activity Reports prepared for the ICM.

Means:

- Presentation of evaluations by national and local officers
- Work in groups and pairs
- Conclusion and further steps

Preparations:

Prepare your Activity Report and send it to the FM mailing list on the following address:

ELSA-FM@LISTSERV.ELSA.ORG.

Also, read the Activity Reports sent prior to the ICM.

Read the OYOP of your board for the term 2012/2013 and evaluate Financial Management part. Evaluate your own personal OYOP, if you had one. Be prepared to present your work.

11.30 – 12.30

Online Systems**Aims:**

To present and analyse the financial impacts of on-going IT projects. To reply questions regarding the IT projects and to provide information for other discussions regarding the topic during the ICM.

Means:

- Presentation of IT project finances by ELSA International
- Questions and Answers
- Discussion

12.30 – 13.30

EDF**Aim:**

To discuss the proposals to amend The ELSA Development Foundation section of the Decision Book proposed by ELSA International.

Means:

- Presentation of proposal (FM 01/13 II) by ELSA International
- Discussion
- Voting
- Presentation of proposal (FM 01/13 III) by ELSA International
- Discussion
- Voting
- Presentation of proposal (FM 01/13IV) by ELSA International
- Discussion
- Voting

Preparations:

Read proposals FM 01/13 II, FM 01/13 III and FM 01/13 IV in these Working Materials on pages 166, 167 and 168. Initiate a discussion regarding any remarks you have on the FM-mailing list.

13.30 – 14.30

LUNCH

Monday, 8th April (14.30 – 18.30)

14.30 – 16.30

Favoured Country system**Aim:**

To brainstorm and discuss possible changes to the favoured / non-favoured country system.

Means:

- Division to Working Groups to discuss aspects of the Favoured Country system
- Presentation of the results of the Working Groups
- Plenary discussion to analyse the results

Preparations:

Read article 5 of the Fees section of the Decision Book (found at: http://files.elsa.org/Regulations/DB_Batumi_2012_37th_edition.pdf). Think about alternative possibilities for the current regulations and participate in the discussion of FM-mailing list.

16.30 – 18.30

Joint Workshop BEE, IM and FM: Proposals**Aim:**

To discuss the proposals by ELSA International and National groups for the Statutes and Standing Orders of ELSA.

Means:

- Presentation of the proposals
- Discussion
- Voting on proposals

Preparations:

Read the proposals by ELSA International on pages 157, 159, 160 and 161.

Read the Statutes amendment proposals by ELSA Denmark starting from page 211, 213, 215, 217, 221, 222, 223, 224, 225, 226 and 227.

Tuesday, 9th April (9.30 – 13.30)

9.30 – 10.30

Joint Workshop BEE, IM and FM: Membership and Observership applications**Aims:**

To present and discuss the Membership application of ELSA Ireland.

To present and discuss the Observership application of ELSA Luxembourg a.s.b.l.

To present and discuss the Observership application of Armenian Young Lawyer- Researchers' Association

Means:

- Introduction by ELSA International
 - Presentation of the application by ELSA Ireland
 - Q&A to ELSA Ireland
-

- Presentation of the application by ELSA Luxembourg a.s.b.l.
Presentation of the application by Armenian Young Lawyer- Researchers' Association
- Voting on the recommendation of the application

Preparations:

Please read the Membership application of ELSA Ireland starting from page 285.

Please read the Observership application of ELSA Luxembourg a.s.b.l. starting from page 252.

Please read the Observership application of Armenian Young Lawyer- Researchers' Association starting from page 275.

10.30 – 11.30

Joint Workshop BEE, IM and FM: Proposals 2**Aim:**

To discuss the proposal by ELSA Austria to appoint a committee of enquiry.

Means:

- Presentation of the proposal by ELSA Austria
- Discussion
- Voting on the proposal

Preparations:

Read the proposal by ELSA Austria starting from page 228.

11.30 – 12.30

Joint Workshop BEE, FM & MKT: ELSA International budget for 2013/2014**Aims:**

To present the annual budget of ELSA International for the term 2013/2014; to discuss on the concept of the Members' Magazine Synergy.

Means:

- Presentation of the Financial implications of the Synergy Magazine by ELSA International
- Presentation of the dual proposal of the budget of ELSA International for 2013/2014 by ELSA International
- Discussion
- Voting on choosing the proposal of the budget of ELSA International for 2013/2014

Preparations:

Read the proposal for the budget of ELSA International 2013/2014 on page 340.

Read the input paper regarding the Synergy Magazine on page 232.

12.30 – 13.30

Joint Workshop BEE & FM: ELSA International budget for 2013/2014 and revision of budget for 2012/2013

Aims:

To present the proposal regarding the Fees section of the Decision Book; to present proposal for the budget of ELSA International for the term 2013/2014; to present proposal for the revision of the budget of ELSA International for the term 2012/2013.

Means:

- Presentation of proposal FM 01/13 I by ELSA International
- Discussion
- Voting
- Presentation of the proposal of the budget of ELSA International for 2013/2014 by ELSA International
- Discussion
- Voting
- Presentation of the proposal on the revision of the budget of ELSA International for 2012/2013 by ELSA International
- Discussion
- Voting

Preparations:

Read the proposal FM 01/13 I on page 164.

Read the proposal for the budget of ELSA International 2013/2014 on page 340.

Read the proposal for revision of the budget of ELSA International 2013/2014 on page 337.

13.30 – 14.30

LUNCH

Tuesday, 9th April (14.30 – 18.30)

14.30 – 18.30

Training on Knowledge Management in FM

Aim:

To provide the treasurers with ideas on how to organise a transition and to preserve the FM knowledge of an ELSA group

Mean:

- Training delivered by an ITP Trainer.

Thursday, 11th April (9.30 – 12.30)

9.30 – 12.30

Open workshop 1: Non-political status of ELSA**Aims:**

To present the current non-political status of ELSA and its guidelines. To analyse the different realities regarding the non-political status of our association in different national and local groups. To inform about similar and dissimilar status of other youth organisations and students' associations. To discuss the impact of the non-political status in ELSA's activity. To discuss the future of the status.

Means:

- Presentation by ELSA International
- Q&A
- Open discussion
- Conclusion

Comment:

The non-political status of ELSA is one of the corner stones of our association. Despite of its central importance, especially, when it comes to its implementation in the local level, through our activities and projects, during the last years no serious discussion regarding this topic was taken during Council Meetings. Having in mind that ELSA keeps growing in the number of members, groups and activities, it seems necessary to raise a discussion about the non-political status for its better understanding. Do ELSA officers perceive this status in the same way in the 41 countries of ELSA? What should be done to implement it properly? How is the non-political status seen in other youth organisations? All these questions will be addressed. The participants in this session will have the chance to discuss the topic, give their ideas and especially, agree on the better method to assure that the non-political status of ELSA is understandable to our members and in the way we act.

9.30 – 12.30

Open Workshop 2: You in ELSA – public awareness and responsibilities as an ELSA Officer**Aims:**

To discuss public awareness of ELSA and your responsibilities as an ELSA Officer promoting a positive image of the Association. To raise awareness of the difference of the internal and external corporate behaviour as an ELSA officer. To discuss the opportunities and threats of social media and ELSA officers activities over internet. To raise the discussion of a possible code of conduct for ELSA.

Means:

- Introduction by ELSA International
- Discussion: Corporate behaviour responsibilities as an ELSA Officer
- Internal vs. external – what kind of image do we want to promote as ELSA Officers?
- You and Social Media – threats and opportunities in your role as an ELSA Officer
- Discussion: should ELSA have policy documents or codes of conduct?
- Final discussion and conclusion

Comments:

ELSA officers have a great responsibility creating a positive image of our association. ELSA officers are an important factor creating public awareness of our Association and a corporate behaviour is a must in the daily work as an officer. Social Media creates opportunities for ELSA officers to interact and to stay in touch with each other, but also a threat relating to our members and what is shown in public on e.g. Facebook. ELSA Officers are the living advertisements for ELSA and affects the image of ELSA to a great extent.

Preparations:

Think of your role and your responsibilities in the ELSA Network as an Officer. Think of how you act through social media and how you think we can improve our corporate behaviour in this field. Try to bring examples of situations when you think that ELSA officers' behaviour could have been more in line with what image we want to promote. Come with an open mind and be ready to discuss these issues with other ELSA Officers!

9.30 – 12.30

Open Workshop 3: Strategic Planning in ELSA**Aim:**

To make ELSA members acquainted with the Strategic Planning in the ELSA

Means:

- Presentation the proposal of the Strategic Goals 2018
- Discussion about the implementation of the Strategic Goals in ELSA

Comments:

Term 2012/2013 is clearly marked by the work on the Strategic Goals. From the very beginning, International Board and many other officers in the Network were preparing grounds for the next Strategic Plan for ELSA. Throughout the different analysis, members of the Working Group on the Strategic Goals were reaching important conclusions regarding the status quo of our association. With the result of this preparatory work, National Presidents and other officers gathered in Yalta, for International Presidents' Meeting in order to prepare the proposal of the next Strategic Goals for ELSA.

In Yalta after three days of workshops dedicated to Strategic Planning, endless discussions and enormous efforts, participants unanimously voted the proposal of the new goals. Proposal can

be found on page 209. Proposal consists of six Focus Areas and set of the Strategic Goals under each of them. That structure were developed during the IPM and voted as a most suitable for ELSA and its needs. Participants of the IPM believe that Strategic Goals 2018 have to be different then current ones in order to ensure successful implementation.

Proposal made by the IPM from the very beginning was not complete. Participants of the meeting decided that after the event will prepare set of the Operational Goals, which will be, propose as the amendment. Input paper with the Operational Goals can be found on page 242.

While conducting all the work on evaluation of current and preparation of the next Strategic Goals, conclusion related to lack of awareness on Strategic Planning in ELSA has been reached. Therefore, International Board decided to dedicate one of the open workshops to Strategic Planning in ELSA. During these sessions all the participants will have an opportunity to discuss importance and value of Strategic Goals in daily work of our association.

Without feedback from the National and Local officers from different areas is impossible to handle process of implementation of the Strategic Goals properly. This Workshop increase awareness about Strategic Planning in ELSA, and present the proposal of the Strategic Goals 2018 to wide audience before final plenary. Moreover, should give as a conclusion regarding the best ways of implementation of the plan in ELSA's activity on the all levels.

12.30 – 13.30

LUNCH

Thursday, 11th April (13.30 – 13.30)

13.30 – 14.30

Joint Workshop BEE and FM: EDF Final Accounts 2011/2012 and relief of responsibility of International Board 2011/2012

Aims:

To present the Final Accounts of EDF for 2011/2012; to discuss on the relief of responsibility of International Board 2011/2012.

Means:

- Presentation of Final Accounts of EDF for 2011/2012 by ELSA International
- Presentation of the Auditors' Report concerning the Final Accounts of EDF for 2011/2012 by the auditors
- Discussion
- Voting
- Discussion on the relief of responsibilities of International Board 2011/2012
- Voting

Preparations:

Read the Final Accounts of EDF on page 343.

Read the Auditors' Report concerning the Final Accounts of EDF for 2011/2012 on page 344.

Read the Minutes of ICM Batumi regarding the approval of the Final Accounts of EDF 2011/2012 and the relief of responsibilities of the International Board 2011/2012.

Friday, 12th April (9.30 – 14.30)

9.30 – 10.30

Candidate(s) workshop**Aim:**

The candidate(s) running for the position of Treasurer of ELSA International 2013/2014, Auditors and Vice Auditor ELSA International 2013/2014 will present themselves and will be interviewed by the workshop participants.

Means:

- Presentation of the candidate(s)
- Q&A for the candidate(s)

10.30 – 11.30

Joint Workshop FM & STEP: Penalty system**Aim:**

To discuss the Penalty system in STEP and talk about possibilities of improving it.

Means:

- Presentation of the Proposal relating to the Penalty system
- Discussion

Comment:

Prepare for this session by reading the Penalty system part in the Decision Book and reading the proposal by ELSA Sweden and ELSA Germany regarding the Penalty System on page 230.

11.30 – 12.30

Miscellaneous & closing**Aims:**

To allocate time on topics not covered in the sessions during the week, to close the open discussions on topics that were left unfinished. To evaluate the week and the Financial Management workshop.

Means:

- Discussion
- Roundtable of feedback and evaluation

12.30 – 13.30

LUNCH

13.30 – 14.30

Joint Workshop BEE & FM: Interim Accounts of ELSA and EDF 2012/2013

Aims:

To present the interim accounts of ELSA and EDF; to present the auditors' report regarding the interim accounts; workshops to close the Financial Management Workshop.

Means:

- Presentation of the interim accounts of ELSA 2012/2013 by ELSA International
- Presentation of the Auditors' Report regarding the interim accounts of ELSA 2012/2013 by the Auditors of ELSA
- Discussion
- Voting
- Presentation of the interim accounts of EDF 2012/2013 by Chairman of EDF
- Presentation of the Auditors' Report regarding the interim accounts of EDF 2012/2013 by the Auditors of EDF
- Discussion
- Voting
- Closing of the Financial Management Workshop of ICM Cologne.

MARKETING WORKSHOP**Timetable**

Time	Sun 7th	Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th		
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
08:30								
09:00								
09:30		Sharing is caring	Members' Magazines & Newsletter	Mid Plenary	Open Workshops	Candidates Workshop		
10:00		Public Relations - PR in Practice				BEE, FM, MKT: Budget 2013/2014	AA, MKT: Boost the moots!	
10:30							Open MKT Topics 2	
11:00		Letters of A. & Payments	Social Media Boost	Lunch	Lunch	Break	Open MKT Topics 1	Lunch
11:30			Lunch	Transition and recruitment	Break	Lunch	Lunch	Closing and Q&A
12:00		Opening Plenary	Proposals		MKT, STEP: evaluation	Mid Plenary	Sightseeing**	Panel Discussion
12:30	Training			MKT, S&C: How to make it Sexy & Cool				Professional Skills Workshops and Sponsor's Fair
13:00								
13:30	Officers & Freshers		Dinner	Dinner	Dinner	Area Dinner***	Dressing time	
14:00							HoD	Preparation time
14:30	Dinner							
15:00	Party		Party	Party	Party	Party		
15:30								
16:00								
16:30	Party	Party	Party	Party	Party			
17:00								
17:30								
17:30	Party	Party	Party	Party	Party			
18:00								
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18:30	Party	Party	Party	Party	Party			
19:00								
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20:30	Party	Party	Party	Party	Party			
21:00								
21:30								
22:00	Party	Party	Party	Party	Party			
22:30								
23:00								
23:00	Party	Party	Party	Party	Party			
23:30								

- * Reporting time may last longer. Dinner is served until 21.00
- ** Specific plan of sightseeing can be found on the ICM web-page <http://www.icm-germany.org/participants/sightseeing/>

Preparations and reminders for the Marketing Workshop

In order to actively participate and contribute to the Workshops, please, don't forget to:

Please prepare a written Activity Report and send it to the Marketing mailing list;

- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXII Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 37th Edition;
- Read the Minutes of the Marketing Workshop in the LXI Council Meeting in Algarve and LXII Council Meeting in Batumi. You can download them from:
ICM Algarve: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_I_Algarve.pdf
ICM Batumi: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_II_Batumi.pdf
- Read the ELSA Identity Handbook, you can find it from: <http://officers.elsa.org/>
- Read the One Year Operational Plan (OYOP) of ELSA International 2012/2013.

Please read this draft agenda carefully. Should you need any clarifications, please do not hesitate to contact the Vice President Marketing of ELSA International at vpmarketing@elsa.org.

Please use the FM mailing list (ELSA-MARKETING@LISTSERV.ELSA.ORG) and start a discussion before the LXIII Council Meeting.

Welcome to the Marketing Workshop!

Yours,

Per Anders Liljeberg



Draft Application

Sunday, 7th April (17.00 – 20.00)

17.30 – 18.30

Opening Workshop

Aims: To open the Marketing Workshop of the International Council meeting, to elect Workshop officers and to approve the agenda for the Marketing Workshop. We will also get to know each other a little bit and talk about the participants' expectations of the Marketing Workshop.

Means:

- Opening of the Marketing Workshop
- Presentation of the tasks of the Workshop Officers
- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable: Expectations of the participants

Preparations:

Be ready to present your expectations for the week in a constructive way of what you want to get out from the Workshop and in what way you think it should be conducted. Consider if you want to be a Workshop officer, contact vpmarketing@elsa.org for more information and if you any questions regarding this. Come with an open mind and be ready to interact!

18.30 – 20.00

Officers' Trainings

Aim:

To train Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. Workshop Chairs, Secretaries, Tellers and Nomination Committee will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International

18.30 – 20.00

Introductory Workshop for Freshers

Aim:

To give a general overview of ELSA, the International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this Workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To get answers to the questions arising

Monday, 8th April (10.00 – 13.30)

09.30 – 10.30

Sharing is caring – marketing mistakes**Aims:**

To open the floor for discussion about non-working concepts made during the term. To give the opportunity for the participants to share their experiences.

Means:

- Listing experiences during the year
- Open discussion

Comments:

To learn from each other is very crucial in order to develop our work. This is the opportunity for you to share our experiences and not only what we have been doing during the year. The outcome of the workshop depends on the participants' willingness to share and interact. Think of what you have done during the year that you would like to share. Come with an open mind and be ready to share, to listen and to interact.

10.30 – 12.30

Public Relations – PR in PRactice**Aims:**

To discuss the perception of ELSA to external stakeholders such as partners, organisations and others. To raise the awareness of using media relations to promote important events in the ELSA Network. To stress the importance of using the Network as a resource for Networking.

Means:ELSA's PR situation in general

- ELSA in Europe - how ELSA is perceived by external entities and stakeholders.
- Roundtable discussions: The status of Public Relations in National Groups.

ELSA in media

- How to cooperate with media entities.
- Communication strategy with media entities.

Events' promotion through media:

- „All in a good time!“ – Discussion on the time aspect of events' promotion.
- „Not at any price!“ – what is worth promoting?
- Selection of adequate means to expected effects as a key to success.

The value of networking in ELSA

- Contact with the ELSA Members and Alumni;
- Contact with official institutions and other entities;
- Open discussion;
- Final remarks.

Comments:

This Workshop will be the first Workshop dedicated to Public Relations and media relations since a long time. Therefore, it is needed to talk about some important and necessary things regarding Public Relations. It is our responsibility to work for the good image of ELSA, which is why we should talk about factors and behaviours which are important for the work with Public Relations within ELSA. As an outcome of this Workshop, the participants will have an increased awareness of the responsibility for ELSA's image.

Preparations:

It is important to come prepared for this session. Be prepared to share your thoughts, expressions, and also your experiences when it comes to Public Relations.

12.30 – 13.30

Social Media Boost**Aim:**

To give the participants increased knowledge in the practical day-to-day use of Social Media as a promotion tool.

Mean:

- Social media boost delivered by Dominik Stigler, Alumnus ELSA Austria

13.30 – 14.30

LUNCH

Monday, 8th April (14.30 – 18.30)

14:30 – 15:30

Marketing related proposals

Aim:

To improve the Marketing section of the Council Meeting Decision Book.

Means:

- Presentation of the proposals
- Discussion
- Voting
- Open discussion
- Conclusion

Preparations:

Read the proposals by the International Board in the International Council Meeting Working Materials.

15.30 – 18.30

Training on Fundraising**Aims:**

To train Marketing Officers in fundraising and to get Marketeers more involved in the fundraising process in the respective ELSA Group.

Means:

- Training given by an ITP Trainer.

Tuesday, 9th April (09.30 – 12.30)

09.30 – 11.30

Members' Magazines and Newsletters**Aims:**

To discuss and raise awareness of communication via magazines and/or newsletter in the ELSA Network. To discuss about Synergy Magazine and its future. To discuss possible substitutes for Synergy Magazine.

Means:

- Introduction by ELSA International

Part 1 – the use of magazines and/or Newsletters in the ELSA Network:

- Presentation by the Workshop participants
- Open discussion
- Conclusion

Part 2 – Synergy Magazine and its future

- Introduction by ELSA International
- Open discussion
- Q&A
- Final remarks

Comments:

Communication should not only be done through social media. Newsletter and/or magazines could be a sustainable part of the promotion and communication within an ELSA Group. This Workshop will focus on evaluating ELSA groups' use of these communication channels as a promotion but also as a fundraising tool.

Preparations:

Be prepared to present your members' magazine and/or newsletter for the Workshop. You should also be prepared to present for what purposes you use these communication channels and, if you have statistics, be prepared to present it. In addition to this, read the input paper on Synergy Magazine in the Council Meeting Working Materials.

11.30 – 12.30

Joint Workshop BEE, FM & MKT: ELSA International budget for 2013/2014**Aims:**

To present the annual budget of ELSA International for the term 2013/2014; to discuss on the concept of the Members' Magazine Synergy.

Means:

- Presentation of the Financial implications of the Synergy Magazine by ELSA International
- Presentation of the dual proposal of the budget of ELSA International for 2013/2014 by ELSA International
- Discussion
- Voting on choosing the proposal of the budget of ELSA International for 2013/2014

Preparations:

Read the proposal for the budget of ELSA International 2013/2014 on page 340.

Read the input paper regarding the Synergy Magazine on page 232.

12.30 – 13.30

LUNCH

Tuesday, 9th April (13.30 – 18.30)

13.30 – 15.30

Transition and recruitment of Marketing Officers

Aims:

To ensure continuity within the field of Marketing in ELSA. To create a base for framework that Marketing Officers can use when giving transition to successors. The Workshop will also cover and highlight the importance of recruiting Marketing Officers to work for ELSA.

Means:

- Introduction from ELSA International
- Discussion and update on recruitment of Marketing Officers
- Interactive Transition group assignments
- Open discussion
- Creating of Transition framework for Marketing Officers
- Final remarks

Comments:

A proper Transition is very important for ELSA Officers and in order to increase the awareness and the importance of Transition, we will work together on a common concept that we can use for ELSA officers' upcoming Transitions. With this Workshop, we will prepare ourselves for the upcoming Transition and to increase our confidence giving Transition.

Preparations:

It is very important to come prepared to this session. Please write down a few (3-7) bullet points that you think is the most important to bring up during Transition. Also, think of how to manage the Transition and how to structure it in the best way.

15.30 – 16.30

Joint Workshop MKT & STEP: Promotion strategy evaluation**Aims:**

To evaluate the promotion strategy used in the two cycles of STEP and discuss ideas for the next ones.

Means:

- Discussion

16.30 – 18.30

Joint Workshop MKT & S&C: How to make it Sexy & Cool?**Aims:**

To discuss, evaluate and improve the promotion strategies of the events and projects organised within the area of Seminars & Conferences.

Means:

- Introduction by ELSA International
- Summer Law Schools – defining characteristics and promotion
- ELSA Delegations – defining characteristics and promotion
- ELSA Day – evaluation of promotion
- Final conclusion

Comments:

S&C has several fields of activities that characterize our association and we need to promote them well. During the summer, the Network organises many Summer Law Schools and it is a big part of the events organised within the area of Seminars & Conferences and a proper promotion is crucial for the development of this concept.

Preparations:

Be prepared to speak and to contribute to the session. If you organise a Summer Law School in your National Group, be prepared to present your promotion strategy and also to present your expectations on other National and Local Groups regarding the promotion of Summer Law Schools. Also, develop thoughts on how we can make ELSA Delegations a more recognizable concept within ELSA.

Thursday, 11th April (09.30 – 13.30)

9.30 – 12.30

Open workshop 1: Non-political status of ELSA**Aims:**

To present the current non-political status of ELSA and its guidelines. To analyse the different realities regarding the non-political status of our association in different national and local groups. To inform about similar and dissimilar status of other youth organisations and students' associations. To discuss the impact of the non-political status in ELSA's activity. To discuss the future of the status.

Means:

- Presentation by ELSA International
- Q&A
- Open discussion
- Conclusion

Comment:

The non-political status of ELSA is one of the corner stones of our association. Despite of its central importance, especially, when it comes to its implementation in the local level, through our activities and projects, during the last years no serious discussion regarding this topic was taken during Council Meetings. Having in mind that ELSA keeps growing in the number of members, groups and activities, it seems necessary to raise a discussion about the non-political status for its

better understanding. Do ELSA officers perceive this status in the same way in the 41 countries of ELSA? What should be done to implement it properly? How is the non-political status seen in other youth organisations? All these questions will be addressed. The participants in this session will have the chance to discuss the topic, give their ideas and especially, agree on the better method to assure that the non-political status of ELSA is understandable to our members and in the way we act.

9.30 – 12.30

Open Workshop 2: You in ELSA – public awareness and responsibilities as an ELSA Officer

Aims:

To discuss public awareness of ELSA and your responsibilities as an ELSA Officer promoting a positive image of the Association. To raise awareness of the difference of the internal and external corporate behaviour as an ELSA officer. To discuss the opportunities and threats of social media and ELSA officers activities over internet. To raise the discussion of a possible code of conduct for ELSA.

Means:

- Introduction by ELSA International
- Discussion: Corporate behaviour responsibilities as an ELSA Officer
- Internal vs. external – what kind of image do we want to promote as ELSA Officers?
- You and Social Media – threats and opportunities in your role as an ELSA Officer
- Discussion: should ELSA have policy documents or codes of conduct?
- Final discussion and conclusion

Comments:

ELSA officers have a great responsibility creating a positive image of our association. ELSA officers are an important factor creating public awareness of our Association and a corporate behaviour is a must in the daily work as an officer. Social Media creates opportunities for ELSA officers to interact and to stay in touch with each other, but also a threat relating to our members and what is shown in public on e.g. Facebook. ELSA Officers are the living advertisements for ELSA and affects the image of ELSA to a great extent.

Preparations:

Think of your role and your responsibilities in the ELSA Network as an Officer. Think of how you act through social media and how you think we can improve our corporate behaviour in this field. Try to bring examples of situations when you think that ELSA officers' behaviour could have been more in line with what image we want to promote. Come with an open mind and be ready to discuss these issues with other ELSA Officers!

9.30 – 12.30

Open Workshop 3: Strategic Planning in ELSA

Aim:

To make ELSA members acquainted with the Strategic Planning in the ELSA

Means:

- Presentation the proposal of the Strategic Goals 2018
- Discussion about the implementation of the Strategic Goals in ELSA

Comments:

Term 2012/2013 is clearly marked by the work on the Strategic Goals. From the very beginning, International Board and many other officers in the Network were preparing grounds for the next Strategic Plan for ELSA. Throughout the different analysis, members of the Working Group on the Strategic Goals were reaching important conclusions regarding the status quo of our association. With the result of this preparatory work, National Presidents and other officers gathered in Yalta, for International Presidents' Meeting in order to prepare the proposal of the next Strategic Goals for ELSA.

In Yalta after three days of workshops dedicated to Strategic Planning, endless discussions and enormous efforts, participants unanimously voted the proposal of the new goals. Proposal can be found on page 209. Proposal consists of six Focus Areas and set of the Strategic Goals under each of them. That structure were developed during the IPM and voted as a most suitable for ELSA and its needs. Participants of the IPM believe that Strategic Goals 2018 have to be different then current ones in order to ensure successful implementation.

Proposal made by the IPM from the very beginning was not complete. Participants of the meeting decided that after the event will prepare set of the Operational Goals, which will be, propose as the amendment. Input paper with the Operational Goals can be found on page 242.

While conducting all the work on evaluation of current and preparation of the next Strategic Goals, conclusion related to lack of awareness on Strategic Planning in ELSA has been reached. Therefore, International Board decided to dedicate one of the open workshops to Strategic Planning in ELSA. During these sessions all the participants will have an opportunity to discuss importance and value of Strategic Goals in daily work of our association.

Without feedback from the National and Local officers from different areas is impossible to handle process of implementation of the Strategic Goals properly. This Workshop increase awareness about Strategic Planning in ELSA, and present the proposal of the Strategic Goals 2018 to wide audience before final plenary. Moreover, should give as a conclusion regarding the best ways of implementation of the plan in ELSA's activity on the all levels.

12.30 – 13:30

Open Marketing Topics Workshop 1

Aim:

To bring up topics that the participants would like to discuss outside the agenda.

Mean:

- Open discussion

Comments:

During the preparations for the ICM Workshops, the Marketing Officers presented on the Marketing mailing list a lot of topics for Workshop sessions.

Preparations:

Think of what topics within the field of Marketing (not included in the Agenda for the Marketing Workshop) you would bring up during the open sessions. There will be a list where you can write your suggestions and the most popular topics will be discussed.

13.30 – 14.30**LUNCH**

Friday, 12th April (09.30 – 12.30)

09.30 – 10.30

Candidate(s) Workshop**Aim:**

The candidate(s) running for the position of Vice President for Marketing of ELSA International 2013/2014 will present themselves and will be interviewed by the workshop participants.

Means:

- Presentation of the candidate(s)
- Q&A for the candidate(s)

Comment:

At the very end of this International Council Meeting, a new International Board will be elected. During this workshop session, Marketing officers have a chance of exclusively interviewing the candidate(s) running for the position of Vice President for Marketing before the Final Plenary.

10.30 - 11.30

Joint Workshop MKT & AA: Boost the Moots, promotion of Moot Court Competitions**Aim:**

To evaluate the promotion of the Human Rights Moot Court Competition and the ELSA Moot Court Competition on WTO law. To discuss the framework of the promotion of the upcoming editions of the Moot Court Competitions

Means:

- Introduction by ELSA International
- Evaluation of the promotion during 2012/2013
- Discussion on the framework for the promotion of upcoming editions
- Open discussion
- Conclusion

Comments:

The Moot Court Competitions organised by ELSA International are very important projects for the association and a lot of the promotion relies on the efforts made by local and national ELSA Groups. The Workshop will evaluate the previous cooperation and discuss what was done well and what can be done better for the upcoming editions.

Preparations:

Be prepared to evaluate the promotion of the competitions during 2012/2012. Think of what could have been done better in terms of marketing materials and promotion ideas.

11.30 – 12:30

Open Marketing Topics Workshop 2**Aim:**

To bring up topics that the participants would like to discuss outside the agenda.

Means:

- Open discussion

Comments:

During the preparations for the ICM Workshops, the Marketing Officers presented on the Marketing mailing list a lot of topics for Workshop sessions.

Preparations:

Think of what topics within the field of Marketing (not included in the Agenda for the Marketing Workshop) you would like to bring up during the open sessions. There will be a list where you can write your suggestions and the most popular topics will be discussed.

12.30 – 13.30

LUNCH

Friday, 12th April (13.30 – 14.30)

13.30 – 14.30

Closing and Q&A, evaluation and summarise

Aims:

To give the participants the opportunity to ask questions to ELSA International. To close and evaluate the Marketing Workshop of the LXIII International Council Meeting and to discuss the last part of our term in office together as the ELSA Marketing Team 2012/2013.

Means:

- Q&A to ELSA International
- Evaluation of the Marketing Workshop
- Discussion on the last part of the term in office
- Closing

Comments:

You will also get the opportunity to ask questions to ELSA International. The closing will be a short evaluation and instructions for further evaluation of the workshop session online. We will also discuss on how we should work during the upcoming months and what we can improve.

ACADEMIC ACTIVITIES WORKSHOP**Timetable**

Time	Sun 7th	Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th			
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast			
08:30									
09:00									
09:30		BEE, AA, S&C, STEP: Strategic Goals 18'	AA & Internatio-nality	Transport	Open Workshops	Candidates workshop			
10:00			Studies Abroad	Mid Plenary		AA, MKT: Boost the moots!			
10:30									
11:00							EMC2	HRMCC: a successful case	
11:30									
12:00	Lunch	Lunch	Lunch	Break	Transition	Lunch			
12:30									
13:00	Letters of A. & Payments	BEE, AA, S&C, STEP: Strategic Goals 18'	DB Proposals - AA part	Break	Lunch	Lunch	Miscellaneous & Closing		
13:30	Opening Plenary			Research with CoE!	Mid Plenary	Sightseeing**	Panel Discussion		
14:00									
14:30			AA, S&C: CoE					ELSA Law Review	Professional Skills Workshops and Sponsor's Fair
15:00									
15:30			Reporting*	Reporting*				Area Dinner***	Dressing time
16:00									
16:30	Dinner	Dinner	Dinner	Gala Ball					
17:00									
17:30	Opening Workshops	Preparation time	Preparation time	Preparation time	Preparation time				
18:00									
18:30	Officers & Freshers	Party	Party	Party	Party				
19:00									
19:30	HoD	Party	Party	Party	Party				
20:00	Dinner								
20:30	Party	Party	Party	Party	Party				
21:00									
21:30	Party	Party	Party	Party	Party				
22:00									
22:30									
23:00									
23:30	Party	Party	Party	Party	Party				
23:00									
23:30	Party	Party	Party	Party	Party				
23:00									

- * Reporting time may last longer. Dinner is served until 21.00
- ** Specific plan of sightseeing can be found on the ICM web-page <http://www.icm-germany.org/participants/sightseeing/>

Preparations and reminders for the Academic Activities Workshop

In order to actively participate and contribute to the Workshops, please, don't forget to:

- Please prepare a written Activity Report and sent it to AA mailing list beforehand;
- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXII Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 37th Edition;
- Read the Minutes of the Academic Activities Workshop in the LXI Council Meeting in Algarve and LXII Council Meeting in Batumi. You can download them from:
ICM Algarve: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_I_Algarve.pdf
ICM Batumi: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_II_Batumi.pdf
- Read the minutes from II Key Area Meeting in Brno, Czech Republic;
- Read the Academic Activities Handbook from: <http://officers.elsa.org/>;
- Read the Moot Court Competitions Organisers Manual from:
http://files.elsa.org/AA/MCC_Organisers_Manual_2012-2013.pdf
- Read the One Year Operational Plan (OYOP) of ELSA International 2012/2013.

Links to these documents can be found from the same e-mail as these Working Materials. Please read them carefully. This is of great importance for the discussions and outcome of the Workshop sessions.

Please read this draft agenda carefully. Should you need any clarifications, please do not hesitate to contact the Vice President Academic Activities of ELSA International at vpaa@elsa.org or Vice President for Moot Court Competitions of ELSA International at mootcourts@elsa.org.

Please use the AA mailing list (ELSA-AA@LISTSERV.ELSA.ORG) and start a discussion before the LXIII Council Meeting.

Welcome to the AA Workshop!

Yours,

Vasco Silva and Corinna Mückenheim



Draft Agenda

Sunday, 7th April 2013 (17.30 – 20.00)

17.30 – 18.30

Opening Workshop

Aims:

To elect the Workshop Officers and approve the draft Agenda; to get to know each other and everyone's expectations for the week ahead.

Means:

- Opening of the Academic Activities Workshop
- Presentation of the tasks of the Workshop Officers
- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable: Expectations of the participants

18.30 – 20.00

Officers' Trainings

Aim:

To train Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. Workshop Chairs, Secretaries, Tellers and Nomination Committee will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International

18.30 - 20.00

Introductory Workshop for Freshers

Aim:

To give a general overview of ELSA, the International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this Workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To get answers to the questions arising

Monday, 8th April (09.30 – 12.30)

09.30 – 12.30

Joint Workshop BEE, AA, S&C and STEP: Strategic Goals '18**Aims:**

To prepare proposal of the Strategic Goals 2018

Means:

- Presentation of the proposal submitted by International Presidents' Meeting Yalta
- Presentation of the amendments to the proposal
- Discussion on the proposal and amendments
- Voting's on the amendment and upon recommendation of the proposal for the Council

Comments:

This Workshop is a final preparation of the proposal of the Strategic Goals 2018. Workshop is a joint of Presidents and Key Areas officers, because without involvement and ideas of these people will be impossible to create the Strategic Goals which will be widely recognised and accepted.

During the Workshop will we go through the Operational Goals which were prepared by the participants of the International Presidents' Meeting Yalta and will decided on these ones which we would like to keep as a final proposal from the workshop.

Preparations:

Please read the proposal of the Strategic Goals 2018 on page 209 and the input papers on pages 242 and 247.

12.30 – 13.30**LUNCH**

Monday, 8th April (13.30 – 18.30)

13.30 – 16.30

Joint Workshop BEE, AA, S&C and STEP: Strategic Goals '18**Aims:**

To prepare proposal of the Strategic Goals 2018

Means:

- Presentation of the proposal submitted by International Presidents' Meeting Yalta
- Presentation of the amendments to the proposal
- Discussion on the proposal and amendments
- Voting's on the amendment and upon recommendation of the proposal for the Council

Comments:

This Workshop is a final preparation of the proposal of the Strategic Goals 2018. Workshop is a joint of Presidents and Key Areas officers, because without involvement and ideas of these people will be impossible to create the Strategic Goals which will be widely recognised and accepted.

During the Workshop will we go through the Operational Goals which were prepared by the participants of the International Presidents' Meeting Yalta and will decided on these ones which we would like to keep as a final proposal from the workshop.

Preparations:

Please read the proposal of the Strategic Goals 2018 on page 209 and the input papers on pages 242 and 247.

16.30 – 18.30

Joint Workshop AA & S&C: Council of Europe**Aims:**

To raise awareness of the cooperation with the Council of Europe. To present the opportunities of collaboration with Human Rights Partner of ELSA International. To inform about the status of the current cooperation with Council of Europe. To discuss the impact of the cooperation on ELSA's external relations. To present the new Guidelines of Cooperation with the Council of Europe.

Means:

- Presentation of the cooperation with Council of Europe;
- Q&A;
- Presentation of the new Guidelines of Cooperation with the Council of Europe.
- Discussion;
- Conclusion.

Comment:

The cooperation with the Council of Europe, initiated six years ago, has been growing from year to year. New projects of great relevance for our Network are brought to the scene each year. The success of the partnership depends on several different aspects. Among those there is the involvement of the ELSA Network as a whole. The session concerning the Council of Europe aims at presenting the main projects that ELSA International has been developing with its

Human Rights' Partner during the term 2012-2013, the possibilities for our Groups and our Members and also to discuss good practices. It also aims to explain how the cooperation is structured and what the opportunities are for the future. This partnership shall be seen as a role model for other potential cooperation with other institutions.

Tuesday, 9th April 2013 (09.30 – 13.30)

09.30 – 10.30

AA & internationality**Aim:**

To discuss and share best practices about planning, organisation and promotion of international projects. To discuss how to bring internationality to the local and national level and to share good and bad practises.

Means:

- Presentation by ELSA International
- Open discussion

Comment:

This session aims to make all participants aware of the relevance of bringing internationality closer to their members and local groups. According to the last Market Research of ELSA, internationality is one of the main reasons for students to join our association. However, they have requested more international events and projects. With this session, AA officers shall discuss and share ideas in how to improve the international side of ELSA in their groups.

10.30 – 12.00

Studies Abroad: which future?**Aims:**

To re-open the discussion among the AA officer concerning Studies Abroad as part of their tasks. To analyse the current situation of Studies Abroad. To decide upon the future investment in this field and what measures can be taken to improve its related projects.

Means:

- Presentation by ELSA International
- Q&A
- Discussion
- Decision upon future strategy

Comment:

Please read the AA Handbook for further information about Studies Abroad in ELSA.

12.00 – 12.30

EMC² evaluation**Aims:**

To present the 11th edition of the EMC² and to see its development since last August in order to start the promotion and planning for the upcoming 12th edition.

Means:

- Presentation by ELSA International
- Q&A
- Discussion

Comment:

The 11th edition of the EMC² will almost be finished by the ICM in Cologne and thus, this workshop serves to evaluate this edition and to look into the future development.

12.30 – 13.30

LUNCH**Tuesday, 9th April 2013 (13.30 – 18.30)**

13.30 – 15.30

Proposal for amending the AA part of the Decision Book**Aims:**

To present, discuss and vote on the proposal regarding the AA Part of the Decision Book.

Means:

- Presentation of the proposal by ELSA International
- Q&A
- Discussion
- Voting

Comment:

Please read the proposal from these Working Materials carefully and prepare your questions, comments and amendments. The proposal can be found starting from page 170, the input paper can be found on page 234.

15.30 – 17.00

Research with the CoE!**Aims:**

To present and discuss the new project of the Network which is organized by ELSA International in cooperation with the Council of Europe on the campaign “European Youth Against Online Hate Speech”.

Means:

- Presentation by ELSA International
- Q&A
- Discussion

Comment:

Read the LRG section in the Decision Book and the outline of the project as sent to the mailing list.

17.00 – 18.30

ELSA Law Review**Aims:**

To re-introduce the law review project within the Network and discuss the new structure of such during AA workshops.

Means:

- Presentation by the Director for Legal Writing of ELSA International 2012/2013.
- Q&A
- Discussion

Comment:

Please read the outline of the project sent via AA mailing list.

Thursday 11th April 2013 (09.30 – 12.30)

9.30 – 12.30

Open workshop 1: Non-political status of ELSA**Aims:**

To present the current non-political status of ELSA and its guidelines. To analyse the different realities regarding the non-political status of our association in different national and local groups. To inform about similar and dissimilar status of other youth organisations and students' associations. To discuss the impact of the non-political status in ELSA's activity. To discuss the future of the status.

Means:

- Presentation by ELSA International
 - Q&A
-

- Open discussion
- Conclusion

Comment:

The non-political status of ELSA is one of the corner stones of our association. Despite of its central importance, especially, when it comes to its implementation in the local level, through our activities and projects, during the last years no serious discussion regarding this topic was taken during Council Meetings. Having in mind that ELSA keeps growing in the number of members, groups and activities, it seems necessary to raise a discussion about the non-political status for its better understanding. Do ELSA officers perceive this status in the same way in the 41 countries of ELSA? What should be done to implement it properly? How is the non-political status seen in other youth organisations? All these questions will be addressed. The participants in this session will have the chance to discuss the topic, give their ideas and especially, agree on the better method to assure that the non-political status of ELSA is understandable to our members and in the way we act.

9.30 – 12.30

Open Workshop 2: You in ELSA – public awareness and responsibilities as an ELSA Officer**Aims:**

To discuss public awareness of ELSA and your responsibilities as an ELSA Officer promoting a positive image of the Association. To raise awareness of the difference of the internal and external corporate behaviour as an ELSA officer. To discuss the opportunities and threats of social media and ELSA officers activities over internet. To raise the discussion of a possible code of conduct for ELSA.

Means:

- Introduction by ELSA International
- Discussion: Corporate behaviour responsibilities as an ELSA Officer
- Internal vs. external – what kind of image do we want to promote as ELSA Officers?
- You and Social Media – threats and opportunities in your role as an ELSA Officer
- Discussion: should ELSA have policy documents or codes of conduct?
- Final discussion and conclusion

Comments:

ELSA officers have a great responsibility creating a positive image of our association. ELSA officers are an important factor creating public awareness of our Association and a corporate behaviour is a must in the daily work as an officer. Social Media creates opportunities for ELSA officers to interact and to stay in touch with each other, but also a threat relating to our members and what is shown in public on e.g. Facebook. ELSA Officers are the living advertisements for ELSA and affects the image of ELSA to a great extent.

Preparations:

Think of your role and your responsibilities in the ELSA Network as an Officer. Think of how you act through social media and how you think we can improve our corporate behaviour in this field. Try to bring examples of situations when you think that ELSA officers' behaviour could have been more in line with what image we want to promote. Come with an open mind and be ready to discuss these issues with other ELSA Officers!

9.30 – 12.30

Open Workshop 3: Strategic Planning in ELSA**Aim:**

To make ELSA members acquainted with the Strategic Planning in the ELSA

Means:

- Presentation the proposal of the Strategic Goals 2018
- Discussion about the implementation of the Strategic Goals in ELSA

Comments:

Term 2012/2013 is clearly marked by the work on the Strategic Goals. From the very beginning, International Board and many other officers in the Network were preparing grounds for the next Strategic Plan for ELSA. Throughout the different analysis, members of the Working Group on the Strategic Goals were reaching important conclusions regarding the status quo of our association. With the result of this preparatory work, National Presidents and other officers gathered in Yalta, for International Presidents' Meeting in order to prepare the proposal of the next Strategic Goals for ELSA.

In Yalta after three days of workshops dedicated to Strategic Planning, endless discussions and enormous efforts, participants unanimously voted the proposal of the new goals. Proposal can be found on page 209. Proposal consists of six Focus Areas and set of the Strategic Goals under each of them. That structure were developed during the IPM and voted as a most suitable for ELSA and its needs. Participants of the IPM believe that Strategic Goals 2018 have to be different then current ones in order to ensure successful implementation.

Proposal made by the IPM from the very beginning was not complete. Participants of the meeting decided that after the event will prepare set of the Operational Goals, which will be, propose as the amendment. Input paper with the Operational Goals can be found on page 242.

While conducting all the work on evaluation of current and preparation of the next Strategic Goals, conclusion related to lack of awareness on Strategic Planning in ELSA has been reached. Therefore, International Board decided to dedicate one of the open workshops to Strategic Planning in ELSA. During these sessions all the participants will have an opportunity to discuss importance and value of Strategic Goals in daily work of our association.

Without feedback from the National and Local officers from different areas is impossible to handle process of implementation of the Strategic Goals properly. This Workshop increase awareness about Strategic Planning in ELSA, and present the proposal of the Strategic Goals 2018 to wide audience before final plenary. Moreover, should give as a conclusion regarding the best ways of implementation of the plan in ELSA's activity on the all levels.

12.30 – 13.30

LUNCH

Thursday 11th April 2013 (13.30 – 13.30)

12.30 – 13.30

Transition

Aim:

To introduce the importance of transition among officers. To realise the importance of an effective transition. To stress the importance of communication between officers and the storage of information at each level of the organisation.

Means:

- Presentation by ELSA International
- Open discussion

Comment:

It is crucial to keep in mind during the whole term in office that there must be sufficient preparation for the next term and for the successor to execute their work. The continuous change of officers in all levels of the organisation and the existence of short working cycles is of the major challenges ELSA faces. The goal is to facilitate a continuous improvement of ELSA through the increase of the number and the quality of events that reflect our Vision and Purposes.

Friday 12th April 2013 (09.30 – 12.30)

09.30 – 10.30

Candidate(s) Workshop

Aim:

The candidate(s) running for the position of Vice President Academic Activities of ELSA International 2013/2014 will present themselves and will be interviewed by the workshop participants.

The candidate(s) running for the position of Vice President Moot Court Competitions of ELSA International 2013/2014 will present themselves and will be interviewed by the workshop participants.

Means:

- Presentation of the candidate(s)
- Q&A for the candidate(s)

Comment:

At the very end of this International Council Meeting, a new International Board will be elected. During this workshop session, AA officers have a chance of exclusively interviewing the candidate(s) running for the positions of VPAA and VPMCC before the Final Plenary.

10.30 – 11.30

Joint Workshop MKT & AA: Boost the Moots, promotion of Moot Court Competitions**Aim:**

To evaluate the promotion of the Human Rights Moot Court Competition and the ELSA Moot Court Competition on WTO law. To discuss the framework of the promotion of the upcoming editions of the Moot Court Competitions.

Means:

- Introduction by ELSA International
- Evaluation of the promotion during 2012/2013
- Discussion on the framework for the promotion of upcoming editions
- Open discussion
- Conclusion

Comment:

The Moot Court Competitions organised by ELSA International are very important projects for the association and a lot of the promotion relies on the efforts made by local and national ELSA Groups. The Workshop will evaluate the previous cooperation and discuss what was done well and what can be done better for the upcoming editions.

Preparations:

Be prepared to evaluate the promotion of the competitions during 2012/2012. Think of what could have been done better in terms of marketing materials and promotion ideas.

11.30 – 12.30

HRMCC: a successful case**Aims:**

To evaluate the first edition of the new Human Rights Moot Court Competition and to start new ideas for the development of the second edition by inputs from the officers.

Means:

- Presentation ELSA International
- Roundtable with inputs and new ideas
- Discussion

Comments:

The first edition of the HRMCC was a success since we had 120 team registrations and could start a good recognition. Since many officers were actively involved in the competition and its procedure, this workshop serves to gain valuable inputs and new ideas and to discuss them.

12.30 –13.30**LUNCH**

Friday 12th April 2013 (13.30 – 14.30)

13.30 – 14.30

Miscellaneous and Closing**Aim:**

To discuss topics that were not mentioned or to continue discussing topics that the workshop did not have time for in previous time slots. To evaluate the week of sessions and close the AA Workshop.

Means:

- Discussion led by the Chair
- Final words
- Closing

SEMINARS AND CONFERENCES WORKSHOP**Timetable**

Time	Sun 7th	Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th									
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast									
08:30															
09:00		BEE, AA, S&C, STEP: Strategic Goals 18'	Training with IBM	IFP: from the past to the future	Mid Plenary	Open Workshops	Candidates workshop								
09:30															
10:00															
10:30															
11:00															
11:30			Lunch	Lunch	Break	Lunch	Miscellaneous								
12:00															
12:30															
13:00															
13:30															
14:00	Letters of A. & Payments	BEE, AA, S&C, STEP: Strategic Goals 18'	A revolution for the S&C Part of the Decision Book	Mid Plenary	Sightseeing**	Closing									
14:30															
15:00															
15:30															
16:00															
16:30							AA, S&C: CoE	MKT, S&C: How to make it Sexy & Cool	Mid Plenary	Knowledge Management	Lunch				
17:00															
17:30															
18:00															
18:30															
19:00	Opening Plenary	Reporting*	Reporting*	Area Dinner***	Panel Discussion										
19:30															
20:00															
20:30															
21:00															
21:30						HoD	Dinner	Dinner	Dinner	Professional Skills Workshops and Sponsor's Fair					
22:00															
22:30															
23:00															
23:30															
20:00	Dinner	Preparation time	Preparation time	Preparation time	Reporting*										
20:30															
21:00															
21:30															
22:00															
22:30						Party	Party	Party	Party	Dressing time					
23:00															
23:30															
20:00											Party	Preparation time	Preparation time	Preparation time	Gala Ball
20:30															
21:00															
21:30															
22:00															
22:30															
23:00															
23:30															

- * Reporting time may last longer. Dinner is served until 21.00
- ** Specific plan of sightseeing can be found on the ICM web-page <http://www.icm-germany.org/participants/sightseeing/>

Preparations and reminders for the Seminars and Conferences Workshop

“Be prepared to speak and to speak be prepared!”

In order to actively participate and contribute to the Workshops, please, don't forget to:

- Please prepare a written Activity Report and sent it to S&C mailing list beforehand;
- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXII Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 37th Edition;
Read the Minutes of the Seminars and Conferences Workshop in the LXI Council Meeting in Algarve and LXII Council Meeting in Batumi; You can download them from:
ICM Algarve: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_I_Algarve.pdf
ICM Batumi: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_II_Batumi.pdf
- Read the minutes from II Key Area Meeting in Brno, Czech Republic;
- Read the One Year Operational Plan (OYOP) of ELSA International 2012/2013;
- Please read the S&C Handbook, the IFP handbook and Delegations Guidelines from: <http://officers.elsa.org/>.
- Read the input papers related to S&C and the proposal regarding IFP.

Links to these documents can be found from the same e-mail as these Working Materials. Please read them carefully. This is of great importance for the discussions and outcome of the Workshop sessions.

Remember: it is of great importance for the procedure, discussions and outcome of the Workshop sessions to come prepared!

Please read this draft agenda carefully. Should you need any clarifications, please do not hesitate to contact the Vice President for Seminars and Conferences of ELSA International at vpsc@elsa.org.

Please use the S&C mailing list (ELSA-SC@LISTSERV.ELSA.ORG) and start a discussion before the LXIII Council Meeting.

Welcome to the S&C Workshop!

S&Cfully Yours,
Federica Toscano



Draft Agenda

Sunday, 7th April 2013 (17.30 – 20.00)

17.30 – 18.30

Opening Workshop

Aims:

To elect the Workshop Officers and approve the draft Agenda; to get to know each other and everyone's expectations for the week ahead.

Means:

- Opening of the Seminars and Conferences Workshop
- Presentation of the tasks of the Workshop Officers
- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable: Expectations of the participants

18.30 – 20.00

Officers' Trainings

Aim:

To train Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. Workshop Chairs, Secretaries, Tellers and Nomination Committee will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International

18.30 - 20.00

Introductory Workshop for Freshers

Aim:

To give a general overview of ELSA, the International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this Workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To get answers to the questions arising

Monday, 8th April (09.30 – 12.30)

09.30 – 12.30

Joint Workshop BEE, AA, S&C and STEP: Strategic Goals '18**Aims:**

To prepare proposal of the Strategic Goals 2018

Means:

- Presentation of the proposal submitted by International Presidents' Meeting Yalta
- Presentation of the amendments to the proposal
- Discussion on the proposal and amendments
- Voting's on the amendment and upon recommendation of the proposal for the Council

Comments:

This Workshop is a final preparation of the proposal of the Strategic Goals 2018. Workshop is a joint of Presidents and Key Areas officers, because without involvement and ideas of these people will be impossible to create the Strategic Goals which will be widely recognised and accepted.

During the Workshop will we go through the Operational Goals which were prepared by the participants of the International Presidents' Meeting Yalta and will decided on these ones which we would like to keep as a final proposal from the workshop.

Preparations:

Please read the proposal of the Strategic Goals 2018 on page 209 and the input papers on pages 242 and 247.

12.30 – 13.30**LUNCH**

Monday, 8th April (13.30 – 18.30)

13.30 – 16.30

Joint Workshop BEE, AA, S&C and STEP: Strategic Goals '18**Aims:**

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Means:

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Comments:

This Workshop is a final preparation of the proposal of the Strategic Goals 2018. Workshop is a joint of Presidents and Key Areas officers, because without involvement and ideas of these people will be impossible to create the Strategic Goals which will be widely recognised and accepted.

During the Workshop will we go through the Operational Goals which were prepared by the participants of the International Presidents' Meeting Yalta and will decided on these ones which we would like to keep as a final proposal from the workshop.

Preparations:

Please read the proposal of the Strategic Goals 2018 on page 209 and the input papers on pages 242 and 247.

16.30 – 18.30

Joint Workshop AA & S&C: Council of Europe**Aims:**

To raise awareness of the cooperation with the Council of Europe. To present the opportunities of collaboration with Human Rights Partner of ELSA International. To inform about the status of the current cooperation with Council of Europe. To discuss the impact of the cooperation on ELSA's external relations. To present the new Guidelines of Cooperation with the Council of Europe.

Means:

- Presentation of the cooperation with Council of Europe;
- Q&A;
- Presentation of the new Guidelines of Cooperation with the Council of Europe.
- Discussion;
- Conclusion.

Comment:

The cooperation with the Council of Europe, initiated six years ago, has been growing from year to year. New projects of great relevance for our Network are brought to the scene each year. The success of the partnership depends on several different aspects. Among those there is the involvement of the ELSA Network as a whole. The session concerning the Council of Europe

aims at presenting the main projects that ELSA International has been developing with its Human Rights' Partner during the term 2012-2013, the possibilities for our Groups and our Members and also to discuss good practices. It also aims to explain how the cooperation is structured and what the opportunities are for the future. This partnership shall be seen as a role model for other potential cooperation with other institutions.

Tuesday, 9th April 2013 (09.30 – 13.30)

09.30 – 12 .00

Training with IBM – Complex-project sales practices, hands-on.**Means:**

- The trainer will be the associate-professor Deva Rangarajan, Vlerick Business School.

Comment:

IBM is a multinational technology and consulting corporation. One of their main focuses nowadays is about Business Strategy and management consulting, to enable client success through executable strategies. The goal is to help clients achieving end-to-end transformation, from strategy to implementation, and gain efficiency in cross-functional collaboration.

Our projects aim to high quality and professionalism, and we face daily challenges to achieve these results. The contribution of an external expert will give a new fresh approach to our responsibilities.

12.00 – 13.30

IFP: from the past to the future**Aim:**

To discuss the status of implementation of Health Law programme, in order to elaborate a strategy for a better implementation of Media law programme since the very beginning of the new cycle. To discuss the duration of the next IFP.

Means:

- Presentation by ELSA International
- Open discussion

Preparations:

Read the proposal regarding the duration of the IFP topic “Media law” on the page 162.

Comment:

ELSA International will present the latest statistics in the field of Health law and ELSA and the progress in the Final Publication. Moreover, the Director for Media Law will present together with the VP S&C a strategy for the next months of implementation of IFP. Since the preliminary voting on the proposal of ELSA International on the length of the next IFP will take place,

please read carefully the minutes of ICM Batumi that report the discussion and prepare your position in advance.

13.30 – 14.30

LUNCH

Tuesday, 9th April 2013 (14.30 – 18.30)

14.30 – 16.30

A revolution for the S&C Part of the Decision Book

Aims:

To present, discuss and vote on the proposals regarding the S&C Part of the Decision Book.

Means:

- Presentation of the proposals by ELSA International and the Working Group
- Q&A
- Discussion
- Voting

Comment:

Please read the proposals from these Working Materials carefully and prepare your questions, comments and amendments. The proposal can be found starting from page 187 and the input paper concerning the amendments can be found on page 236.

16.30 – 18.30

Joint Workshop MKT & S&C: How to make it Sexy & Cool?

Aims:

To discuss, evaluate and improve the promotion strategies of the events and projects organised within the area of Seminars & Conferences.

Means:

- Introduction by ELSA International
- Summer Law Schools – defining characteristics and promotion
- ELSA Delegations – defining characteristics and promotion
- ELSA Day – evaluation of promotion
- Final conclusion

Comments:

S&C has several fields of activities that characterize our association and we need to promote them well. During the summer, the Network organises many Summer Law Schools and it is a big

part of the events organised within the area of Seminars & Conferences and a proper promotion is crucial for the development of this concept.

Preparations:

Be prepared to speak and to contribute to the session. If you organise a Summer Law School in your National Group, be prepared to present your promotion strategy and also to present your expectations on other National and Local Groups regarding the promotion of Summer Law Schools. Also, develop thoughts on how we can make ELSA Delegations a more recognizable concept within ELSA.

Thursday 11th April 2013 (09.30 – 12.30)

9.30 – 12.30

Open workshop 1: Non-political status of ELSA**Aims:**

To present the current non-political status of ELSA and its guidelines. To analyse the different realities regarding the non-political status of our association in different national and local groups. To inform about similar and dissimilar status of other youth organisations and students' associations. To discuss the impact of the non-political status in ELSA's activity. To discuss the future of the status.

Means:

- Presentation by ELSA International
- Q&A
- Open discussion
- Conclusion

Comment:

The non-political status of ELSA is one of the corner stones of our association. Despite of its central importance, especially, when it comes to its implementation in the local level, through our activities and projects, during the last years no serious discussion regarding this topic was taken during Council Meetings. Having in mind that ELSA keeps growing in the number of members, groups and activities, it seems necessary to raise a discussion about the non-political status for its better understanding. Do ELSA officers perceive this status in the same way in the 41 countries of ELSA? What should be done to implement it properly? How is the non-political status seen in other youth organisations? All these questions will be addressed. The participants in this session will have the chance to discuss the topic, give their ideas and especially, agree on the better method to assure that the non-political status of ELSA is understandable to our members and in the way we act.

9.30 – 12.30

Open Workshop 2: You in ELSA – public awareness and responsibilities as an ELSA Officer**Aims:**

To discuss public awareness of ELSA and your responsibilities as an ELSA Officer promoting a positive image of the Association. To raise awareness of the difference of the internal and external corporate behaviour as an ELSA officer. To discuss the opportunities and threats of social media and ELSA officers activities over internet. To raise the discussion of a possible code of conduct for ELSA.

Means:

- Introduction by ELSA International
- Discussion: Corporate behaviour responsibilities as an ELSA Officer
- Internal vs. external – what kind of image do we want to promote as ELSA Officers?
- You and Social Media – threats and opportunities in your role as an ELSA Officer
- Discussion: should ELSA have policy documents or codes of conduct?
- Final discussion and conclusion

Comments:

ELSA officers have a great responsibility creating a positive image of our association. ELSA officers are an important factor creating public awareness of our Association and a corporate behaviour is a must in the daily work as an officer. Social Media creates opportunities for ELSA officers to interact and to stay in touch with each other, but also a threat relating to our members and what is shown in public on e.g. Facebook. ELSA Officers are the living advertisements for ELSA and affects the image of ELSA to a great extent.

Preparations:

Think of your role and your responsibilities in the ELSA Network as an Officer. Think of how you act through social media and how you think we can improve our corporate behaviour in this field. Try to bring examples of situations when you think that ELSA officers' behaviour could have been more in line with what image we want to promote. Come with an open mind and be ready to discuss these issues with other ELSA Officers!

9.30 – 12.30

Open Workshop 3: Strategic Planning in ELSA**Aim:**

To make ELSA members acquainted with the Strategic Planning in the ELSA

Means:

- Presentation the proposal of the Strategic Goals 2018
- Discussion about the implementation of the Strategic Goals in ELSA

Comments:

Term 2012/2013 is clearly marked by the work on the Strategic Goals. From the very beginning, International Board and many other officers in the Network were preparing grounds for the next Strategic Plan for ELSA. Throughout the different analysis, members of the Working Group on the Strategic Goals were reaching important conclusions regarding the status quo of our association. With the result of this preparatory work, National Presidents and other officers gathered in Yalta, for International Presidents' Meeting in order to prepare the proposal of the next Strategic Goals for ELSA.

In Yalta after three days of workshops dedicated to Strategic Planning, endless discussions and enormous efforts, participants unanimously voted the proposal of the new goals. Proposal can be found on page 209. Proposal consists of six Focus Areas and set of the Strategic Goals under each of them. That structure were developed during the IPM and voted as a most suitable for ELSA and its needs. Participants of the IPM believe that Strategic Goals 2018 have to be different then current ones in order to ensure successful implementation.

Proposal made by the IPM from the very beginning was not complete. Participants of the meeting decided that after the event will prepare set of the Operational Goals, which will be, propose as the amendment. Input paper with the Operational Goals can be found on page 242.

While conducting all the work on evaluation of current and preparation of the next Strategic Goals, conclusion related to lack of awareness on Strategic Planning in ELSA has been reached. Therefore, International Board decided to dedicate one of the open workshops to Strategic Planning in ELSA. During these sessions all the participants will have an opportunity to discuss importance and value of Strategic Goals in daily work of our association.

Without feedback from the National and Local officers from different areas is impossible to handle process of implementation of the Strategic Goals properly. This Workshop increase awareness about Strategic Planning in ELSA, and present the proposal of the Strategic Goals 2018 to wide audience before final plenary. Moreover, should give as a conclusion regarding the best ways of implementation of the plan in ELSA's activity on the all levels.

12.30 – 13.30**LUNCH**

Thursday 11th April 2013 (13.30 – 14.30)

12.30 – 13.30

Knowledge Management**Aims:**

To discuss steps taken until now to improve KM in ELSA. To discuss a transition strategy. To stress the importance of communication between officers and the storage of information at each level of the organisation.

Means:

- Presentation by ELSA International
- Open discussion

Comment:

The continuous change of officers in all levels of the organisation and the existence of short working cycles is of the major challenges ELSA faces. If in Batumi we were thinking what should be done to assure a good level of KM, now it is time to evaluate and share solutions adopted. Be prepared to speak about your strategic decisions and the undertaken plans!

Friday 12th April 2013 (09.30 – 13.30)

09.30 – 10.30

Candidate(s) Workshop**Aim:**

The candidate(s) running for the position of Vice President for Seminars and Conferences 2013/2014 will present themselves and will be interviewed by the workshop participants.

Means:

- Presentation of the candidate(s)
- Q&A for the candidate(s)

Comment:

At the very end of this International Council Meeting, a new International Board will be elected. During this workshop session, S&C officers have a chance of exclusively interviewing the candidate(s) running for the positions of VP S&C before the Final Plenary.

10.30 – 12.00

Joint Workshop BEE & S&C: ELSA Day: A lesson for the cooperation between supporting and key areas**Aims:**

To evaluate the outcome of the ELSA Day. To evaluate the cooperation between areas in the realisation of this event. To reflect on the cooperation in the ELSA boards, especially on the management of external relations.

Means:

- Introduction by ELSA International
- Working Group
- Presentation of the Outcome
- Open Discussion

Comment:

At the moment of the compilation of these Working Materials, it seems that ELSA Day would be a success in terms of participation and number of events that are mostly organised by key areas. However, the ELSA Day is not only important for the content, but also for the possibility that offers to promote the name and the image of ELSA. It is actually a test on the effectiveness of the cooperation between supporting and key areas at every level of this association. After the 20th of March we will be able to evaluate if the cooperation between areas work and what we did learn from this experience.

12.00 – 13.00

Miscellaneous**Aim:**

To discuss topics that were not mentioned or to continue discussing topics that the workshop did not have time for in previous time slots.

Means:

- Discussion led by the Chair
- Q&A

Comments:

13.00 – 13.30

Closing**Aim:**

To evaluate the week of sessions and close the S&C Workshop.

Means:

- Roundtable with inputs and new ideas
- Final words
- Closing

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP**Timetable**

Time	Sun 7th	Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th			
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast			
08:30									
09:00									
09:30		BEE, AA, S&C, STEP: Strategic Goals 18'	Training on presentation skills	STEP Handbook	Transport	Open Workshops	Candidates workshop		
10:00					Mid Plenary		FM, STEP: Penalty System		
10:30			Lunch	Transition			Lunch	Break	Lunch
11:00									
11:30		Letters of A. & Payments	Lunch	Lunch	Break	Lunch	Reception How-to	Lunch	
12:00									
12:30		Opening Plenary	BEE, AA, S&C, STEP: Strategic Goals 18'	SH evaluation and tips	MKT, STEP: evaluation	Mid Plenary	Sightseeing**	Panel Discussion	
13:00	Statistics								Multi-Matching
13:30				JH evaluation	Proposals			Area Dinner***	
14:00	Reporting*								Reporting*
14:30			Dinner	Dinner	Gala Ball				
15:00	HoD					Dinner	Dinner	Dinner	Dinner
15:30			Dinner	Dinner	Dinner				
16:00	Dinner					Dinner	Dinner	Dinner	Dinner
16:30			Dinner	Dinner	Dinner				
17:00	Dinner					Dinner	Dinner	Dinner	Dinner
17:30		Dinner	Dinner	Dinner	Dinner				
18:00	Dinner					Dinner	Dinner	Dinner	Dinner
18:30		Dinner	Dinner	Dinner	Dinner				
19:00	Dinner					Dinner	Dinner	Dinner	Dinner
19:30		Dinner	Dinner	Dinner	Dinner				
20:00	Dinner					Dinner	Dinner	Dinner	Dinner
20:30		Dinner	Dinner	Dinner	Dinner				
21:00	Dinner					Dinner	Dinner	Dinner	Dinner
21:30		Dinner	Dinner	Dinner	Dinner				
22:00	Dinner					Dinner	Dinner	Dinner	Dinner
22:30		Dinner	Dinner	Dinner	Dinner				
23:00	Dinner					Dinner	Dinner	Dinner	Dinner
23:30		Dinner	Dinner	Dinner	Dinner				

- * Reporting time may last longer. Dinner is served until 21.00
- ** Specific plan of sightseeing can be found on the ICM web-page <http://www.icm-germany.org/participants/sightseeing/>

Preparations and reminders for the Student Trainee Exchange Programme Workshop

In order to actively participate and contribute to the Workshops, please, don't forget to:

- Please prepare a written Activity Report and sent it to STEP mailing list beforehand;
- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXII Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 37th Edition;
- Read the Minutes of the Student Trainee Exchange Programme Workshop in the LXI Council Meeting in Algarve and LXII Council Meeting in Batumi. You can download them from:
ICM Algarve: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_I_Algarve.pdf
ICM Batumi: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_II_Batumi.pdf
- Read the minutes from II Key Area Meeting in Brno, Czech Republic;
- Read the One Year Operational Plan (OYOP) of ELSA International 2012/2013;
- Please read the STEP Handbook from: <http://officers.elsa.org/>.

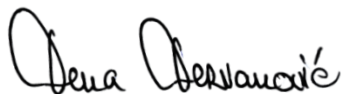
Links to these documents can be found from the same e-mail as these Working Materials. Please read them carefully. This is of great importance for the discussions and outcome of the Workshop sessions.

Please read this draft agenda carefully. Should you need any clarifications, please do not hesitate to contact the Vice President Student Trainee Exchange Programme of ELSA International at vpstep@elsa.org.

Please use the STEP mailing list (ELSA-STEP@LISTSERV.ELSA.ORG) and start a discussion before the LXIII Council Meeting.

Welcome to the STEP Workshop!

Yours,
Dena Dervanović



Draft Agenda

Sunday, 7th April 2013 (17.30 – 20.00)

17.30 – 18.30

Opening Workshop

Aims:

To elect the Workshop Officers and approve the draft Agenda; to get to know each other and everyone's expectations for the week ahead.

Means:

- Opening of the Student Trainee Exchange Programme Workshop
- Presentation of the tasks of the Workshop Officers
- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable: Expectations of the participants

18.30 – 20.00

Officers' Trainings

Aim:

To train Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. Workshop Chairs, Secretaries, Tellers and Nomination Committee will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International

18.30 - 20.00

Introductory Workshop for Freshers

Aim:

To give a general overview of ELSA, the International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this Workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To get answers to the questions arising

Monday, 8th April (09.30 – 12.30)

09.30 – 12.30

Joint Workshop BEE, AA, S&C and STEP: Strategic Goals '18**Aims:**

To prepare proposal of the Strategic Goals 2018

Means:

- Presentation of the proposal submitted by International Presidents' Meeting Yalta
- Presentation of the amendments to the proposal
- Discussion on the proposal and amendments
- Voting's on the amendment and upon recommendation of the proposal for the Council

Comments:

This Workshop is a final preparation of the proposal of the Strategic Goals 2018. Workshop is a joint of Presidents and Key Areas officers, because without involvement and ideas of these people will be impossible to create the Strategic Goals which will be widely recognised and accepted.

During the Workshop will we go through the Operational Goals which were prepared by the participants of the International Presidents' Meeting Yalta and will decided on these ones which we would like to keep as a final proposal from the workshop.

Preparations:

Please read the proposal of the Strategic Goals 2018 on page 209 and the input papers on pages 242 and 247.

12.30 – 13.30**LUNCH****Monday, 8th April (13.30 – 18.30)**

13.30 – 16.30

Joint Workshop BEE, AA, S&C and STEP: Strategic Goals '18**Aims:**

To prepare proposal of the Strategic Goals 2018

Means:

- Presentation of the proposal submitted by International Presidents' Meeting Yalta
- Presentation of the amendments to the proposal
- Discussion on the proposal and amendments
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Comments:

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During the Workshop will we go through the Operational Goals which were prepared by the participants of the International Presidents' Meeting Yalta and will decided on these ones which we would like to keep as a final proposal from the workshop.

Preparations:

Please read the proposal of the Strategic Goals 2018 on page 209 and the input papers on pages 242 and 247.

16.30 – 17.30

Statistics**Aims:**

To present to the Network the detailed statistics of the progress in STEP.

Means:

- Presentation of Statistics by ELSA International
- Q&A
- Discussion

Comment:

This session is aimed to raise awareness of the Network about the work that has been done in the area of STEP in order to realise the progress rate. Please read the Input Paper on STEP on page 238.

17.30 – 18.30

Job Hunting Evaluation**Aims:**

To exchange opinions on the Job Hunting fall/winter 2012-2013 and spring/summer 2013 cycle and to evaluate them.

Mean:

- Discussion

Tuesday, 9th April 2013 (09.30 – 13.30)

09.30 – 11.30

Training**Mean:**

Training provided by a member of the International Trainers' Pool

Comment:

To provide STEP officers with an insight of presentation skills in order to enhance their Job and Student Hunting skills.

11.30 – 12.30

STEP Handbook**Aim:**

To present the updated version of the STEP Handbook.

Means:

- Presentation of the STEP Handbook by the Working Group
- Q&A
- Discussion

Comment:

This session aims to make all participants aware of the Handbook update and familiarize them with it.

12.30 – 13.30

Transition**Aim:**

To introduce the importance of transition among officers.

Means:

- Presentation by ELSA International
- Q&A
- Discussion

Comment:

It is crucial to keep in mind during the whole term in office that there must be sufficient preparation for the next term and for the successor to execute their work.

13.30 – 14.30

LUNCH

Tuesday, 9th April 2013 (14.30 – 18.30)

14.30 – 15.30

Student Hunting evaluation and tips

Aims:

To evaluate the fall/winter cycle of Student Hunting, to exchange experiences and to provide with tips for the next cycle.

Means:

- Presentation by ELSA International
- Discussion

15.30 – 16.30

Joint Workshop MKT & STEP: Promotion strategy evaluation

Aims:

To evaluate the promotion strategy used in the two cycles of STEP and discuss ideas for the next ones.

Means:

- Discussion

16.30 – 17.30

Multi-Matching

Aims:

To present the work of the Working Group on Multi-Matching and present the process and results of it.

Means:

- Presentation by the Head of the Working Group
- Q&A
- Discussion

Comment:

Multi-Matching is an approach that initiated at the ICM Batumi and it was agreed upon a testing phase of it during the fall/winter cycle. Now, it is time to see the results and assess if the approach is to be used in the future or not.

17.30 – 18.30

Proposals

Aims:

To discuss and vote upon proposals related to the STEP part in the Decision Book.

Means:

- Presentation of the proposals
- Q&A
- Discussion
- Voting

Comments:

Please read the proposals related to the STEP part in the Decision Book on page 207.

Thursday 11th April 2013 (09.30 – 12.30)

9.30 – 12.30

Open workshop 1: Non-political status of ELSA

Aims:

To present the current non-political status of ELSA and its guidelines. To analyse the different realities regarding the non-political status of our association in different national and local groups. To inform about similar and dissimilar status of other youth organisations and students' associations. To discuss the impact of the non-political status in ELSA's activity. To discuss the future of the status.

Means:

- Presentation by ELSA International
- Q&A
- Open discussion
- Conclusion

Comment:

The non-political status of ELSA is one of the corner stones of our association. Despite of its central importance, especially, when it comes to its implementation in the local level, through our activities and projects, during the last years no serious discussion regarding this topic was taken during Council Meetings. Having in mind that ELSA keeps growing in the number of members, groups and activities, it seems necessary to raise a discussion about the non-political status for its

better understanding. Do ELSA officers perceive this status in the same way in the 41 countries of ELSA? What should be done to implement it properly? How is the non-political status seen in other youth organisations? All these questions will be addressed. The participants in this session will have the chance to discuss the topic, give their ideas and especially, agree on the better method to assure that the non-political status of ELSA is understandable to our members and in the way we act.

9.30 – 12.30

Open Workshop 2: You in ELSA – public awareness and responsibilities as an ELSA Officer

Aims:

To discuss public awareness of ELSA and your responsibilities as an ELSA Officer promoting a positive image of the Association. To raise awareness of the difference of the internal and external corporate behaviour as an ELSA officer. To discuss the opportunities and threats of social media and ELSA officers activities over internet. To raise the discussion of a possible code of conduct for ELSA.

Means:

- Introduction by ELSA International
- Discussion: Corporate behaviour responsibilities as an ELSA Officer
- Internal vs. external – what kind of image do we want to promote as ELSA Officers?
- You and Social Media – threats and opportunities in your role as an ELSA Officer
- Discussion: should ELSA have policy documents or codes of conduct?
- Final discussion and conclusion

Comments:

ELSA officers have a great responsibility creating a positive image of our association. ELSA officers are an important factor creating public awareness of our Association and a corporate behaviour is a must in the daily work as an officer. Social Media creates opportunities for ELSA officers to interact and to stay in touch with each other, but also a threat relating to our members and what is shown in public on e.g. Facebook. ELSA Officers are the living advertisements for ELSA and affects the image of ELSA to a great extent.

Preparations:

Think of your role and your responsibilities in the ELSA Network as an Officer. Think of how you act through social media and how you think we can improve our corporate behaviour in this field. Try to bring examples of situations when you think that ELSA officers' behaviour could have been more in line with what image we want to promote. Come with an open mind and be ready to discuss these issues with other ELSA Officers!

9.30 – 12.30

Open Workshop 3: Strategic Planning in ELSA

Aim:

To make ELSA members acquainted with the Strategic Planning in the ELSA

Means:

- Presentation the proposal of the Strategic Goals 2018
- Discussion about the implementation of the Strategic Goals in ELSA

Comments:

Term 2012/2013 is clearly marked by the work on the Strategic Goals. From the very beginning, International Board and many other officers in the Network were preparing grounds for the next Strategic Plan for ELSA. Throughout the different analysis, members of the Working Group on the Strategic Goals were reaching important conclusions regarding the status quo of our association. With the result of this preparatory work, National Presidents and other officers gathered in Yalta, for International Presidents' Meeting in order to prepare the proposal of the next Strategic Goals for ELSA.

In Yalta after three days of workshops dedicated to Strategic Planning, endless discussions and enormous efforts, participants unanimously voted the proposal of the new goals. Proposal can be found on page 209. Proposal consists of six Focus Areas and set of the Strategic Goals under each of them. That structure were developed during the IPM and voted as a most suitable for ELSA and its needs. Participants of the IPM believe that Strategic Goals 2018 have to be different then current ones in order to ensure successful implementation.

Proposal made by the IPM from the very beginning was not complete. Participants of the meeting decided that after the event will prepare set of the Operational Goals, which will be, propose as the amendment. Input paper with the Operational Goals can be found on page 242.

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12.30 – 13.30**LUNCH**

Thursday 11th April 2013 (13.30 – 14.30)

13.30 – 14.30

Reception How-to**Aim:**

To work on improvement of Reception in STEP.

Means:

- Presentation by ELSA International
- Q&A
- Discussion

Comment:

Reception is a unique characteristic of STEP and it is what we are largely proud of. This session wants to focus on doing this, final stage of the STEP Cycle in the right way.

Friday 12th April (09.30 – 13.30)

09.30 – 10.30

Candidate(s) Workshop**Aim:**

The candidate(s) running for the position of Vice President Student Trainee Exchange Programme of ELSA International 2013/2014 will present themselves and will be interviewed by the workshop participants.

Means:

- Presentation of the candidate(s)
- Q&A for the candidate(s)

Comment:

At the very end of this International Council Meeting, a new International Board will be elected. During this workshop session, STEP officers have a chance of exclusively interviewing the candidate(s) running for the position of Vice President STEP before the Final Plenary.

10.30 – 11.30

Joint Workshop FM & STEP: Penalty system**Aim:**

To discuss the Penalty system in STEP and talk about possibilities of reinforcing it.

Means:

- Presentation of the Proposal relating to the Penalty system
- Discussion

Comment:

Prepare for this session by reading the Penalty system part in the Decision Book and reading the proposal regarding the Penalty System on page 230.

11.30 – 12.30

Miscellaneous and Q&A**Aim:**

To discuss topics that were not mentioned or to continue discussing topics that the workshop did not have time for in previous time slots.

Means:

- Discussion led by the Chair

12.30 – 13.30

Evaluation and Closing**Aim:**

To evaluate the week of sessions and close the STEP Workshop.

Means:

- Discussion led by the Chair
- Final words
- Closing

ACTIVITY REPORTS

THE INTERNATIONAL BOARD 2012/2013

Bartosz Balewski, President

Strategic Planning

After ICM in Batumi, major part of my work was dedicated to work on the next Strategic Goals. Together with National Presidents we decided that the winter IPM shall focus mostly on the Strategic Planning, so the preparations for this event started on the day when I came back to the office after the ICM.

I prepared an action plan for the Working Group on the Strategic Goals which contained tasks connected to various analysis and preparatory work which were creating the basis for the next plan. As the members of the Working Group proposed it, I included drafting the proposals of possible strategic goals as a part of the action plan too.

Herein, I would like to thank all the members of the Working Group on Strategic Goals 2018, for all the efforts, hours of work, extremely valuable inputs and all the patience, which they showed while working in the group. Without your work, we would not have the same outcome, we can never prepare that number of the quality materials related to Strategic Planning in ELSA. From the bottom of my heart – thank you very much!

In order to have an external advice and to facilitate our efforts on creating a new plan, I contacted the professional trainer from Lithuania, who was already in contact with ELSA five years ago and help with the preparations of the current Strategic Goals. He was assisting us with our work, especially by delivering the on-line training at the end of December. He was invited to attend the IPM in Yalta, but due to unforeseen circumstances, he could not make it there.

IPM Yalta

Working Materials for IPM Yalta consisted almost only Strategic Goals related information's. Along with them, I sent twenty-seven attachments that made Working Materials a heavy lecture. Enclosed documents includes all the outcomes of the Working Group on Strategic Goals, materials which I obtained from the other Students' Associations, namely Strategic Plans of BEST (Board of European Students' of Technology), AEGEE (European Students' Forum), IPSF (International Pharmaceutical Students' Federation) and short overview of the Strategic Plan of ESN (Erasmus Students' Network). Having that huge amount of information was crucial, since the National Presidents who were going to Yalta, supposed to decide about the future of our Association, and to do it, they needed to be respectively prepared.

We started our meeting with the general update on the progresses and development in International Board since the ICM Batumi and then we started our marathon on the Strategic Goals. During 3 days we went through the due diligence of our Association, we brainstormed about the new ideas for improvement of ELSA, we were making a division between Strategic

and Operational Goals, and finally we were discussing the content of the Strategic Goals proposal. We finished the IPM with the proposal of Strategic Goals and a clear plan of what will be the next steps and actions, which we will take after the IPM.

In Yalta I was assisted by Mr Vasco Silva, Vice President for Academic Activities, who was chosen for this task due to his great experience and knowledge on the key area of ELSA - Academic Activities. Vasco also delivered a session on the Cooperation with the Council of Europe, which showed the Presidents the developments and progress in contact with our Human Rights Partner throughout the last half a year.

I would like to thank all the participants of the IPM for their contribution, for all the intense discussions and foremost for taking a responsibility of deciding on the directions which ELSA shall follow in upcoming 5 years.

External relations

After ICM Batumi, I was maintaining the current partnerships of ELSA International and I kept on looking for new ones. Enlarging the pool of Partners of ELSA was one of the top priorities and absorbed a lot of my time. So far, most of the work had a preparatory character, and were directed towards increasing interest in ELSA and introducing our activities. The second ELSA Partners' Reception of which I am the coordinator, has a significant importance for the results of all these efforts. For the moment of writing this Activity Report, we have more than 35 people who confirmed their attendance, which includes representatives from the big international companies who are not Partners of ELSA International yet. The outcome of this event will have a huge impact of the future of ELSA International external relations and I hope this impact will be only positive.

Anette Aav, Secretary General

ICM Batumi

Between the 4th and 11th of November I attended the ICM in Batumi. It was my task to prepare the IM workshops, as well as assist the Chairs in the Plenary sessions. After the ICM I was responsible for gathering all the revised minutes and compiling them. One of the main tasks regarding that ICM was also compiling the Working Materials.

NSS

In December I compiled the responses for the NSS questionnaires and send them back to the National SecGens who submitted the filled in questionnaire. I have also been in contact with two national groups via e-mails and Skype. Now there is a draft action plan prepared for the NSS project and I have been revising it from ELSA Internationals side.

ICM Cologne

Since December I have been more and more in contact with the OC about the organisation of the second ICM of the year. In January I had a trip to Cologne and I visited the venues for the ICM: the hostel, the workshop rooms and social programme venues. I also had a meeting with the Heads of OC. We went through some important topics for the ICM such as the Host agreement, tasks of the OC members and agenda of the ICM week.

Trainings and ITP

Since the end of year 2012 I was in contact with one of the ITP trainers to come here to Brussels and give my board a term mid evaluation training that eventually happened on the first weekend of February. Also, I have been in contact with the trainers and asking for their permission to upload their names and pictures on the web-page of ELSA in the new trainings section. I was also in charge of creating that section on our web-page. Since middle of January, I'm in charge of the trainings in our Network – thus replying e-mails about organising trainings, how to fill in PTQ-s etc. - everything that relates to trainings and that due to the dismissal of the Director for Training.

Coaching groups

During the ICM in Batumi I had a meeting with all my coaching groups present: ELSA Bosnia and Herzegovina, ELSA Germany, ELSA Slovak Republic and ELSA Portugal. At the end of November I attended the NCM of ELSA Portugal in Porto, where I also delivered a workshop on motivation and board management mainly to Presidents, SecGens. In January I visited ELSA Germany at their 50th NCM that was held in Leipzig. I gave a workshop to the President and talked about the international side of ELSA and the work of the IB in Brussels. At the end of January and beginning of February I contacted my coaching groups again to get an overview of their term so far.

Membership and Observership applications

During the ICM in Cologne, ELSA Ireland has the last chance to apply for a Membership in ELSA. Together with Vasco I have been in contact with the National board and giving them

advice. I also created a document describing the process and the documents they need to submit to the Council in order to apply. I have also created a similar document and been in contact with the initiator groups who are preparing to apply for Observerships.

EU Studies Fair 2013

At the beginning of February I attended the EU Studies Fair 2013 together with Federica, Dena, Corinna and Anders. I attended the seminars in the European Commission and in the committee of Regions on the first day of the event. On the Second day of the event I was present at the ELSA stand in the Studies Fair, where we were distributing materials to the guest and participants of the event.

Cooperation with AEGEE

I have also been the contact person from ELSA-s side to AEGEE in regards to the Fundraising European School (FRES). During that I forwarded the information and contacts between some of our National Groups and AEGEE office in the process of applying for the Youth in Action grant to get finances for the event. I have also forwarded the call for trainers for this event to our ITP trainers.

Registration of VP Marketing and VP MCC

After the minutes of ICM Batumi were compiled, I have been in contact with the Dutch lawyer that helps ELSA International, to also register Anders Liljeberg and Corinna Mückenheim as the board members of ELSA.

Miscellaneous

Overall I have been in charge of making sure all the board meeting minutes are checked and signed at the correct time to keep them in order. Also, my task is to read and reply to the e-mails and enquiries that are sent to the general ELSA e-mail addresses. I have chaired and minuted some of the board meeting during the time since last ICM. I was in charge of drafting the call for the III KAM and III SAM hosts. I have helped Anders in the proofreading of some of the articles for Synergy spring edition. I have also contacted the Observer groups of ELSA who will have to apply for Membership in the ICM-s during next terms, to already give them knowledge about the process and applications.

Alpo Olavi Lahtinen, Treasurer

After ICM Batumi my main focus has been on grants. Already before leaving for the International Council Meeting in Georgia, I sent the application for Youth in Action operational grant 2013. In the beginning of December was the deadline for reporting the Youth in Action operational grant of 2011. In January was the turn for the operational grant for the European Youth Foundation, that we became eligible for once the project grant application for the Hate Speech Conference was approved earlier in the fall. For the application for EYF, my board also drafted an Annual Report for term 2011/2012 to provide required background information from past activities. I wrote an article and provided the financial figures for this Report. All the applications and reports are still pending while I am writing this activity report, but by ICM we should already have a clearer picture of the next years' grant situation.

In November, after coming back from Georgia, I attended the Presidents' Meeting of BEST in Timisoara, Romania to exchange ideas and learn ways to improve ELSA activities from our partner student association. Later the NCM of ELSA Czech Republic in Sazava, near Prague. After the Christmas holidays I attended the NCM of ELSA United Kingdom and a partnership meeting with Mazars in London. At the end of February I will be visiting International Projects Forum of BEST in Ghent and later the Final Oral Round of the HRMCC in Strasbourg.

Accounting is another important part of a Treasurer's January. Interim Accounts of ELSA and EDF close on 31st of January and preparatory work has to be started already before that. This time the Audit Weekend for the Interim Accounts was agreed already to February 8th and due to the OYOP mid-evaluation weekend of the International Board being in the previous weekend, there were not many days to draft the accounts. EDF accounts had the additional challenge of not having approved accounts to base the bookkeeping on. Together with the Treasurer 2011/2012, Ricardo Gomes, we managed to retrieve the EDF grant documentation and draft the accounts for the past term to form a basis for the Interim Accounts. Despite the transition to the new accounting program, the accounts were done in time and audit could be conducted efficiently.

Challenge with the accounts of ELSA International is, that despite the numerous improvements done to the accounts during the cooperation with Mazars, the accounts are not still full IFRS-compliant. Implementing the IFRS would require not only one, but two sets of accounts being drawn fully in accordance with the standard. Main shortcoming still remaining in ELSA's accounts is the lack of notes and need to introduce two additional statements: statement of cash flows and statement of changes in equity and introduction of statement of comprehensive income instead of the simple profit and loss account. Drafting the Final Accounts of 2012/2013 as the first fully IFRS compliant accounts of ELSA International remains the main goal of my second half of the term.

In daily Financial Management I have taken care of the payments and invoicing of ELSA International. Some abroad partners and advertisers of ELSA International have started to request tax certificates due to requirements of double tax agreements. Receiving this certificate

needed some research on the correct authority, but together with the Assistants of Administration we found the correct authority and received the certificate.

One of my responsibilities is also the administration of the ELSA Development Foundation. During the first half of the term the EDF Board of Directors met eight times and decided on 13 applications so far. This has been a rather normal rate of applications, but there are still funds to grant and I am looking forward for the applications for summer's big key area events.

I have been involved in the moot courts of ELSA International. Around the Christmas the big invoicing processes of EMC2 and the HRMCC took place. Invoicing itself was done by Corinna Mückenheim, but I was responsible for following-up on the payments and dealing with the teams of transfer fees, required information and other special requests. Invoicing processes are now almost completed. In addition to invoicing, I have also revised the budgets of the moot courts together with Corinna Mückenheim to include latest developments with fundraising.

Other Key Area activities I have been involved in include ELSA for Children final report, which due to the size of the document (almost 2000 pages) requires advanced Word skills to handle. I was also involved in drafting the call for the Hate Speech Conference host because of the requirements of the EYF grant need to be included in the host agreement.

Anders Liljeberg, Vice President Marketing

The ELSA Marketing Team 2012/2013

The work with the ELSA Marketing Team that started in August 2012 has continued with an active approach towards the Marketing officers. The Facebook Group for internal communication has been very active. I have worked hard to keep the mailing list alive. After half of the term, the Marketing Officers got the opportunity to evaluate our communication anonymously in order to improve our communication during the spring.

Synergy Magazine

In November, a call for articles for Synergy Magazine was issued to the ELSA Network. We decided to have a focus on Integration and Human Rights, but when the Council of Europe and Queen Mary School of Law wanted to contribute with articles about Online Hate Speech, the edition came to have two main focuses. What characterizes the spring edition are external writers, academic content and further layout improvements.

Fundraising and partners

I have been working hard with fundraising via our advertising channels – Synergy Magazine and the ELSA website. By my side and as a great support I have had my Director for Advertisements, Viltė Kristina Steponėnaitė. I have spent a lot of time and energy on advertising for Synergy Magazine and it has been a challenge. We have discovered that there is a time to evaluate Synergy Magazine as a fundraising tool for ELSA International. Online advertising has been great success thanks to concepts such as discount weeks during certain times. I am also responsible for LL.M. Partnerships. As you can read in the OYOP of ELSA International 2012/2013 it is a focus for this year. I have worked on offering frequent advertisers partnerships and I have also made new contacts. I have made new media cards promoting our LL.M. Partnership Pool. The concept was also presented to several law schools at the EU Studies Fair in Brussels and in May I will attend an LL.M. fair in Cologne, Germany. As the Vice President for Marketing, I am also responsible for the promotion and visibility of our current partners. I have had frequent contact with many of our partners and I have also worked on developing these partnerships in order to make our partners more visible in the Network.

Key Area Support

Student Trainee Exchange Programme

For the launch of the STEP Traineeships in December 2012, I made a new template for the STEP Newsletter, since the previous one felt old and out dated. A promotion strategy focused on social media was developed with a countdown and countdown materials for the STEP launch as the main idea. Materials such as the front page of the STEP Newsletter, social media materials and testimonials were created and shared with the officers. After the strong promotion, we could achieve 1007 applications.

Moot Court Competitions

For the ELSA Moot Court Competition (EMC2), I kept on working on the visual image developed in September 2012. EMC2 flyers were printed and distributed at the International

Council Meeting in Batumi. Followed up by social media and online promotion and university contacts, we could count a number of 85 registered teams. I have also created materials (banners, diplomas, name tags etc.) for the Regional Round organisers and I have supported them in the process of preparing and printing those materials. In cooperation with the Vice President for Moot Court Competitions of ELSA International and the Council of Europe, I have worked on the promotion and the visibility of the Final Round of the Human Rights Moot Court Competition (HRMCC). We have worked on creating diplomas, roll-up, banners and other materials. We have set up outlines for the media coverage of the Final Round and other marketing related issues.

Academic Activities

The 5th IFP Essay Competition was launched in the end of November 2012. Together with the Vice President for Academic Activities of ELSA International, I have developed new marketing materials with the purpose to catch the attention of Essay Competitions. I also made Cambridge University Press a sponsor of the Competition supporting with Legal English books. I have also worked on the launch of the Online Hate Speech Essay Competition together with the Vice President for Academic Activities of ELSA International and in cooperation with the Council of Europe, I also worked on the preparations, the promotion and the launch of this project.

Seminars & Conferences

In the field of S&C, I have mainly worked on the promotion of the ELSA Day and also worked on the promotion of ELSA Delegations and International events organised by local and national ELSA Groups. For the ELSA Day, a logo was created (which also was the winning contribution for the Human Rights Logo Competition, launched in October 2012) by Manuel Berno from ELSA Italy. Together with Manuel, I created the marketing materials templates.

Website and Social Media

I have continued to be very active through Social Media and mainly the ELSA Facebook page. The results have been great and we see an increase of the amount of followers, but also the amount of followers reaching and sharing the information. The ELSA Twitter account stays active thanks to the connection to the ELSA Facebook page. I have also frequently updated our YouTube Channel with new videos. The ELSA Website has been frequently updated and I have made some minor changes in order to make it easier to navigate.

Coaching Countries

I have frequently been in contact with my coaching countries and I have also recorded videos for their meetings and updated them about what is going on in the ELSA House and kept track on the activities in their National Group.

Miscellaneous

I contributed to the work of the Annual Report of ELSA International 2011/2012 by creating the layout and being responsible for the printing of the report. I have used our partnership with Prin24 to print general ELSA Flyers for upcoming events. I have also been taking part in the general administrative work as a board member of the International Board of ELSA.

Vasco Silva, Vice President Academic Activities

Academic Activities Reform

During the last months I have been working together some National officers in making Academic Activities well-structured and effectively part of the future of our association. This is the reason for discussing with the officers regarding the involvement of the AA officers in the discussions of the new Strategic Goals of ELSA for 2018, providing the Working Group with several suggestions in how to improve the area.

It was also created a Working Group to draft a proposal for a new AA part for the Decision Book of ELSA International, formed together 10 National Officers. The Working Group has faced some difficulties during the process of the development of the new regulations, especially due to the lack of time during January and February, exam season months, traditionally. However, the final proposal was presented to the Working Group beforehand for comments and changes.

Communication

The level of communication with National officers suffered a decrease during the months after the ICM Batumi. All the requests for support were attended within proper time. It is not understandable, from my point of view, the reasons behind the inactivity of a vast majority of National Officers during the last 4 months, when it comes to regular communication.

Meetings with Externals

During the past months I had the chance to attend some meetings with externals, especially with institutions. The most relevant ones were the meetings with the Council of Europe. I attended different meetings on the 6th of December in Strasbourg concerning general cooperation of ELSA with the CoE, ELSA for Children and the new projects within the Online Hate Speech Campaign. These meetings were with the Directorate of Communications, the Informational Society Department, the Children Rights Division (CoE) and the European Human Rights Association. I also attended a meeting with Ms Gabriella Battaini-Dragoni, Deputy Secretary General of the Council of Europe. I also had a meeting with representatives of the European Social Charter on the 23rd of January 2013, during the day of the award ceremony for the winner of the 4th IFP Essay Competition. Particularly relevant was the meeting with Mr Luis Jimena Quesada, President of the European Committee of Social Rights. Finally, I attended a meeting with the Children Rights Division on the 28th of February 2013. After ICM Batumi I also had the chance to attend the International Conference of NGOs of UNESCO, which facilitated contact with NGOs specialized on the fields of Culture and Education. During the same week I attended a meeting with Ms Angel Melo, Director of the Youth Sector of UNESCO.

Visit to Coaching Groups

During the last months I received some invitations to attend events from National groups. The decision to visit some of them was dependent, mainly, on the requests of support of the groups. One of the most important visits was to ELSA Montenegro, during the IV Ex-Yu Conference, in Budva. This was the first time this national group received a visit from their coach.

A very important visit was to ELSA Ukraine during the IPM Yalta. This visit allowed me to meet personally the members from the group and to have a closer contact with their work. I took part in the discussions concerning Strategic Goals for 2018.

I also visited ELSA Ireland, group that is applying for full membership during the ICM Cologne. This visit was very relevant, since I managed to understand the needs of the group and support them during the process of the membership application preparations.

Projects

When it comes to ELSA for Children, I have been working with the International Coordination Committee and with my board checking the National Reports and compiling the Final Report. I have also supported the Vice President for Seminars and Conferences concerning the Final Conference in Brussels, on the 20th of March. We have shared responsibilities when it comes to the thematic compilation in development with the Children Rights Division of the Council of Europe.

After ICM Batumi, I was able, together with the VP MKT of ELSA International, to finalise the materials and to launch the 5th International Focus Programme Essay Competition on the 29th of November 2012. This edition faced a considerable upgrade when it comes to marketing materials at the disposal of the National Groups. The topic “Biotechnology and health care” was recommended by the Erasmus Observatory on Health Law of the University of Rotterdam. It is relevant to refer that apart from CMS, the Council of Europe, London School of English and the Erasmus University Rotterdam, this edition counts with two new partners, ILEC Cambridge University Press and the European Voice. The deadline for written submission, originally on the 22nd of February was postponed until the 17th of March 2013.

During the last months I also prepared and launched the European Essay Competition “Online Hate Speech: hate or crime?” in cooperation with the Council of Europe, ELSA's Human Rights Partner. It was launched on the 13th of January and all the National Groups were provided with promotional materials. The deadline for essays is the 18th of March.

I have been also working together with the Director for Media Law Programme, Marko Dolenc to launch before the ICM in Cologne, the new International Legal Research Group in cooperation with the Council of Europe, concerning Hate Crimes Online. The same can be said about an Online Survey for law students within the same topic.

Together with the Director for Legal Writing, I have been working for the implementation of the new Law Review. When it comes to the work developed with the Director for Human Rights, we have been focused on the non-political status of ELSA, the creation of a database for responsible officers for Human Rights in the national boards and also to update the Human Rights Handbook until the end of our terms.

Corinna Mückenheim, Vice President Moot Court Competitions

Below you can find my Activity Report for the time of November 2012 until end of February 2013. Before going into detail into my activities, I would like to thank my Board for a wonderful time and especially for working together close and motivated!

The ELSA Moot Court Competition on WTO law (EMC2)

1. General

I have compiled a list and invited around 80 WTO academics around the world to be written submission panellist. Around 50 accepted and now they are assessing the Written Submissions. I dealt with numerous requests by teams concerning the Final Oral Round (FOR), the Regional Rounds (RR), invoices, written submissions, general things. I invoiced all the teams after the registration deadline, sent payment reminders and follow ups. I have compiled 242 clarification questions, sent them to the Case Author and published the answers. I have finalized the Bench Memorandum in cooperation with the Case Author and the Case Review Board. I have compiled and divided the WS among the panellists (double-marking), and I have marked the penalty points. I could find a new Case Author for the 12th and also the 13th edition. More than 80 teams have registered for the competition.

2. Regional Rounds

In November I have sent promotional emails to participate to universities in Africa, America, Asia-Pacific, Europe. I found hosts for the Regional Rounds and the respective dates. The organization is handled already and finalized. I had close contact to the organizers in Asia and America, various Skype meetings and email exchanges with them to ensure a proper organization. My Assistant EMC2 European Regional Rounds had close contact to the organizers in Europe and I supported them. I did a pre-visit to Porto for the RR in November 2012 and my former Assistant EMC2 did the pre-visit to Cluj-Napoca. I divided the teams to their respective Regional Rounds. I have sent a panellist list to the organizers to contact WTO academics and I helped with finding more, contacted the WTO for panellists from their side. In the end we found enough panellists for each RR. The negotiations for the Africa RR are on-going. I found already a host for the America RR which will be in Washington in March 2014. I have sent out a call for new hosts of Regional Rounds in March 2014 and had various discussions with possible organizers.

3. Final Oral Round

I have established an IOC for the FOR, divided the work among them and we have started working. Possible FOR panellists have been invited and 21 have already accepted to participate. The Director General Mr. Pascal Lamy will most likely handover the prize to the winning team. I was in contact with various possible sponsors. The following agreed: Globe Law and Business to give their WTO book to the FOR participants, Swiss Airlines to give up to 15% reduction on flights. I established the contact with the Graduate Institute in Geneva to have pleading rooms in their Villa. I was in contact with the WTO for other details. I had a pre-visit in January 2013 to visit the opening ceremony location, award ceremony restaurant, pleading locations (Villas), to

finalize contracts and clarify details, to visit restaurants, to see the walking distance between the various locations. The FOR is stable organization wise and financially.

The European Human Rights Moot Court Competition (HRMCC)

1. General

We had 120 team registrations from more than 31 countries which is an enormous amount for the first edition. Thus, it was necessary to find many judges to score the written submissions. 33 Judges accepted in the end. I have signed an agreement with the European Human Rights Association (EHRA) to ensure a stable Jury pool. I have dealt with numerous requests by teams. I have distributed the WS to the Jury and reminded them of the deadlines and scores to send back. I have marked the penalty points according to the rules. I have draft new score sheets, a marking guideline and the Bench Memorandum (with the Case Author) for the WS and Oral Pleadings. I have sent out numerous invitations to attend the Final Round. I have found a new Case Author for the second edition.

2. Final Round

I was in contact with the Polish Representation to the Council of Europe and they have agreed to host the Opening Reception in their Embassy. I did a pre-visit for the Final Round in December 2012 in Strasbourg, had a meeting with the Council of Europe, the European Court of Human Rights, the Hotel and Journalists for promotion. In January 2013 I announced the best 16 teams out of all scores. I have sent out team travel forms, invoices, visa invitation letters, oral pleading information, Final Round information, the programme, the schedule to the teams. I have compiled all personal data from all individuals for taking part and for creating the badges. Together with Nevin Alija, member of the IOC, a boat tour was organized. I was in contact with the hotel to finalize the hotel rooms for the various participants. I have invited various academics to take part in the oral pleadings, we have booked their travels and accommodation. We got a new grant from the Permanent Representation of Andorra and Ireland to the CoE. I have drafted a detailed agenda and OC time schedule to ensure proper organization of the Final Round.

International Officers Meetings and other

I have attended the ICM Batumi, Georgia and held the MCC related part in the AA workshop. I was the Candidate for the first VP MCC and was elected as such during ICM Batumi in November 2012. I have attended the NCM of ELSA Portugal in November and the 50th NCM of ELSA Germany in January 2013 and promoted the HRMCC and EMC2 during their plenaries. We had various Board Meetings and a mid-evaluation training in February 2013. I will attend the Final Round of the HRMCC in February 2013 and all the Regional Rounds of the EMC2 in March 2013.

Federica Toscano, Vice President Seminars and Conferences

International Focus Programme – Health Law

It was clear since the beginning that to achieve an improvement in the implementation of IFP there was a need to update all tools related. For this reason after the update of the IFP Handbook, realised with the Director for IFP Antonella Biasi, we improved the IFP Project report and I created the related online form, to simplify the system of collection of evaluation forms and the analysis of the relevant data. During winter I coordinated the realisation of the second IFP Newsletter, published in January on the website and distributed to the Network and to our main academic partners. The IFP Team collected articles on some of the major events that took place in the Network during the second year of implementation of Health Law as IFP and I worked, together with Anders Liljeberg, VP Marketing of EI, on its final format. I am currently working on the concept of the Final Newsletter, which will be published at the end of these three years of Health Law as IFP.

The cooperation with the Erasmus Observatory on Health Law continued in a fruitful way also this year, especially concerning the Final Publication. ELSA is participating in the creation of the Compendium on Health Law, a manual which will cover all major aspects concerning Health Law and contains essays from professors from all over Europe, to be published in December 2013. On the 7th of December 2012 I organised in Brussels, together with the main responsible of the project for the Erasmus Observatory, Andre den Exter, the first meeting of the researchers that are participating in the creation of the Manual.

I am also supporting ELSA Poland and ELSA Gdansk in the realisation of the academic programme of the Final IFP Conference.

International focus Programme – Media Law

After the choice of Media Law as new International Focus Programme, taken at the ICM Batumi, ELSA International open a call for Director for Media Law and appointed Marko Dolenc. At the moment we are structuring the next steps and approaches. We are already discussing further developments with the CoE, UNESCO and European Voice.

Delegations

Delegations underwent a major restructuring in the last months, concerning promotion, online tools and application procedure. Furthermore, we expanded the number of sessions to which we sent delegations, and we sent for the first time ELSA Delegations at the Council of Europe and the European Court of Justice. As a consequence, we had an increase in the number of Delegations and applications. You can read more details in the Input Paper dedicated.

A new structure for the DB

From the very beginning it was clear to me that the S&C part of the Decision Book was in strong need of restructure, too. For this reason, after the Workshop in Batumi a Working Group was created to elaborate the new text for the Decision Book. After a common brainstorming, I created a complete new structure that has been accepted and implemented by the working group.

I also worked together with Vasco on the creation of a similar structure for the AA part of the Decision Book.

The new structure was presented to my five predecessors for comments. They will be involved also in the next weeks before ICM to elaborate possible amendments to the original proposal.

ELSA for Children

EfC and ELSA Day are the activities on which I focused the most during these months. As EfC Academic Coordinator, in particular, I had to revise reports submitted by countries part of the research and promote the content. I worked very closely with the Children's Department in the last months to structure the outcome of the research and negotiate the involvement of the COE in it. The organisation of the final event of EfC has been a considerable burden, which influenced a lot my activity. Due to the importance of this project, I worked intensively to involve all the major European actors in the field of the protection of children against violence and sexual abuse and I am very happy with the results achieved. In these months I worked not only on the promotion of the outcome of the research, but also on the possibility of developing new project in this field together with CoE, Commission and engaged NGOs. I am glad to see that there is a lot of interest in cooperating with ELSA and I am currently working on the specifications of these future projects.

ELSA Day

The organisation of the ELSA day has two main aspects: coordination/motivation and promotion. When it comes to the first side, I was in contact with national coordinators to collect information on events and I am glad to announce that I collected 126 events in 28 different countries. About the second side, I worked closely with Anders Liljeberg and Klaudyna Krupa, Director for Public Relations, on the creation of all sorts of materials useful for the promotion and also on the promotion itself. We are also supporting national groups and their participation in the ELSA Day, in order to be as many as we can, together, celebrating this unique event.

Coaching System

After ICM Batumi I visited ELSA Poland during their NCM, where I delivered one workshop on Project Management and part of the ELSA Day workshop, and ELSA Greece during their extraordinary NCM, where I delivered a long workshop on different topics and in particular I discussed with them the next steps in the solution of their particular situation. With ELSA Belgium I have a very solid communication and I am glad to see that we are supporting each other on every kind of issues.

Knowledge Management

As main promoter of Knowledge Management in ELSA I put a special focus on the creation of Internal S&C Tools (Delegations Manual, New IFP Manual) and of online tools for all S&C officers: in particular I adapted forms and evaluation system to make them more easy and accessible.

Dena Dervanović, Vice President Student Trainee Exchange Programme

Job Hunting

The post ICM Batumi time slot in November and partly in December was marked by an intense Job Hunting period. This meaning that the whole STEP Network was focused solely on Job Hunting, obtaining traineeships for the first STEP Newsletter. In spite of the fact that Job Hunting is not the primary task of ELSA International, I have obtained 5 traineeships as ELSA International, one in the Center for Law and Policy (Pakistan), two in Butzel Long (USA) and two in CMS Cameron McKenna (UK). During this Job Hunting period, I focused on communication with the STEP Officers, endeavouring to be available for any kind of inquiries, anytime. The deadline for Job Hunting was set to be the 8th December 2012 and I am proud to say the STEP Officers have achieved 82 traineeships in total, in 21 countries, just for that first cycle. This is considered a major success. In the past 5 years we have had annual numbers of Traineeships of 76 - 86, and last year the number was 132 Traineeships. In only 4 months in term, the STEP Network has proven how hard it can work and how successful it can be by obtaining 82 Traineeships only half-way in term. I hereby, once more, congratulate all STEP officers who have contributed to this outstanding result. Furthermore, after the Student Hunting period finished, a new cycle of Job Hunting has started in early February. By this, once more, I am helping STEP officers shift focus from Student Hunting to Job Hunting, and doing Job Hunting myself. The second deadline for Job Hunting is the 23rd March 2013, and the publishing date of the STEP Newsletter the 31st March 2013.

Materials and Marketing

One of the main goals I set at the beginning of the year was to change the face of STEP and introduce a promotion strategy that supports the STEP Calendar. As the date of publishing the STEP Newsletter was the 16th December 2012, I have focused on the creation of new STEP materials with the Vice President for Marketing, Mr Anders Liljeberg, who has proposed a new layout for the STEP Newsletter as well. As a result, the STEP Newsletter now looks completely different and more fresh. Also, testimonials from the previous years have been gathered and picked out in order to make materials for the Network to use during the Student Hunting period. All of that has been put into a "Promotion package" that was sent out to all areas in the Network with a special focus on the STEP and Marketing areas, that had a slightly more elaborated package to work with during the Student Hunting period. Also, during the entire month of November and December, STEP and Marketing officers were strongly encouraged to make their own materials to promote STEP traineeships in their Local and National Groups. As part of the strategy of promotion, STEP and Marketing officers were informed to be online on Facebook at the exact time of the STEP Newsletter launch in order to share it and make the whole event more visible.

Working Groups

After the ICM Batumi, two Working Groups were created. One focused on the Multi-Matching system that had a trial test-run in January. This group developed the system in a way that STEP applicants would have more chances of being selected and to lower the amount of cancelled traineeships. The other Working Group had the task of updating the STEP Handbook. I am

pleased to say the group and I had the same stand on the length and excessive amount of information in it, so the main focus was to shorten it and make it more appealing for officers who read it at the beginning of the term by making it less intimidating. Both Working Groups will present their results at the ICM Cologne. I would hereby like to thank the Heads of the Working Group on the STEP Handbook, Clemens Hartig and Martina Lipke, and the Heads of the Working Group on Multi-Matching, Dariia Oliinyk and Jacek Saffell for their dedication and work.

Student Hunting

The Student Hunting period started on the 16th December 2012 and lasted until the 22nd January 2013. This was foreseen with the dates set at the beginning of the term and was intended to be mostly an online campaign due to holidays and exams. The Student Hunting period required participation from the whole Network and an intense promotion of our traineeships. During this period, we have collected 1007 Student Application Forms (SAFs), which is, once again, a major success in STEP. This can be measured by the numbers preceding this term in office that annually recorded 1004 (2011/2012), and circa 700 the previous years. Once more, this deserves big congratulations to all STEP officers who worked really hard on this and I am wishing them, us, an even bigger success for the second cycle. The second cycle of Student Hunting will be open until the 6th May 2013. I can freely say that I am extremely lucky to have a chance to work with an amazing generation of STEP officers that have a unified goal and vision of STEP.

Visibility and reach

Due to the carefully thought-through promotion strategy and its realisation with the ELSA officers in the Network, STEP has once more, proven that it is extremely wanted by our members. During the STEP Campaign, starting from a week before the official STEP Newsletter launch on the 16th December 2012, until the 22nd January 2013, we have recorded outstanding numbers of the reach on our Facebook page and a remarkable number of visits on the date of the launch on our website. See more about the numbers itself in the Input Paper on page ____.

Coaching Groups and communication with the Network

During the past months, I have focused on getting a regular update from my Coaching Groups, especially since I was not able to visit them in the first half of the term. I have put it quite clear that I am always available to them and that I am there to assist them in any matter. Also, as part of my availability for the Network, in cooperation with the Vice President for Academic Activities, Mr Vasco Silva, I have attended the National Council Meeting of ELSA Switzerland, giving a workshop for STEP officers and later on a joint Workshop with the BEE area, emphasizing the importance of cooperation between these two areas. I will have also visited the National Council Meeting of ELSA Russian Federation by the end of March. One of my principles of communication with the Network also includes personalised e-mails that I periodically send to each and every national VP STEP in the Network.

DIRECTORS AND ASSISTANTS OF ELSA INTERNATIONAL 2012/2013

Viltė Kristina Steponėnaitė, Director for Advertisements

Viltė Kristina Steponėnaitė was appointed as Director for Advertisements of ELSA International 2010-2011 on 24th of August, 2010 and afterwards reappointed twice in a row for a second term of 2011-2012 and for a third term of 2012-2013. Term of 2012-2013 started with general preparations for transition weekend as held on 21-22th July, 2012. Since then, please find the main activities performed as listed below:

Transition weekend

Sending out reminders for potential advertisers with Vice President Marketing 2012-2013 (Anders Liljeberg) about the opportunity to advertise in Synergy magazine and online advertising options; developing Synergy and online advertising sessions with Vice President Marketing 2011-2012 (Kaisa Maria Kimmel), Vice President Marketing 2012-2013 (Anders Liljeberg), Treasurer 2011-2012 (Ricardo Gomes) and Treasurer 2012-2013 (Alpo Lahtinen); participating in session regarding LLM Partners (with 2011-2012 and 2012-2013 ELSA International Board members Niousha Nademi, Bartosz Balewski, Khrystyna Brodych, Vasco Silva, Kaisa Maria Kimmel and Anders Liljeberg);

July – August 2012

Selling advertisement places in Synergy and ELSA website (dealing with the inquiries, consulting on discounts, preparing advertising agreements, cooperating with Treasurer of ELSA International 2012-2013 (Alpo Lahtinen) concerning invoicing and financial questions; reviewing and listing developed contacts (from the beginning of term 2010-2011), creating recently developed contacts list for easier future administration;

September 2012

Sending out individualised offers and dealing with the inquiries; providing Marketing mailing list with (i) daily issues and general duties of Director for Advertisements; (ii) present situation of advertisement sales, (iii) preliminary agenda for Advertisement WS in ICM Batumi 2012;

October 2012

Initiating and providing Marketing mailing list with information about the new project Online Advertisements Discount Offers Weeks (OADOW); preparing OADOW offers, dealing with the inquiries, renewing contacts database, preparing advertising agreements;

November 2012

Holding Advertisements Workshop in ICM Batumi 2012 (with topics of recent advertising trends & opportunities, legal background & self-regulation initiatives, famous & fresh practice, advertising specifics in ELSA and practical tasks); preparing and providing Synergy offers; renewing contacts database;

December 2012 – February 2013

Collecting new contacts of potential advertisers (USA, Australian, African universities); sending out reminders regarding advertising in Synergy; dealing with inquiries (dealing on discounts, preparing advertisement confirmations, etc.)

Generally the process includes continuous and successful cooperation with Vice President Marketing 2012-2013 (Anders Liljeberg) and Treasurer 2012-2013 (Alpo Lahtinen), constant dealing with the inquiries as well as renewing database for easier and more effective use of advertising sales in the future.

Kamal Jafarov, Director for Alumni

Dear Network,

Firstly, starting from September, I have been promoting ELS and explaining its benefits to ELSA Alumni through ELSA events such as IPM Paris and ICM Batumi. Several ELSA members have been encouraged to be ELS member.

Secondly, I have defined the directors or responsible person for alumni in 25 National Groups. And then I have created a closed Facebook group for responsible persons to discuss and develop our alumni strategy. The main of the creation of this group is to get all the contacts of alumni, which are not currently ELS members, and send all of them an introductory email to join ELS by mentioning its benefits. The another benefit of Facebook group we can share ELSA activities with our directors so they can promote our International events between ELS and ELSA members.

Thirdly, Our comprehensive and profound database of former members which include details about where and what former members or officers are doing currently helped us to coordinate the former members with National groups. My main task was to update ELS Directory, to review applications, invoice them and updating the list. Through the 6 month, more than 200 people have applied for the ELS Membership and most of them have been replied with introductory emails. And invoicing the member process will be faster in near future.

Finally, I would like to mention as well that, by the help of ELS, applying for becoming ELS member, the it structure has become more useful and easy to use for both applicants and managers. By the support of ELS and Claudius, new “lawyers recommended” section has been added to the website. ELS mailing list is often used by our members to search for lawyers and attorneys at law who can help in a specific country or area. As a service for our members ELS added these sections to make the search easier and to give our members a possibility to market their firms.

Ovidiu Razvan Nistor, Director for Delegations

Since my appointment as Director for Delegations of ELSA International, I have tried to continue the good work Oleksandr Bulayenko, the former Director for Delegations has done and to improve some of the areas that could be improved.

In the first two months, October and November, my main concerns were the Transition and the forming of the Delegations Team. Transition was done mostly via Skype sessions with Oleksandr Bulayenko, the former Director and it was comprised of 4 sessions, covering 8 major topics:

- Calls
- Applications
- Selection
- Registration/Accreditation
- Visas, Confirmation letters, Documentation
- Work of delegations
- Reports
- Certificates and publication.

Meanwhile, together with the International Board, we have issued a call for Academic Coordinators, in order to have a full and active Delegations Team. Therefore, the Delegations Team currently has 6 Academic Coordinators:

UNECOSOC – Burcu Filiz, Beatka Baran

UNCITRAL – Horiana Secară, Milan Fric

WIPO – Marzia Iosini, Lilla Legradi.

Promotion

The promotion has been mainly done through emails on the mailing lists and ELSA Delegations Facebook page (<https://www.facebook.com/elsa.delegations>).

One of the most important improvements regarding the promotion of the delegations is the new 'Delegations' section on the ELSA International official website (<http://www.elsa.org/delegations.html>).

The 'Delegations' section contains details on the current and future delegations, open calls, delegates' responsibilities, application forms, selected delegates and published reports.

Documentation

We have successfully finalized the work on the new Guidelines for Delegations to UNCITRAL. Special gratitude for contribution to this project is addressed to the Academic Coordinators for Delegations to UNCITRAL, Horiana Secară and Milan Fric.

Publication of Reports

We are continuously working on increasing quality of reports delivered by the delegates. We are making sure that all reports submitted to the IB by the delegates comply with the Guidelines on

Writing Reports. We have already published 6 reports on the ELSA International website. The publishing of the reports should contribute to the promotion of the ELSA delegations, as well as other opportunities ELSA has to offer. The published reports can also be of great value for future delegates of those interested in the topics discussed during the sessions.

Application Forms

From now on, thanks to the VP S&C, Federica Toscano, we will have new and improved online application forms, helping us save time with checking the applications.

Burcu Filiz, Director for Human Rights

I was appointed as Director for Human Rights ELSA International 2012/2013 in September 2012, together with the Human Rights Team formed by Chrysoula Mavromati from Greece, Daniel Diez from Spain and Sofjan Jaupaj from ELSA Albania. Throughout this time, we keep in touch with our “boss”, Vasco Silva, VP AA of ELSA International.

My term started with transition from former Director for Human Rights, Mr. Paolo Amorosa; during which we went through last year’s plan, marked previous problems of 2011/2012 and their possible solutions for 2012/2013.

In the first half of my term, we discussed how we should update Human Rights Handbook with the team, and Daniel Diez contributed with “ELSA @ Schools” project, which was also a good input for our network. Our conclusions regarding to Human Rights Handbook were:

- Updated 11 years ago, can be used as archive – not as handbook anymore
- Lack of structure
- Lack of clarification

From my point of view, clarification should be our main focus area since our network has changed and the current handbook is way too old to reflect our vision. During ICM Batumi, we discussed this issue with Vasco Silva, especially, if we should open a discussion to the floor to find out how the network sees Human Rights in ELSA and the philosophy statement. This was the main idea of our cooperation till today and we hope to get results after open workshop regarding to Human Rights and non-political status of ELSA in ICM Cologne.

Our plan and work between ICM Batumi and ICM Cologne can be summarized as below.

We agreed to distribute minutes from 90’s ICM’s to see and analyse how was Human Rights implemented to ELSA. Even if this was tried it was difficult to find in the minutes the information we were looking for, considering that most of the relevant conclusions of working groups during the last workshops about Human Rights in ICMs were not included in the minutes.

In order to reach every member, I sent out an e-mail to find out what groups have Director for Human Rights. These directors or other responsible per national group will be in charge to distribute questions and provide answers to ELSA International, for the update of the handbook.

After formation of our directors’ list, a questionnaire will be sent to the directors for a small scale “market” research and collecting different ideas and questions; which will be our starting point at ICM Cologne.

We also agreed to have a FAQ section for handbook, to help our members to decide if their plans are compatible with human rights vision and non-political status of ELSA.

After ICM Cologne, my goal is to send out our inputs to network for our handbook and updating it with common sense.

Regarding to ELSA Day, I found a chance to contribute to this magnificent project with our slogan “All different, all together”.

Even though my term will end in 6 months, I would like to thank Human Rights Team for their work and inputs; and Vasco Silva, who has been a great mentor for me and the network.

Antonella Biasi, Director for International Focus Programme and assistants for IFP Diana Correia de Sá and Iva Šimková – IFP Team**Communication**

This is the final year of implementation of the current IFP Topic, Health Law, and a new Topic will be chosen by the Network during the ICM Batumi, so we have to work on two different levels, trying to be efficient and always available for National Officers. Communication with the IB and with other IFP Team members is easier and faster because we are using e-mails, Facebook and we have a shared folder on Dropbox. Of course we also use mailing lists, e-mails and Facebook to communicate with the Network and to share information about the most important projects at international and national level within the IFP area. We would like to invite you all to contact us if you need support for your events, for organization and for promotion as well.

IFP Final Conference

IFP Final Conference is organized by ELSA Gdańsk, Poland, and will be held from 8th to 12th May 2013. This event is the recapitulation of a three years' focus on Health Law within the ELSA Network. The academic programme of the conference will include three panels: Pharmaceutical Law, Cosmetic Law and Medical Malpractice. IFP team is supporting this event by promoting it, for example through the IFP Newsletter and Facebook. We would like to ask also the rest of our Network to help with promotion of this extremely important event by sharing information on national and local mailing lists and social networks. IFP Final Publication "The Compendium on Health Law"

Apart from Final Conference, the current IFP will be implemented by publishing the IFP Final Publication on which ELSA is closely cooperating with the Erasmus Observatory on Health Law. At the beginning of December 2012 Iva Šimková with Federica Toscano met the Erasmus Observatory on Health Law and the authors of the essays that will be included in the book. The Compendium on Health Law will consist of essays within the following areas: "Underlying principles of health ethics & law", "Health and the Law", "The Organization and Financing of health care", "Human Rights in Health Care", "Specific issues in Health Care", "Health professionals", "The Future of European health law".

IFP Newsletter

The IFP Team started the collection of the articles for IFP Newsletter right after the appointment by ELSA International in October 2012. It was a big challenge to select the correct amount of events that could show the work done by the Network concerning the International Focus Programme during the last year.

The final result was released on 3rd of February through ELSA's Facebook and also on ELSA's official Website and sent to all National Officers through the mailing lists.

In this Newsletter you will find articles about the 18 years of International Focus Programme by Diana Correia de Sá (Assistant for IFP); the IFP International Essay Competition promotional

article by Vasco Pereira da Silva; the Mid-Evaluation Conference organized by ELSA Trieste (ELSA Italy); the Summer Law School on Health Law by ELSA Brno (ELSA Czech Republic); the International Essay Competition on Medical Responsibility by ELSA Coimbra (ELSA Portugal); the 1st International Seminar on Patients' Rights in Ostroh by ELSA Ukraine; the Study Visit to the Psychiatric Hospital by ELSA Zagreb (ELSA Croatia); the Study Visit to Brazil by ELSA Bergen (ELSA Norway); the Conference "Information in Health Law" by ELSA Poznan (ELSA Poland); the Conference "Drugs War – Refundation of Pharmaceutical Products in Poland" by ELSA Warsaw (ELSA Poland); the 1st International Conference of ELSA Leicester (ELSA UK) on Big Pharma vs the People. Last but not the least, we decided to include as well an article regarding the future International Focus Programme – Media Law – by the Director for Media Law Programme Marko Dolenc and also a sneak peek of the Final IFP Conference that will be held by ELSA Gdansk (ELSA Poland) from 8th to 12th May 2013.

The V IFP Essay Competition – “Biotechnology and Health Care”

On December 2012 ELSA International has launched the 4th IFP Essay Competition and the IFP Team has been working a lot on promotion. We asked to Vasco Silva to write an article for the IFP Newsletter to raise awareness among our members on this important opportunity and we

Promotion of IFP Health Law

In order to promote the IFP topic we would like to propose the creation of a new dedicated page on the ELSA's website, where to publish all our events and also events organized by our partners within the IFP area, both for the current and for the previous topics. In our opinion this could help our Network to give more visibility to our work and to our partners, even after the introduction of a new topic.

Statistics on IFP Health Law

After the ICM Batumi we have received many evaluation forms, also for events organized during the last year, as requested, but still, the statistics shows that our goal has not been reached, because many National Groups are missing. We decided to send an update on the current situation through the mailing lists before the ICM, to inform the Network and to invite all National Officers to fulfill the online IFP Events Report after their events. However, we have to say that the number of reports sent after the introduction of the online form has increased and the quality is for sure better, because they are more detailed and almost complete. We are sure that many other countries have organized IFP related events, so please collect the information and send them, because we need to update the statistics before the workshop.

Tessa Mallia Borg, Director for Legal Writing

In August 2012 I was appointed Director for Legal Writing for ELSA International. Immediately after my appointment, a meeting was set up between Vasco Silva, Vice President for Academic Activities of ELSA International and myself. During this meeting we discussed the importance of Legal Writing in the sphere of Academic Activities in ELSA as well as the need for new and innovative projects to be introduced into our association. Together we also highlighted the goals which we both wished to achieve during my term in office.

The first task which was assigned to me by Vasco was to share with all Vice-Presidents of Academic Activities in the Network, a project which was introduced in ELSA Malta last year – The Partnership in Research Programme. The scope of this programme is to allow students to carry out research with the aid of law firms and entities and to ultimately construct a legal publication from the research carried out. The reason for sharing this idea with the Network was to encourage Vice-Presidents in Academic Activities to implement similar projects in their respective countries.

The second and biggest task Vasco and I discussed was the possibility of re-introducing the previous SPEL (Selected Papers on European Law), through a new Law Review for ELSA. The aim was to build upon this pre-existing project in order to ensure its success and continuation as a project. Following this discussion, I worked on an outline to be sent to the Network which included key information and answered questions such as: What is a law review? How will it work? What are the benefits of this project? What will the timeline be like? and so on. The outline was then sent to the Academic Activities mailing list where I awaited feedback from everybody in case any amendments/suggestions were to be made to the outline.

The creation of a law review for ELSA as a Network seems vital at this stage. It would not only provide our members with further opportunities for legal writing but it would also impress law entities when applying for sponsorships in any ELSA country. Moreover, it would provide the Network with more marketing material, possibly allowing more students to join the Network.

There is obviously still a lot of discussion and work to be done for the re-introduction of this law review yet I truly believe that ELSA is heading in the right direction. We now have a concrete platform to work on, allowing the possibility for further opportunities in ELSA Publications to become a reality!

Ultimately, I would like to thank Vasco for his constant support and guidance during my term.

Marko Dolenc, Director for Media Law Programme

During the last ICM in Batumi new IFP topic has been chosen and will enter into force on the 1st of August this year. To facilitate the preparations for its implementation and to adequately prepare the Network and its officers for new focus, IB has appointed me as a Director for Media Law Programme. My term in office started on 3rd of January with the brainstorming session with the VP S&C of EI, Federica Toscano, to define the working tasks and responsibilities.

This year ELSA started the cooperation with Council of Europe in On-line Youth Campaign Against Hate Speech. Together with Vice President for Academic Activities, Vasco Silva, I am working on preparations for the International Legal Research Group on Online Hate Speech as a cybercrime.

In the upcoming months, together with the VP S&C and VP AA of EI and other members of IB, I will be working on developing efficient tools for officers to be well prepared for the right start of the new IFP, on detailed and comprehensive research in order to find possibilities for the academic cooperation in the field of Media Law and also on helping the IB in further communication and negotiations with possible academic partners. My tasks also will be to find and research on potential partners and sponsors for the new IFP but also the support to groups that are already organizing Media Law related events to present this topic in its full capacity and, in the end, raising up the awareness that new IFP, although it is only recommendation for organizing activities, has been chosen as a hot legal topic and that we, as a Network, are giving the contribution to its current development and it shall be taken seriously.

Klaudyna Krupa, Director for Public Relations

September 2012 was the beginning of my term in office as Director for Public Relations of ELSA International. Since then, I have done my best to fulfil my plans and obligations related to the duties of the Director for Public Relations. Due to the fact that nobody had dealt with this aspect of marketing in many years, the beginning turned out to be the most difficult period. My individual work with Anders Liljeberg, Vice President for Marketing of ELSA International 2012/2013, gave me an opportunity to develop my ideas for the upcoming year and to become familiar with my tasks.

Over the past months I have tried, by using PR activities, to raise the awareness of ELSA and its activities. Starting from the most important points – cooperation with the media. September was a begging of creating a database of media entities, gaining and gathering new contacts: newspapers, magazines, TV's, radio stations, websites etc. These entities also cover other, not directly associated with the media, organizations (e.g. International Bar Association, The International Association of Business Communicators). Unfortunately, it was hard to gain contacts and start a proper communication by starting from scratch. However, it is progressing slowly.

For two months I have been working on a PR summary of the ELSA Network – I contacted responsible officers for this area in each National Group – Vice Presidents for Marketing, some Presidents, Directors for Public Relations etc.

I have been working on a cycle of interviews with the most important and valuable people for our Association. First out was Wojciech Kostrzewa – one of the Father Founders of ELSA (to be published in Synergy in March). During the whole year I have been trying to promote international Project throughout media, now, the most important of them are: ELSA for Children Conference, ELSA Day, The 5th IFP Essay Competition, The European Human Rights Moot Court Competition.

I was invited to a conference by MiDA – magazine for lawyers and law students. My work was not only associated with the promotion of cooperation based on the meaning of cooperation with media. October, I had a pleasure to represent us on a polish conference about law, business and law education – from the European perspective: Future of Law.

Through the past months, I was continuing working on the PR strategy which I created at the beginning of the term in office. I focused not only on promotion of ELSA externally, but also to encourage work on Public Relations within the ELSA Network. I did it through permanent contact with Marketing officers.

On the beginning of my term in Office, a SWOT analysis of Public Relations in ELSA was created. Now, after more than half of the term in office, I can look at this analyse in a different way. To sum up, I want to mention some of the conclusions drawn from the SWOT. Our

biggest strength is possibilities PR can give us – new partnerships/long lasting contacts etc. The biggest weakness is the non-existing PR in ELSA until this year. The opportunity we have this year is bringing Public Relations down to national/local levels in ELSA.

Dariia Oliinyk, Director for Student Hunting

Transition

In the end of the August I had the transition together with my predecessor Mr. Claudio Piombo in the form of Skype meetings. However, it was difficult to pass all the knowledge within few meetings, because most problematic issues break surface in the process of working, so in fact I terrorized my predecessor with questions even few months after my term started and I want to express my gratitude that he is still and always ready to help and share his experience. Shortly after transition I had a chance to obtain practical knowledge by helping my predecessor to finalize the summer STEP procedure, monitor confirmation forms, redirecting received evaluation forms to my colleague, VP STEP ELSA International - Ms. Dena Dervanović.

STEP Promotion

One of my main focuses during this term is to make STEP Calendar practicable and efficient. After analysing the numbers of application forms received for the previous STEP periods and considering the limited period of time devoted to application procedure for the first STEP cycle this year (from December, 16th till January, 22nd – only 37 days, complicated with winter holidays and exams period), I came to the conclusion that additional efforts should be made in order to receive enough quantity of application forms and cover all launched traineeships. That's why I shared my concerns with VP STEP ELSA International - Ms. Dena Dervanović and VP Marketing ELSA International – Mr. Anders Liljeberg, and following helped them with developing the STEP promoting strategy. For example, my initiative was to use experiences from previous trainees, which was considered by Ms Dervanović and Mr Liljeberg who later put into materials and distributed among the Network. My work consisted of reading evaluation forms we have and choosing best quotes out of there. Due to Mr. Anders Liljeberg help this marketing tool got its final design and look and now is efficiently used for promoting STEP.

ICM Batumi

During the workshop on SH and the Matching procedure I explained the participants the details and peculiarities of this stage of the STEP procedure, as, unfortunately, it's not described in details in any of our manual documents. Also we discussed one of the provisions of the Decision Book. Workshop participants expressed their attitude regarding the expediency of this provision. Arguments were based on the following facts: 1) this provision makes the situation with lack of applications only worse; 2) the whole matching procedure, when a Director for SH shall decide to which one from the maximum three traineeships the applicant fits best, cannot be objective; 3) this provision eliminates the possibility for the applicant to be selected. Considering this in the end of the workshops it was decided to test the system of multi-matching.)

Working Groups on Multi-Matching

a) Multi-Matching. Following the STEP Workshop decision the relevant working group has been created shortly after the ICM. The purpose of this working group was to identify, predict and eliminate all possible risks which can occur because of using multi-matching approach and make all necessary technical preparations to be able to test multi-matching approach in practice

during the first STEP Cycle this year. I together with VP STEP ELSA Poland, Mr. Saffell, headed this group. From my side I provided the participants with necessary information and practical recommendations. At the final phase of our working I asked external professional business consultants to check the efficiency of the technical scheme the working group was about to implement. Ultimately, we found the way how to avoid the most dangerous risk of the multi-matching – double selection risk; with the help of ELSA International we implemented necessary changes into the STEP Trainee Acceptance Form; prepared the STEP network for the test. Final evaluation of this test will be presented at the next ICM.

b) STEP Handbook Working Group. Together with other STEP officers I am currently working on amending STEP Handbook. During this work the idea of posting FAQ section at our websites occurred, so I also collect and prepare this information for further usage.

Matching and Summing Up Selection Results

Due to fantastic efforts of the whole ELSA Network Student Hunting was extremely successful during the first STEP Cycle: 1007 application forms have been received from the National Groups. However, in order to make test on multi-matching possible we agreed on establishing the common deadline for the selection results, so matching had to be done quickly but still effectively. Thus, all 1007 applications have been processed, matched and sent to the appropriate STEP officers shortly after the application deadline. Here I want to express my gratitude to people who supported me during these hard days and cheered me up so sincerely. I appreciate it very much! Moreover, due to the multi-matching test the selection procedure has been modified so I also gather and finalize selection results before sending them to Ms. Dena Dervanović.

Communication

Of course, all kinds of activities, I am involved as Director for Student Hunting, require high level of communication with STEP officers. Especially during the “hot” period of application procedure STEP officers need a prompt and efficient assistance from a Director of Student Hunting. I realize all importance of the performance of my duties for the Network, so I check and answer incoming emails at least 2 times per day, arrange Skype meetings with officers if necessary, always available by phone etc.

Miscellaneous

As I am working and combining the positions of the national STEP officer and Director for Student Hunting at ELSA International, Ms. Dena Dervanović, is always there for me. Thence, I want to end my report with words of gratitude to her for being so understanding and treating patiently all my ideas. Furthermore, I want to thank all the International Board for their high level professionalism and unimaginable contribution to the development of ELSA. It's my honor to work for you!

Maily Sahagun and Laura Savonet, Assistants for administration

As assistants for administration we mainly work with the current treasurer of ELSA International, Alpo Lahtinen. From September 2012, we have helped him to deal with Belgian authorities.

First of all, we assisted him in filling in the tax declarations of both ELSA and ELSA Development Foundation. It was necessary because of language barriers and difficulties of the procedure.

Secondly, we have been fixing together the longstanding issue of the registration of the board of EDF. To solve this problem, a direct contact with the authorities was needed, we discussed the problem with a state employee. Therefore we had to collect all the personal information of the previous board and the current one. The board registration of EDF is now in process of being regularized.

We obtained the tax certificate some of our partners asked for in order to prove that ELSA was paying taxes in Belgium. To receive this certificate, we went together with Alpo to the finance department.

As active members of ELSA Brussels, we have also been involved in the organisation of the ELSA for Children Conference, organised by ELSA International and mainly Federica Toscano, Vice President for Seminars & Conferences. We had to find a Hotel and a restaurant for the guests. We also assisted Federica to prepare the visits to the ELSA House during the EU Studies Fair that took place in the beginning of February.

To conclude, we are the local contact people for the International Board, we gave the opportunity to the Board to overcome language barriers and difficulties of Belgian legal system.

Lars Olaf Raabe, Assistant for EMC2 Regional Rounds

Since September I was assisting the Vice President for Moot Court Competitions, Corinna Mückenheim, in supervising the European Regional Round Organizers.

That mainly consisted of consulting and giving advice, thus many Skype meetings. These meetings showed to me extraordinary engaged and very motivated people who spread the ELSA Spirit every day.

I was allowed to take up the opportunity to establish with them a working time agenda for the competition. Next to this we built up a financial structure while I assisted in finding sponsors, handling costs, how to get in contact with them and to show alternatives to expensive parts to decrease costs.

Besides this my job consisted of answering mails from teams, interested people and of course the lovely OCs.

Doing so, I was able to assist in booking flights, how to handle the logistics in general, what the accommodation should be like and also the food and the drinks.

During all of these meeting I got to know very responsible and enthusiastic students, which I very much liked.

I am very thankful for the lovely Regional Round Organizers and I am amazed by the true ELSA Spirit which they show daily.

Nevin Alija, Assistant for Expansion

Expansion in ELSA in the International level has reached to a certain point when we proudly say that we are present in 41 countries and have a network of 38 000 members. This however does not mean that there are no possibilities for growth. As assistant for expansion it was my task to find possible new countries ELSA could expand to and to help those who were already trying to join our network.

During ICM Cologne we will have 2 groups applying for Observership status: Armenia and Luxembourg.

ELSA Armenia was demoted due to the fact that they were not able to apply for membership status after 4 consecutive ICMs and as you were informed in the Activity Report of the International Board 2011/2012 there was only one active member in Armenia at the time. As such there was the need for the creation of a new group. Different groups of student had shown interest but they had not finally pulled through. As of the start of my term we have contacted with a group of students who are really motivated. They have been working a great deal to bring things back in track and I have kept constant contact with them in order to provide assistance whenever they needed.

ELSA Moldova was demoted for the same reasons as ELSA Armenia. During the term I have also been in contact with an initiator group from Armenia. I was not able to visit them but they have been already organizing events and are very enthusiastic. I believe that we have some very good foundations for the future of ELSA Moldova. They have also kept in contact with previous members of ELSA Moldova which I believe will help them for the future.

The third group I have been in contact was also ELSA Luxembourg. ELSA Luxembourg and its representatives were already known to the network and that facilitated the work for me. I had discussed to visit them during the month of November which unfortunately was not possible. However we have agreed that I will go during the month of March before the ICM in order to discuss with them about their application and to help them with whatever they need.

These three groups have all expressed a very appreciable amount of enthusiasm and wish to be part of our network and have been working on that direction. During ICM Cologne ELSA Luxembourg and group from Armenia will be introducing themselves to you and the plans they have for the future of their groups. Unfortunately group from Moldova did not present an Observership application.

As you might already know, ELSA Ireland is applying for membership status and they will also be presenting their application in Cologne. In my eyes this would be a very important enlargement of our network. Regarding the initiatives in Belarus, together with Bartosz we have been looking for possible solutions to the obstacles we have found and this is on the agenda for the remaining part of my term.

In the spirit of partying hard and working harder I believe that a lot of improvements and work attend for the rest of my term. We have still a few projects that we would like to enact before the end of the term and that we will bring to your attention during the workshops. Nevertheless, I believe that a lot more work should be put to expanding ELSA on the local level and I would like to talk that through with the presidents in Cologne.

Martin Vogel, Assistant for Social Media

First of all I want to welcome you all to my home country Germany and to the city of Cologne. I hope you will have a memorable ICM and, as a helper to the OC, I will do my best to ensure that you will.

Now, let's get to my work as Assistant to the International Board: The last months have been difficult for my job as the Assistant for Social Media. Due to personal reasons, I have not been able to support Anders as much as I wished. Nevertheless, the work has shown me the differences between the Social Media work on a national level and for the international board. This being said, I want to devote the rest of the year in putting those differences I have experienced to text, in order to give the next VP Marketing and the next Assistant for Social Media an overview of different approaches in terms of Social Media strategies.

I want to thank Anders for his trust in my work and look forward to catching up with my work in the second half of the term!

Ana Roce, Assistant for Study Visits

I was appointed as Assistant for Study Visits in September and I started my work in coordination with the VP S&C of ELSA International, Federica. As this is my second term as an Assistant for SV I just continued the work I started.

My first assignment was to update the Study Visit Guidebook. We decided to change a structure in order to be more structured and useful but also to make it easier to fill in for the local Officers. We sent two calls. After two calls we had replay from only 18 countries. The Guide is a tool that is very important for finding partners for the SV, so I decided to contact personally all VP S&Cs and Presidents of the National Groups that haven't send the Guide. The result is that now we have 25 countries represented. I'm working on the compilation of all National SV Guides and I hope to have a finished version until this ICM.

The drafted version of the Study visit Handbook was send to the VP S&C and at the moment I'm working on necessary changes and improvements. Until the end of my term we will have an updated version of this tool as well.

One of my main tasks was finding contacts in the respective institutions for the Institutional Study Visits. There are some institutions that might be interesting to law students but unfortunately we don't have necessary contacts and cooperation with them. One of them, and also very important, is NATO headquarters in Brussels that several National Groups wanted to visit and they asked for my help in this matter. I am glad that I could help them and hopefully it will enrich the academic program of the ISV in Brussels to these groups. I helped National Officers in preparing itinerary for ISV suggesting them which institutions to visits, when to visit them and also I shared practical information about accommodation. The promotion of the EU Studies Fair was also present with information about possibilities for the ISV in that period.

With Federica I worked on adjustments of evaluation form for SV and ISV so that they contain more structured but important information. I hope that the results of the online system of evaluation will be increased number of evaluated SV and ISV.

Also one of my tasks was to help Officers in any problems or questions that they had regarding SV (finding partners, help and advices in organizing).

To facilitate the process of finding partners for SV we tried to do a big calendar, but it was not very user friendly, so I am working on a more structured and probably online solution.

As assistant I am also part of the S&C working group on Regulations.

PROPOSALS

THE INTERNATIONAL BOARD

Standing Orders amendment concerning Articles 12 and 16

The International Board proposes the following to the Council:

Article 12 – Elections

(...)

~~12.6 If a post on the International Board remains vacant after regular elections, the other newly elected International Board members will be jointly responsible for the activities of the vacant International Board post until the next Council Meeting when an election to fill in the vacant post must take place. Such election will last until the end of the term.~~

(...)

Article 16 – ~~Resignation or termination of office~~ Vacancy

~~If an International Board member resigns before or during his or her period of office, the International Board will be collectively responsible for the activities of the vacant International Board post and may immediately collectively appoint an interim replacement to hold office until the next Council Meeting when an election must take place. The afore mentioned interim replacement will not become a member of the International Board.~~

16.1 In case of a vacant position in the International Board, the other International Board members of the board in question are jointly responsible for the activities of the vacant International Board position.

16.2 Whenever there is a vacant position in the International Board prior to a Council Meeting, elections for the vacant position must take place during that Council Meeting.

16.3 If an International Board member resigns during a Council Meeting, an election to fill the vacant post must take place at that same Council Meeting.

16.4 The International Board may appoint a Deputy Officer to hold a vacant board position until the elections for the vacant position take place according to Article 16.2 of the Standing Orders hereto or the term of the International Board in question expires. The Deputy Officer shall be referred to by the name of the vacant board position prefixed by the word Deputy.

16.5 Appointment procedure of a Deputy Officer is in the discretion of the International Board. Deputy Officer will not become a member of the International Board

Comments:

Vacancies in the International Board have been a frequent phenomenon in the past five years. Regulations regarding these vacancies are currently located in two different articles of the Standing Orders that deal with the same situation in partially different ways.

To introduce consistency to the vacancy regulation, ELSA International proposes to gather all regulations concerning vacancy under one article and formulate them in a general way. Main concept of the vacancy – responsibility of the other International Board members is also the basis of this new article. In addition it would be mandatory to hold elections for any vacant International Board position in every ICM.

Title of Deputy Officer is a novelty of this proposal. The Scope of work of a Director replacing International Board member is on a different level compared to any other Director of ELSA International. For this reason, and because the occasional clear sub-ordination of other Directors to the Deputy Officers, it would be desirable to create a separate title, enabling more precise addressing of this distinctive task. Term of a Deputy Officer would be limited to the first possible elections for the vacant position after which, should the vacancy persist; new appointment of a Deputy Officer would be required.

Standing Orders amendment concerning Article 12

The International Board proposes the following to the Council:

Article 12 – Elections

(...)

12.5 A person will be elected to the International Board if he/she obtains an absolute majority of the votes cast.

If after the first election for a post on the International Board no person obtains an absolute majority of the votes cast and there are more than one candidate, another election shall be held for which only the two candidates who obtained the most votes in the first election shall be eligible.

If, in the second election, no person obtains an absolute majority of the votes cast, a third election shall be held for which only the candidate who obtained the most votes in the second election shall be eligible. ~~in which abstentions shall not be included in the number of the votes cast.~~

If, at the first election there was only one candidate for the post and that candidate was not elected, the Council can decide to reopen the elections for that position in the same Council Meeting. ~~new candidates can be nominated for election. The original candidate will not be eligible for a second voting in the same Council Meeting.~~

Comments:

Election process of the International Board requires some clarifications. Firstly, it would make no sense to have 3 rounds of voting for a single candidate not receiving required majority in the first voting. In this case it is better to postpone the elections and appoint a deputy, should no new candidates show up. The original wording of Article 12.5 with the note of the two candidates receiving the most votes already indicates this interpretation, but the proposed amendment would clarify the process significantly.

Currently the third round of voting in case of no absolute majority for a candidate is reached automatically results in election of one candidate. In most cases this candidate might not have the support of the majority of the Council. The IB thinks an absolute majority is the minimum threshold every candidate should meet in order to be elected for the IB and thus voting on the trust on the more popular candidate would better serve the purpose of evaluating the trust of the Council on the to-be-elected candidate.

Re-nomination of a candidate once not elected would show disregard for the Council's opinion. In this case it would be better not to repeat the elections unless there are new candidates nominated. Appointing a deputy will allow all interested officers time to consider applying and would likely result in a greater number of applications.

Standing Orders amendment concerning Articles 13 and 20

The International Board proposes the following to the Council:

Article 13 – Role of the Board Members

(...)

13.5 International Board members and their Deputy Officers shall not hold any other elected or appointed position in ELSA or ELSA Network while in office.

(...)

Article 20 – Audit

20.1 The auditors as referred to in Article 16 of the Statutes of ELSA are hereby called Internal auditors of ELSA and shall be elected according to the electoral procedure of the International Board, but will not be required to provide an action plan. Internal auditors shall not hold any other elected or appointed position in ELSA or ELSA Network while in office.

(...)

Comments:

In the past there has been cases where ELSA officers holding dual positions, such as Auditor of ELSA International and President of a National Group have caused concerns on possibilities of a single person to handle these different roles objectively and unbiased. Currently there are no regulations in the international level of ELSA forbidding any dual roles, so in theory for example International Board member could well be a national president simultaneously.

The idea behind regulating challengeable situations is general, objective set of criteria that would prevent most obvious situations where dual roles could raise suspicion on unbiased conduct. A general set of criteria would also help to avoid discussing these issues on case-by-case basis when issues arise. Due to the personal nature of these questions, such discussions would be unpleasant for all involved people.

Due to their responsibility as the elected executive and supervisory officers of ELSA, International Board members and Auditors are the key persons who should act free of bias for the benefit of the whole ELSA Network.

The obvious drawback of imposing limitations on dual positions is that in certain situations they might limit officers' possibilities to contribute for particular groups or the ELSA Network as a whole. This drawback has to be balanced against the benefits gained from having certain officers under reinforced neutrality. For this reason ELSA International does not recommend expanding the ban of dual roles to appointed officers of ELSA International. This would limit possibilities of active National officers to contribute to the benefit of the whole Network by working on a limited scope international task.

Standing Orders amendment concerning Article 20

The International Board proposes the following to the Council:

Article 20 – Audit

20.1 The auditors as referred to in Article 16 of the Statutes of ELSA are hereby called Internal auditors of ELSA and shall be elected according to the electoral procedure of the International Board, but will not be required to provide an action plan.

20.2 External auditors of ELSA shall be appointed by the International Board of ELSA in accordance to a cooperation agreement, in case such an agreement is signed with an external company specializing in audit. The appointment of external auditors shall be subject to the approval of the Council at the following International Council Meeting.

20.3 Internal auditors of ELSA shall focus their work on governance, risk and internal controls with their reports, largely factual in nature, with recommendations for improvements in the areas reviewed. In addition to certification referred to in Article 16 of the Statutes Internal auditors shall provide the Council with a reasoned opinion on the relief of responsibilities of the International Board after conducting the audit of the final accounts of the financial year in question.

20.4 External auditors of ELSA are appointed to carry out an audit of the yearend financial statements in accordance with international auditing standards and a review of the interim financial statements in accordance with ISRE 2410, “Review of Interim Financial Information Performed by the Independent Auditor of the Entity”.

Comments:

Internal auditors already focus their work on governance, risk and internal controls of ELSA International while reporting findings of largely factual in nature. This type of audit provides a lot of substance for an opinion on the actions and disregards of the International Board.

Due to their typically extensive ELSA background, knowledge of the regulations, trust the Council has demonstrated for them and the information gathered during the audit of the final accounts of ELSA International they are the best persons to evaluate whether the International Board has conducted its duties with the required adherence and diligence.

Explicit requirement to provide an opinion on the relief of responsibilities would at the same time authorize the internal auditors to engage in the discussion regarding the topic and to provide the Council with observations relevant to this decision should the Council request such advice.

Decision Book amendment to the International Focus Programme section to Decisions relating to ELSA in General part (GEN 01/13 II)**The International Board proposes the following to the Council:**

(...)

4.4. Responsibilities of ELSA International

(...)

The topic of the IFP shall be the following:
“Media Law”

The duration is 1st August 2013 until 31st July 2016. The final result of the IFP will be a conference and a publication.

Comments:

During ICM Malta the International Board 2009/10 proposed to the Council to change the traditional duration of IFP from two to three years. The proposal was based on the experience gained with the topic “Intellectual Property Law” that showed that two years was not a period sufficient to consolidate new partnership and to develop sufficiently the academic discussion on the topic. The original duration was extended during ICM Nuremberg to almost three years, and lead to the proposal of the duration of three years for the next IFP.

The current structure on three years - first year contacts to professionals, institutions and sponsors and Opening Conference, second year for implementation, for developing the activities and for Mid Evaluation Conference, third year for strengthening, evaluation and Final Conference, but also transition – demonstrated that it allows a deeper insight of the subject and the development of solid partnership. Furthermore, it gives the possibility to have a “transition period” from one focus to the new one, to secure an efficient start from the very beginning.

The experience of this International Board in these last months demonstrated that this time structure is actually very efficient. The knowledge acquired by the Network in the past two years allowed the International Focus programme to work properly during the third year of implementation, while the International Board was focused on the Strategy for the choice of the new IFP and, after the Council Meeting, on the creation of good basis for the next year, with the new focus. The well-established partnerships became stronger and partners actually feel that they can rely on us even for big projects, because they had enough time to experience a good cooperation and to have a better understanding of ELSA.

Reducing the duration to two years will imply that the International and National Boards will be focused on the creation of the basis for the new programme already on the second year of implementation of the current one. As a consequence, the IFP partnerships will not have sufficient time to develop and grow, thus they will not be strong enough to give the opportunity

to ELSA to be involved in major projects, and the risk of terminate them quickly, instead of continuing them even when the focus will change.

The story of ELSA demonstrates that this scenario corresponds to what actually happens. Nowadays we still have a very good cooperation with INTA and due to the consultative status that ELSA has at WIPO, we receive every month official invitations to attend their session: this allows us to send a big number of ELSA delegates to Geneva each year. Intellectual Property Law is the first IFP that had duration for three years, and these are the good results achieved in that time laps.

The same is happening now with Health Law: The good cooperation with EOHL lead to the participation of ELSA in their big project of the Compendium on Health Law.

We cannot neglect also the importance of having a long-term focus on a topic from the academic side. One of the main goals of the International Focus Programme is to consolidate the position of ELSA in the academic world. One year of real focus and one year of transition will not allow ELSA to achieve this result, firstly because it will not really impact the academic discussion in our Universities on the topic, secondly because officers need several months to adjust to the topic and start working properly on it.

For these reasons, the International Board proposes to the Council to maintain the current duration for the new International Focus Programme.

Decision Book amendment concerning the FM part (FM 01/13 I)

The International Board proposes the following to the Council:

Payment Procedure

1. Invoicing procedure

1.1 Time and Mailing

The Treasurer of ELSA International shall send out all invoices for the respective fees, meaning the Membership Fee ~~and~~, the Administration Fee for Observers, ~~and the ELSA ONLINE fee,~~ explained under Fees point 1 ~~and~~, 2 ~~and~~ 3 in accordance with the respective dates as mentioned under responsibilities.

The invoices have to be sent to the Treasurer ~~and President~~ of each National Group according to the details ~~provided for the Secretary General of ELSA International. found in ELSA ONLINE,~~ Invoices can be sent either by e-mail or mail. If neither the contact details of the Treasurer, President nor a general address is known, the Treasurer of ELSA International shall investigate all possibilities of getting in contact with the National Group.

[..]

Fees

1. Membership Fee

[..]

1.3 The Global Membership Fee will be set at ~~48~~23,000 Euros. This amount can be changed if the development of the Association indicates that the change is needed.

[..]

~~3. ELSA ONLINE Fee~~

~~The annual ELSA ONLINE Fee is for the use, administration and maintenance of ELSA ONLINE. The total amount of ELSA ONLINE Fee shall be determined when deciding upon the Budget of ELSA International. It shall be calculated using the same formula used to calculate the Membership Fee, only adjusted to the budgeted amount.~~

~~ELSA ONLINE Fee will be paid by Members, Observers shall be excluded from the calculation.~~

~~The maximum ELSA ONLINE Fee paid by the National Groups shall not exceed a total amount of 15,000 Euro.~~

[..]

Responsibilities

Responsibilities of Organising Groups

- Respect the maximum participation fee

Responsibilities of National Groups

- Inform about the amounts received from general sponsors by the 31st of August
- Cover the costs of the payer bank and the payer bank's international bank charges
- Pay the membership fee due at the 31st of July upon invoice or the administrative fee for observer due before the Spring Council Meeting or immediately after acceptance as observer
- ~~• Pay the ELSA ONLINE fee due at the 31st of December upon invoice~~
- Pay to the EDF due at the 30th of September upon invoice

[..]

Comments:

ELSA International does not currently have any major expenses from maintenance or development of online systems. For this reason ELSA International proposes to discontinue the ELSA ONLINE fee to free up financial resources for use within the Network and to reduce the administrative pressure of an additional round of invoicing and paying the ancillary fee.

The Membership Fee of ELSA has remained at its current level of EUR 18,000.00 for a decade. This is partially due to resources of the Network being used in the development and maintenance of online systems, but also due to the overall membership fee not being adjusted by any index. Since term 03/04, when roughly the current Membership Fee level was adapted, the cumulative inflation of Eurozone amounts to 20.4%. Only plain inflation correction would set the Membership Fee to EUR 21,672.00. Simultaneously the amount of Member groups has increased from 34 to 36, amount of faculties covered from 200 to 300 and individual membership from 25,000 to 38,000, resulting in much greater administrative pressure in the international level.

ELSA International believes it is not possible to maintain the current level of international activities without making the proposed index increase of EUR 5,000.00 to the Membership Fee. Despite the proposed increase in the Membership Fee the net outcome of the proposal is EUR 10,000.00 more resources in national and local levels of the Network in 2013/2014.

Decision Book amendment concerning The ELSA Development Foundation section of the FM part (FM 01/13 II)

The International Board proposes the following to the Council:

4. Local Groups eligibility Criteria

4.1 Local Groups may only apply for modes of support A.1, B.1, B.2, and C.3.

4.2 All applications from Local Groups shall be handled by their respective National Group. National Group may apply on behalf of their Local Group only if the National Group is lacking financial resources to support the Local Group themselves.

4.3 Local Groups may only apply on their own behalf if:

- (a) there is no National Group in their country;
- (b) their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of ELSA International;
- (c) they are lacking financial resources;
- ~~(d) they have a low level of activity and/or are lacking human resources and/or are lacking knowledge and know-how.~~

5. National Groups eligibility Criteria

5.1 National Groups may only apply for modes of support A.1, B.1, B.2, B.3, C.1, C.2, and C.3.

5.2 National Groups may only apply if:

- ~~(a) they are lacking financial resources;~~
- ~~(b) they have a low level of activity and/or are lacking human resources and/or are lacking knowledge and know-how.~~

Comments:

A mandatory requirement of challenges other than financial is confusing for both the applicants of EDF and the Board of Directors. In theory this might result in a project in desperate need of financial resources not being eligible for the grant due to not displaying any of the other challenges.

Multiplier effect and status of the organising group would still be taken into consideration, when the Board of Directors assesses the applications, but they would no longer be statutory requirements of eligibility for EDF. This would allow easier application process for the applicants and more effective use of the EDF resources for the Board of Directors.

Decision Book amendment concerning The ELSA Development Foundation section of the FM part (FM 01/13 III)

The International Board proposes the following to the Council:

8. Payment Procedure

In order for an applicant to be paid the amount granted to it, it must comply with the following regulations:

8.1 Receipts

- (i) Within four weeks of the conclusion of the event or activity, the applicant shall submit the receipts relating to the event or activity for which the grant was awarded.
- (ii) The receipts submitted need not necessarily be originals, so long as they are copies of receipts issued by companies or competent authorities, with clearly legible dates, details and amounts. All payments made in other currency than Euro shall be supported with a conversion of the amounts into Euro with the currency rate of the date when the payment was made.
- (iii) ~~The Executive Committee~~ Board of Directors reserves the right to unilaterally exclude a receipt or receipts from the final payment if they fail to fulfil the requirements detailed under the previous sub-article.
- (iv) The applicant shall never make profit on the event or activity supported by the Foundation.

(...)

8.3 Procedure

- (i) Within four weeks of the accepting of the receipts and the activity report, the Board of Directors shall directly credit the relevant amount to the bank account of the applicant, based on the details submitted with the original application.
- (ii) If either the accepted receipts or activity report have not been submitted to ~~Executive Committee~~ the Board of Directors by the applicant within four weeks from the conclusion of the event or activity to which the grant relates, the grant awarded shall expire, and no claim for payment may be made in its regard thereafter.
- (iii) The Board of Directors may extend the deadlines for providing the Activity Report and the Receipts upon request of the applicant.

Comments:

Executive Committee was the predecessor of the Board of Directors as the executive organ of the Foundation (fund back then). Its meaning is same but the references should be updated in order to avoid confusion.

EDF report procedure lacks some desirable flexibility, since currently it seems the Board of Directors is obliged to reject any report submitted even a day after the deadline. This is not desirable and there should be possibility to extend the deadline should the applicant present a valid reason for the delay.

Decision Book amendment concerning The ELSA Development Foundation section of the FM part (FM 01/13 IV)

The International Board proposes the following to the Council:

10. Administration of the Foundation

10.1 The financial year of the EDF is from the first day of August until the thirty-first day of July.

10.2 The Treasurer of ELSA International is responsible for the administration of the EDF and will be appointed as a Chairman of the EDF.

10.3 The Chairman of EDF shall prepare interim accounts to be presented to the Spring Council Meeting and final accounts to be presented for approval of the Autumn Council Meeting

10.4 The Board of Directors can authorise the Chairman to independently make any decision regarding the application procedure except for the decision to grant an application according to article 6.2.2 of The ELSA Development Foundation section hereto. Such decision of the Chairman shall be duly numbered and documented.

Comments:

The Board of Directors of EDF can only make decisions and act as a collegial body through its meetings. From a practical point of view, any communication with the applicants and all preparatory work is done by the Chairman. Summoning a meeting of the Board of Directors to decide extension of a reporting deadline or to request some additional reporting creates a huge administrative overhead with calls for meetings, agendas and minutes. In many cases it is also challenging to find a time for a full scale meeting and this will result in more waiting time for the applicants.

To provide the applicants with more timely correspondence and save the Directors' resources for other purposes, the Board of Directors could authorise as a general decision or on case-by-case basis the Chairman to make decisions on behalf of the Board. The key decision of the grant process, granting an application, would still remain in the sole jurisdiction of the Board of Directors. In order to document the grant process, any decision taken by the Chairman should be in written format and numbered.

Decision Book amendment concerning Uniformity section of the MKT part (MKT 01/13 I)

The International Board proposes the following to the Council:

Uniformity

(...)

1.9 The name of the National Group or of the Local Group must be written in capital letters, in Garamond, regular, font and must be perfectly centred and, in the same size as the subtitle of the logo and in the same colour as the logo. Eg: as shown below:



(...)

2. Business cards

2.1. Dimensions, Logo and Format.

2.1.1 The recommended size of business cards is 85 x 55 mm ~~or 87mm x 49mm~~. The business cards are organized according to a consistent grid with reference to the print space in two columns.

(...)

Comments:

The ELSA logo is the main element used within the field of Marketing in ELSA and it is featured on all marketing materials, websites etc. In order to ensure a proper and correct use of the ELSA logo, the logo should be correctly regulated and all measures should be stated in the Council Meeting Decision Book.

The measures of the business cards are to be amended since there is no longer cooperation with Vista Print and the size of the business cards should remain as the original size for business cards.

Decision Book amendment concerning the AA part (AA 01/13 I)

The International Board proposes the following to the Council:

~~Quality in Academic Activities~~

~~1. Introduction~~

~~Following the aims – set out in the Philosophy Statement – to contribute to legal education and to equip law students and young lawyers for a professional life in an international environment ELSA provides opportunities to learn about other cultures and legal systems in a spirit of critical dialogue and scientific cooperation and assists law students and young lawyers to be internationally minded and professionally skilled.~~

~~ELSA's commitment to human rights shall be taken into account and imply awareness when organising Academic Activities~~

~~These policies constitute a comprehensive system ensuring quality in Academic Activities. They shall be used to facilitate operations within the activities of this key area and to guide the management of quality programmes and events on a local, national and international level. Therefore these policies present the basis of any activity within AA in ELSA.~~

~~It is a primary role of ELSA International and the national ELSA groups to make the proper means available to implement these policies in order to ensure continuity and development in Academic Activities.~~

~~2. AA Discussion and Information List~~

~~The AA discussion and information list has been set up to enable those working in this key area of ELSA to gain clarity on Academic Activities and shall be used as a forum of discussion and for the exchange of information and knowledge.~~

~~AA Policies~~

~~1. General~~

~~These AA Policies ensure quality and uniformity in the organisation of this key area of ELSA and apply to the local, national and international level of ELSA.~~

~~Academic Activities are focused on contributions towards legal education and are structured into Legal Writing, Studies Abroad, Legal Research and Bridging Theory and Practice.~~

~~Academic Activities are Essay Competitions, Studies Abroad Programme, Legal Research Groups, Moot Court Competitions, Legal Debates and Lawyers at Work Events (L@W Events).~~

Legal Writing

To foster the enthusiasm of legal writing among law students and young lawyers ELSA is promoting and engaged in the organisation of essay competitions.

1. Essay Competitions

- 1.1 — Essay competitions aim at preparing law students and young lawyers for the specialised forms of written communication that are required within the legal profession.
- 1.2 — An essay is a short exposition on a legal topic, usually a forum of presenting the writer's personal point of view.
- 1.3 — In the assessment of the essays the jury shall be guided by factors such as clarity, conciseness, persuasiveness and conformity with the objective standards that have evolved in the legal profession.
- 1.4 — An annual international essay competition connected to the topic of the International Focus Programme shall be organised.

Responsibilities in Essay Competitions

Responsibilities of the Local Groups

- — Promote the participation of law students and young lawyers and engage in the organisation of essay competitions
- — Submit information about topic, rules, timeline, structure, awards and supporters, a short evaluation and promotional material to the national group
- — Support and promote the annual international essay competition on the International Focus Programme

Responsibilities of the National Groups

- — Provide necessary training material and information on how to organise essay competitions to the local groups
- — Collect information about essay competitions organised by the local groups and pass it on to ELSA International
- — Ensure that the local groups are updating the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons
- — When organising essay competitions themselves national groups shall act according to the responsibilities of the local groups
- — Support and promote the annual international essay competition on the International Focus Programme

Responsibilities of ELSA International

- — Provide necessary training material and information on how to organise essay competitions to the national and local groups and make them accessible through the ELSA ONLINE Archive
- — Publish information about essay competitions organised by the local and national groups upon receiving the information from the groups

- ~~The Vice President Academic Activities of ELSA International is responsible for coordinating the annual international essay competition on the International Focus Programme~~

Studies Abroad

~~ELSA is promoting opportunities for law students and young lawyers to learn about other cultures and legal systems and is assisting them to be internationally minded by supporting students who study abroad.~~

1. Studies Abroad Events

- 1.1 ~~Studies abroad events are informative events about different possibilities of studying abroad as well as reception activities for incoming foreign students.~~

Responsibilities in Studies Abroad Events

Responsibilities of the Local Groups

- ~~Shall organise events aimed to involve and integrate international students~~

Responsibilities of the National Groups

- ~~Provide necessary training material and information on how to organise studies abroad events to the local groups~~

Responsibilities of ELSA International

- ~~Provide necessary training material and information on how to organise studies abroad events to the national and local groups and make it accessible through the ELSA ONLINE Archive~~
- ~~Publish information about studies abroad events on the website of ELSA International if provided by the National Groups in due time before the event take place~~

Legal Research

~~ELSA provides opportunities for law students and young lawyers to learn about other legal systems in a spirit of critical dialogue and scientific cooperation by providing a platform for legal research.~~

1. Legal Research Groups

- 1.1 ~~A legal research group is a group of law students and young lawyers carrying out a research on a specified topic of law with the aim to make their conclusions publicly accessible.~~

1.2— Depending on the topic, the working methods and the language chosen a legal research group can involve students and young lawyers on a local, national or international level.

Responsibilities in Legal Research Groups

Responsibilities of the Local Groups

- Promote ELSA's network as a platform for legal research and support the establishment of legal research groups
- Provide legal research groups with the Legal Research Group Form and the Legal Research Group Evaluation Form, make sure that the forms are filled in properly, and send them to the national group and ELSA International
- Support legal research groups with the presentation of their conclusions and send the outcome of legal research groups to the national group

Responsibilities of the National Groups

- Provide the local groups with information about active legal research groups and support them in promoting ELSA's network as a platform for legal research
- Ensure that the local groups provide legal research groups with the Legal Research Group Form and the Legal Research Group Evaluation Form and that they are sent to ELSA International
- Collect the outcome of legal research groups from the local groups and sent it to ELSA International

Responsibilities of ELSA International

- Provide the national and local groups with information about active legal research groups and support them in promoting ELSA's network as a platform for legal research
- Collect the Legal Research Group Forms and Legal Research Group Evaluation Forms and archive them
- Collect the outcome of legal research groups from the national groups and make it accessible to the national and local groups

Bridging Theory and Practice

ELSA is assisting law students and young lawyers to prepare for their professional life in an international environment, to develop legal skills of analysis and interpretation, but also personal skills of argument and public speaking.

1. Moot Court Competitions

1.1— A moot court competition aims at actuating the academic knowledge acquired during law studies and at enriching it with presentation and public speaking skills.

1.2— In a moot court two pairs of students argue a fictitious legal case in front of a bench of judges. To win, one does not necessarily have to win the legal case, but must make the best presentation of legal arguments.

1.3— ELSA Moot Court Competition on WTO Law (EMC²)

1.3.1 Organisation

The ELSA Moot Court Competition on the Law of the World Trade Organization (EMC²) is the annually organised international moot court competition of The European Law Students' Association (ELSA). The EMC² consists of the International Written Round, ELSA National Rounds, ELSA Regional Rounds, non-ELSA Regional Rounds and the Final Oral Round.

1.3.2 Responsibilities of ELSA International

ELSA International is responsible for the overall organisation, including appointing the Case Author, Case Review Board, Academic Supervisors, Panellists, issuing and interpreting the Rules of the EMC², promoting the EMC², organising the Clarifications to the Case, setting up the Timeline for the EMC² and supporting the National and Regional Round Organisers according to the Memorandums of Agreements when signed by Organisers and ELSA International.

1.3.3 Responsibilities of National Groups

National Groups are responsible for providing ELSA International with the shipping address for the posters, distributing the EMC² posters to their Local Groups and promoting the competition in general with the assistance of the VP MCC of ELSA International and the EOS.

1.3.4 ELSA Organising Secretariat – EOS

ELSA Organising Secretariat (EOS) is appointed by ELSA International prior to the launch of the EMC² every year. The Head of EOS is the Vice President for Moot Court Competitions of ELSA International. The EOS is responsible for the promotion of EMC² in Europe. The EOS shall assist ELSA National and Local Groups when sending teams and/or organising a National Round of EMC². The EOS shall also assist in the organisation of the EMC² upon tasks given by the Vice President for Moot Court Competitions of ELSA International.

1.3.5 The ELSA Network

The EMC², being a project for the entire ELSA Network, requires cooperation and communication between ELSA International, EOS, National Round Organisers (NRO), Regional Round Organisers (RRO) and the Final Oral Round Organisers – International Organising Secretariat (IOS).

ELSA Groups are to be involved in finding participants for the EMC² making their members aware of the Case and the Rules, including but not limited to, the Timeline and the Structure of the Competition. Where ELSA Groups are actively involved in finding participants and fundraising for them, they must ensure that the team members are satisfactory representatives of their university and the ELSA Group. For this reason they should ensure the proper coaching of teams.

ELSA International, EOS, NRO, RRO and FOR organisers safeguard the interests of the ELSA members throughout the organisation of the EMC².

Through the EMC² ELSA shall also strive to develop a moot court tradition in all member states. In all matters concerning the EMC², ELSA member states should be given priority. The aim of this is to reach a state where most member countries take part in the EMC².

Responsibilities in Moot Court Competitions

Responsibilities of the Local Groups

- Promote the participation of law students and young lawyers and engage in the organisation of moot court competitions
- Shall submit information about topic, rules, timeline, structure, awards and supporters, a short evaluation and promotional material to the national group

- ~~Shall complete the Event Specification Form for the oral pleadings of moot court competitions and send it to ELSA International in due time prior to the event~~
- ~~Shall complete the AA Events Evaluation Form for the oral pleadings of moot court competitions and send it to the national group and ELSA International not later than two weeks after the event~~
- ~~Update the Organisations Menu in ELSA ONLINE with participating organisations and contact persons~~

Responsibilities of the National Groups

- ~~Shall provide necessary training material and information on how to organise moot court competitions to the local groups~~
- ~~Shall collect information about moot court competitions organised by the local groups and pass it on to ELSA International~~
- ~~Shall ensure that the local groups submit the Event Specification Form for the oral pleadings of moot court competitions to ELSA International in due time prior to the event~~
- ~~Shall ensure that the local groups are submitting the AA Events Evaluation Form for the oral pleadings of moot court competitions not later than two weeks after the event~~
- ~~Shall ensure that the local groups are updating the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons~~
- ~~When organising moot court competitions themselves national groups shall act according to the responsibilities of the local groups~~

Responsibilities of ELSA International

- ~~Provide necessary training material and information on how to organise moot court competitions to the national and local groups and make it accessible through the ELSA ONLINE Archive~~
- ~~Collect information about moot court competitions organised by the local and national groups and archive it~~
- ~~Publish information about oral pleadings of moot court competitions on the website of ELSA International~~

2. Legal Debates

~~Debating is a skill that teaches not only critical thinking, but also allows law students and young lawyers to engage with current affairs, improve their communication skills and hone their analytical abilities.~~

Responsibilities in Legal Debates

Responsibilities of the Local Groups

- ~~Should complete the Event Specification Form for legal debates and send it to ELSA International in due time prior to the event~~
- ~~Complete the AA Events Evaluation Form for legal debates and send it to the national group and ELSA International not later than two weeks after the event~~
- ~~Update the Organisations Menu in ELSA ONLINE with participating organisations and contact persons~~

Responsibilities of the National Groups

- ~~Provide necessary training material and information on how to organise legal debates to the local groups~~

- Encourage the local groups to submit the Event Specification Form for legal debates to ELSA International in due time prior to the event
- Ensure that the local groups are submitting the AA Events Evaluation Form for legal debates not later than two weeks after the event
- Ensure that the local groups are updating the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons

Responsibilities of ELSA International

- Provide necessary training material and information on how to organise legal debates to the national and local groups and make it accessible through the ELSA ONLINE Archive
- Publish information about legal debates on the website of ELSA International
- Collect and archive all information received about legal debates

3. Lawyers at Work Events (L@W Events)

- 3.1 L@W events aim at allowing law students and young lawyers an insight view into the legal profession.
- 3.2 L@W events are an opportunity for law students and young lawyers to receive career information from those working in various professions which are open to law graduates.

Responsibilities in L@W Events

Responsibilities of the Local Groups

- Shall complete the Event Specification Form for L@W events and send it to ELSA International in due time prior to the event
- Shall complete the AA Events Evaluation Form for L@W events and send it to the national group and ELSA International not later than two weeks after the event
- Update the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons

Responsibilities of the National Groups

- Provide necessary training material and information on how to organise L@W events to the local groups
- Shall ensure that the local groups submit the Event Specification Form for L@W events to ELSA International in due time prior to the event
- Shall ensure that the local groups are submitting the AA Events Evaluation Form for L@W events not later than two weeks after the event
- Shall ensure that the local groups are updating the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons

Responsibilities of ELSA International

- Provide necessary training material and information on how to organise L@W events to the national and local groups and make it accessible through the ELSA ONLINE Archive
- Publish information about L@W events on the website of ELSA International
- Collect and archive all information received about L@W events

Quality in Academic Activities

1. Introduction

Following the aims - set out in the Philosophy Statement - to contribute to legal education and to prepare law students and young lawyers for a professional life in an international environment, Academic Activities provide opportunities to learn about other cultures and legal systems in a spirit of critical dialogue and scientific cooperation and assists law students and young lawyers to be internationally minded and professionally skilled.

ELSA's commitment to human rights shall be taken into account and imply awareness when organising Academic Activities.

These policies constitute a comprehensive system ensuring quality in Academic Activities. They shall be used to facilitate operations within the activities of this key area and to guide the management of quality programmes and events on a local, national and international level. Therefore these policies present the basis of any activity within AA in ELSA.

It is a primary role of ELSA International and the national ELSA groups to make the proper means available to implement these policies in order to ensure continuity and development in Academic Activities.

2. AA and MCC Policies & Quality Standards

The AA and MCC Policies present a comprehensive system to ensure quality and uniformity in this key area. The AA and MCC Policies & Quality Standards shall be used to facilitate the operation of AA events and to guide the management of quality AA events on local, national and international level. All local groups and National Groups facilitating AA events must abide by the AA and MCC Policies and Quality Standards. National Groups may develop additional policies and standards to the ones stated below to meet the specific needs of their country and legal systems.

3. AA Communication Standards

The AA discussion and information list has been set up to enable those working in this key area of ELSA to gain clarity on Academic Activities, discuss and resolve quality issues amongst themselves and gather input to improve the current quality system. The list shall be used as a forum of discussion and for the exchange of information and knowledge.

It is the duty of the AA officers to keep proper and on time communication with other AA officers. It is also their responsibility to report their activities to the International Board of ELSA as a tool to evaluate the progress within this area and to find mechanisms to meliorate it.

4. AA and the International Focus Programme

The plan for the term in office of every officer in charge of the AA Area shall take in special consideration the International Focus Programme in force. The organisation of activities related to IFP shall be encouraged and supported by the National Officers, and implemented by Local Officers.

General AA Policies

1. General

- 1.1 An Academic Activity is, for example, an essay competition, a legal research group, a law review, a legal debate, a legal course, a lawyers at work event, a studies abroad event and a moot court competition.
- 1.2 Any other activity of ELSA that aims at providing law students and young lawyers with practical skills, closer contact with legal professionals or that allows them to use their legal knowledge in a practical activity, such as simulations of any kind, shall be also considered an AA event.
- 1.3 Academic Activities are international when attended by participants that have different national and legal backgrounds and who arrive in the country of venue primarily for the purpose of taking part in the international event.
- 1.4 Academic Activities are national when attended by participants from two or more cities from the same country.
- 1.5 Academic Activities are local when attended by participants from the same city, unless there is only one Law Faculty in the respective country, in which case the event shall be considered as national.
- 1.6 All participants of an Academic Activity should receive a certificate or diploma that certifies their active participation on the referred event or project.

Policies concerning AA projects

1. Academic Activities projects

1.1. Essay Competition

- 1.1.1. An Essay Competition is an organised event in which law students and young lawyers compete through their essays on a specific given topic. It aims at preparing the participants

for the specialised forms of written communication that are required within the legal profession.

1.1.2. The AA officer shall assure that the essay competition has a relevant legal topic in accordance with the scope of the association, a recognised jury, and a comprehensive set of rules.

1.1.3. In the assessment of the essays the jury shall be guided by factors such as clarity, conciseness, persuasiveness and conformity with the objective standards that have evolved in the legal profession.

1.2. **Legal Research Group**

1.2.2. A legal research group is a group of law students and young lawyers carrying out a research on a specified topic of law with the aim to make their conclusions publicly accessible.

1.2.3. The AA officer shall assure that the legal research group has an outline including its aims, timeline, guidelines for the written report and guidelines with the tasks of the participants and other parties involved.

1.2.4. The AA officer shall assure that the legal research group includes the following: (a.) a coordinator, preferably the VP AA of the organising group; (b.) at least one academic coordinator, responsible for the Academic Framework; and (c.) an academic advisor, responsible for the academic quality of the final report or outcome of the research.

1.2.5. While considering the outcome of the legal research, the AA officer shall take special measures to find a solution to make the final report or results public.

1.3. **Law Review**

1.3.1. A law review is a collection of essays and academic articles written by students and practitioners of law. It is a student-run publication that allows ELSA members to publish their work outside the scope of the typical legal curriculum. Moreover, the law review aims to create a forum for open, unabashed legal discussion.

1.4. **Legal Debate**

1.4.1. A legal debate is discussion of a particular subject of Law. It normally consists of sets a Panel consisting with two to five participants who are students. The Debate is controlled by a person acting as a moderator, and watched by an audience.

1.4.2. A legal debate can be also any kind of simulation of an assembly or committee of an international or national institution.

1.4.3. The AA officer shall take measures to involve ELSA members in debating activities. Debating is a skill that teaches not only critical thinking, but also allows law students and young lawyers to engage with current affairs, improve their communication skills and hone their analytical abilities.

1.5. **Legal Course**

1.5.1. A legal course is an interactive formation that aims to deepen practical knowledge, to develop skills to supplement the academic curriculum and to ensure an early contact with the legal world.

1.5.2. A legal course should consist of a minimum of six hours divided into at least three sessions.

1.5.3. A legal course focuses on practical skills that are not acquired through a pure study of substantive law but which are necessary in order to carry out a legal profession.

1.6. **Lawyers at Work Event**

1.6.1 Lawyers at work events (L@W events) are an opportunity for law students and young lawyers to receive career information from those working in various professions which are open to law graduates. L@W events aim at allowing law students and young lawyers an inside view into the legal profession.

1.6.2 The AA officer shall assure that the L@W event provides students and young graduates with the opportunity to understand the different career opportunities that are open to law students at the end of their studies.

1.6.3 The AA officer shall assure that the L@W event aims at providing ELSA members with the opportunity to meet experts in the various professions related to law studies, or which are at least open to law graduates even if they are not directly law related careers.

1.6.4 The AA officer shall consider organising L@W events in the form of job fair, career day, visit to law firms and institutions or information sessions.

1.7 **Studies Abroad Event**

1.7.1 Studies abroad events are informative events about different possibilities of studying abroad as well as reception activities for incoming foreign students.

1.7.2 The AA officer shall organise events aimed to involve and integrate international students.

1.8 **Other AA projects**

1.8.1 Any project or event in ELSA that aims at providing an interactive and practical experience to the participants or any other activity fulfilling the definition of article 3.3. of the Statutes of ELSA.

2. Responsibilities in AA projects

2.1 **General responsibilities**

2.1.1 Promote ELSA's network as a platform for legal writing and support the establishment of essay competitions and law reviews.

2.1.2 Promote ELSA's network as a platform for legal research and support the establishment of legal research groups.

2.1.3 Promote ELSA's network as a platform for debating and support the establishment of legal debates, of any legal or institutional related simulations and moot courts. The AA officer shall take measures to involve ELSA members in debating activities.

2.1.4 Promote ELSA's network as a platform for developing practical skills and a closer contact with the professional world and support the establishment of legal courses, lawyers at work events and other kind of practical activities.

- 2.1.5 The AA officer shall create an outline for the AA project including aims, topic, timeline and guidelines for participants.
- 2.1.6 The AA officer shall cooperate with the Marketing officer in the development of a promotion strategy for the AA projects.
- 2.1.7 The AA officer is responsible for the regular development of the AA projects.
- 2.1.8 The AA officer is responsible during the development of any AA project for the compliance with the external relations regulations that can be found in this Decision Book, BEE Part.

2.2 Responsibilities of the Local Groups

- 2.2.1 Promote the participation of law students and young lawyers and engage in the organisation of AA projects.
- 2.2.2 Submit information about outline, topic, rules, timeline, structure, awards and supporters and promotional material to the National Group.
- 2.2.3 Support AA projects with the presentation of their conclusions and send their outcome to the National Group.
- 2.2.4 Submit an AA Event Specification to the AA officer in National Board and to the International Board.
- 2.2.5 Submit an AA Event Evaluation form to the AA officer in the National Board and to the International Board.
- 2.2.6 Support and promote the AA projects organised by the National Group and ELSA International.

2.3 Responsibilities of the National Groups

- 2.3.1 Provide necessary materials and information on how to organise AA projects to the Local Groups.
- 2.3.2 Collect information about AA projects organised by the Local Groups and pass it on to ELSA International.
- 2.3.3 When organising AA projects themselves National Groups shall act according to the responsibilities of the Local Groups.
- 2.3.4 Support and promote the AA projects organised by ELSA International.

2.4 Responsibilities of ELSA International

- 2.4.1 Provide necessary materials and information on how to organise AA projects to the National and Local Groups, when requested.
- 2.4.2 Publish online relevant information about AA projects organised by the local and national groups upon receiving the information from the groups. The decision about publishing this information shall be based on the relevance of the project to the ELSA Network.
- 2.4.3 Collect the AA Specification and Evaluation Forms and archive them.
- 2.4.4 The Vice President Academic Activities of ELSA International is responsible for coordinating any international AA projects organised by ELSA International, apart from Moot Court Competitions.

Policies concerning MCC

1. General

- 1.1 A Moot Court is a simulated hearing and court proceeding in a certain area of law and aims at bridging the gap between theory and practice.
- 1.2 Representing the Complainant and Respondent, students argue a fictitious case written by an expert in the area in front of a qualified Jury/Panel.
- 1.3 The first stage of a Moot Court is written submissions for both parties followed by oral pleadings.

2. The ELSA Moot Courts

2.1 The ELSA Moot Court Competition on WTO law (EMC²)

- 2.1.1. The EMC² is a simulated hearing of the Dispute Settlement Body of the World Trade Organization (WTO). It is open to teams from all around the globe.
- 2.1.2. The competition consists of 3 rounds: the written rounds, the Regional Rounds and the Final Oral Round. National Groups may organise pre- National Rounds.
- 2.1.3. The teams represent the Complainant and Respondent to a case which is written by a WTO trade law expert on a fictitious moot problem in front of experts referred to as Panellists.

2.2 The European Human Rights Moot Court Competition (HRMCC)

- 2.2.1 The HRMCC is a simulated hearing of the European Court of Human Rights. It is open to teams from all ELSA National Groups and Council of Europe Member States.
- 2.2.2 The competition consists of 2 rounds: the written round and the Final Round. National Groups may organize National Rounds or Regional Rounds. The best 16-20 teams of the written round qualify for the Final Round to be held in Strasbourg, France.
- 2.2.3 The teams represent the Applicant and the Respondent to a case which is written by a Human Rights expert on a fictitious moot problem in front of experts referred to as Judges.

3. Responsibilities in Moot Court Competitions

3.1 Responsibilities of the Local Groups and the National Groups

- 3.1.1 Promote ELSA's Moot Court Competitions as a priority before other Moot Courts outside of ELSA by using the Marketing Materials and publishing them in all universities and ELSA Groups.
- 3.1.2 Gather participants and support them in order to take part in the Moot Courts.
- 3.1.3 Organize Local and National Moot Courts in the respective country.
- 3.1.4 Organize National and Regional Rounds of the EMC² and HRMCC.
- 3.1.5 Educate the members of how to organize and to promote Moot Courts.
- 3.1.6 Report the organized Moot Courts in the respective National Group to ELSA International.

3.2 Responsibilities of ELSA International

- 3.2.1 ELSA International is overall responsible for the organization of the EMC² and the HRMCC.
- 3.2.2 Find Case Authors, Judges and Panellists and other supporters.
- 3.2.3 Publish the Case, the Clarifications to the Case and the Bench Memorandum on the respective webpage of the competition.
- 3.2.4 Find National Round and Regional Round Organizers all over the globe.
- 3.2.5 Ensure the proper organisation of the Final Round of the HRMCC in Strasbourg and the EMC² in Geneva together with an International Organising Committee.
- 3.2.6 Find a proper way to promote the Moot Courts to externals and potential partners.
- 3.2.7 Motivate and assist Local and National Groups to organize Moot Courts.
- 3.2.8 Update and improve the EMC² and HRMCC.

Quality Standards

1. Quality Standards concerning events' participation

1.1 Selection

- 1.1.1 Only the organising group shall select the participants.
- 1.1.2 The selection of participants for AA International Events shall be based on concrete criteria set up by the organising group and if applicable on the academic background of the applicants.

1.2 Notification

- 1.2.1 After the selection process, the organising group shall inform the applicants and their respective ELSA group.
- 1.2.2 The participant shall confirm the participation before the deadline set by the organising group.

1.3 Preparation

- 1.3.1 All participants should receive the necessary preparation, including:
 - a. Basic knowledge about ELSA;
 - b. Their responsibilities as a participant;
 - c. Any other preparation that the organising group deems necessary for the academic quality of the event.

1.4 Reception

- 1.4.1 The organising group shall provide the incoming participants with adequate reception and support throughout the duration of the event.
- 1.4.2 The adequate reception means that participants shall:
 - a. Be picked up at the airport/train or bus; or receive detailed guidance as how to get to the place of destination.
 - b. Receive a reception package/booklet – including information about the event, in case the participant is from a foreign country additionally general information about the country and

the local environment (public transportation, different services, emergency phone numbers, etc.).

2. Implementation of the Quality Standards

2.1. Introduction

2.1.1 To ensure that we are meeting the expectations of all participants in our events, there is a need to monitor the quality of AA events.

2.2. Responsibilities of ELSA International

2.2.1 Ensure that the AA and MCC Policies and the AA discussion list are working properly.

2.2.2 Publish international, IFP and Human Rights S&C events on the homepage of ELSA International and update this information. This data should be sent to ELSA International by the organizing group using the AA Event Specification Form (AA ESF).

2.2.3 Communicate with the National Groups and suggest solutions for problems and issues that arise.

2.2.4 Evaluate all information received at international level and suggest ways to improve Academic Activities.

2.2.5 Produce the necessary manuals, handbooks and guidelines and update outdated materials. Make sure that all these tools are available for AA officers.

2.2.6 Collect all archived material submitted by the national boards in the ELSA AA Archive.

2.3. Responsibilities of the National Groups

2.3.1 Ensure that all local groups are implementing and following the AA and MCC Policies as well as Quality Standards and other policies that the National Group has developed specifically for their country.

2.3.2 Ensure that organising groups inform ELSA International about any changes of planned events.

2.3.3 Encourage all local groups to organise Academic Activities.

2.3.4 Ensure that all local groups promote Academic Activities.

2.4. Application Policies

2.4.1 Every law student and young lawyer shall have the opportunity to apply for an AA event.

2.4.2 Participants shall be selected based on objective criteria, taking into account their academic background.

2.4.3 Applicants should get information about their responsibility as a participant as well as information about cost, visa, insurance, and all other legal requirements, if applicable to the event.

2.4.4 Applicants and their respective ELSA Group shall be notified about the selection.

2.4.5 Applicants or participants shall be informed of cancellation of the AA event immediately after the event was cancelled.

2.4.6 When the applicant is not a member of ELSA the organising group should inform the applicant of contact details of the applicant's closest ELSA Group according to the

applicant's contact address. Every law student and young lawyer applying for an AA event should be encouraged to become a member of ELSA.

2.4.7 All applicants of an AA event shall possess the necessary documentation for proof of academic qualification filled in the event application form to ensure the quality of the student participant, in case the organising group requests it.

2.4.8 In case the applicant provided false or inaccurate information in the application, the organising group has the right to reject the application. In case the applicant was already selected, the organising group can suspend the applicant.

2.5. **Communication Policies**

2.5.1 **Event Specification Form**

2.5.1.1 Every AA event shall be specified in the AA Event Specification Form (AA ESF).

2.5.1.2 Every organising group shall send the complete information in the AA ESF to ELSA International and the respective National Group, at least 3 weeks prior to the event. In case the information is not complete before the publication of the promotional materials, or the organising group wants to post the event on the website, the information submitted to ELSA International should at least contain:

- a. Title of the event;
- b. Dates or at least month of the event;
- c. Language of the event;
- d. Registration deadline;
- e. Contact details.

2.5.1.3 ELSA International can publish information about any AA event on the website, according to their relevance to the ELSA Network as a whole. ELSA International shall give priority to international AA events, especially the ones concerning IFP and Human Rights.

2.5.1.4 In case there is new information about the event, or details have changed, this should be sent to ELSA International as soon as possible.

2.5.1.5 Ensure that all local groups submit the AA ESF to ELSA International.

2.5.2 **Discussion and Information List**

2.5.2.1 The discussion and information list is administrated by ELSA International.

2.5.2.2 ELSA International shall make sure that all national AA officers' emails are subscribed.

2.5.2.3 It is responsibility of all national officers to maintain the discussion and information list active and to participate in discussions.

2.5.2.4 The local officers should be given the possibility to join the international AA discussion and information list as observers upon request of the national officer.

2.6. **Evaluation Policies**

2.6.1 Every participant in an AA event shall be invited, upon completion of the event:

- a. Fill in the Participation Form, which shall at least include the information indicated on the standard evaluation form;
- b. Submit the Participant Evaluation Form to the organising group.

2.6.2 Every organizing group of an AA event shall, upon completion of the event:

- a. Evaluate the AA event with the participant and the partners involved in the event;

- b. Submit to ELSA International or via NG the AA Event Evaluation Form – IFP, Human Rights, International Event;
 - c. Evaluation of every other event shall be submitted upon request of ELSA International.
- 2.6.3 Every National Group shall:
- a. Ensure that all local groups are submitting the completed AA Evaluation Form, mentioned before, within 3 weeks after the AA event to ELSA International;
 - b. Evaluate all the information received on the national level and establish a development plan for the following year in order to improve Academic Activities.

2.7. **Dispute Resolution**

- 2.7.1 The AA and MCC Policies and Quality Standards should be implemented and referred to when in doubt of how a case should be handled.
- 2.7.2 In case the organising group has problems with organisational issues of the AA event, the dispute shall be solved by reaching friendly agreement.
- 2.7.3 In case the parties cannot reach a mutual agreement, the case should be referred to ELSA International and, if agreed, also for advice to the AA discussion and information list.
- 2.7.4 In case of complaints by participants about low quality of an AA event, the conflict can be solved by reaching a friendly agreement between the parties involved. In case the parties cannot reach a mutual agreement amongst themselves the case can be referred to ELSA International.

2.8. **Knowledge Management**

- 2.8.1. National Groups shall provide necessary training and information to Local Groups to organise AA events.
- 2.8.2. National Groups shall ensure that all Local Groups archive material and when receiving the material, send it to ELSA International.
- 2.8.3. National Groups shall create national manuals in the respective native language.
- 2.8.4. National Groups shall give transition to the next national officer and also local officers who haven't received it.
- 2.8.5. National Groups shall translate the most important information received from ELSA International and adapt the information to local officers and members.
- 2.8.6. National Groups can require the support of ELSA International in finding the most suitable strategies to develop this ELSA area.
- 2.8.7. Organising groups shall archive all the materials and results from the AA event.
- 2.8.8. ELSA International shall provide necessary training and information to National Groups to organise AA events.
- 2.8.9. ELSA International shall archive all the information received from the National Groups.

Comments:

Please read the input paper on page 234.

Decision Book amendment concerning the S&C part (S&C 01/13 I)

The International Board proposes the following to the Council:

Quality in Seminars & Conferences

Introduction

Seminars & Conferences aims to give law students and young lawyers from different countries the opportunity to learn and discuss legal topics that are not usually included in the curricula of universities, thus contributing to a better legal, cultural and social education.

By following ELSA's Philosophy Statement we contribute to legal education and ensure that S&C events are carried out in a spirit of mutual understanding. Thus the aim of an S&C event shall be to provide students with a positive learning experience, interaction with a new social and cultural environment and prepare them for future responsibilities as members of the academic society.

ELSA's commitment to human rights shall be taken into account and imply awareness when organizing S&C events.

S&C Policies & Quality Standards

The S&C Policies present a comprehensive system to ensure quality and uniformity in this key area. The S&C Policies & Quality Standards shall be used to facilitate the operation of S&C events and to guide the management of quality S&C events on local, national and international level. All local groups and national groups facilitating S&C events must abide by the S&C Policies and Quality Standards. National groups may develop additional policies and standards to the ones stated below to meet the specific needs of their country and legal systems.

S&C Discussion and Information List

The S&C discussion and information list has been set up to enable those working in this key area of ELSA to gain clarity on Seminars & Conferences, discuss and resolve quality issues amongst themselves and gather input to improve the current quality system. The list shall be used as a forum of discussion and for the exchange of information and knowledge.

S&C Policies

1. General

- 1.1 — ~~An S&C event is a seminar, a conference, a lecture, a panel discussion, a law school or a study visit.~~
- 1.2 — ~~S&C events are international when attended by participants that have different national and legal backgrounds and came to the country of venue primarily for the purpose of attending the international event. S&C events are national when attended by participants from two or more cities from the same country. S&C events are local when attended by participants from the same city, unless there is only one Law Faculty in the respective country, in which case the event shall be considered as national.~~
- 1.3 — ~~All participants of an S&C event should receive a certificate or a diploma. This policy does not apply for study visits.~~

2. Seminar

~~A seminar is an event, which consists of several lectures about a legal topic or field of law. The topic is discussed in a plenary.~~

3. Conference

~~A conference is an event that entails more individual participation and scientific contribution than a seminar. The topic(s) is/are discussed in workshops to finally be reported to a plenary. It is recommended to make a short outline on the reached goals, especially with regards to scientific contribution after the event.~~

4. Lecture

~~A lecture is a discourse within a certain area of law given by a professional speaker. The topic is discussed in a plenary.~~

5. Panel Discussion

~~A panel discussion is an event when two or more experts discuss issues of a specific legal topic in front of an audience.~~

6. Law School

- 6.1 — ~~A law school is an event lasting for at least a week with a minimum of a 20 hours scientific programme.~~
- 6.2 — ~~A law school aims to be annual.~~
- 6.3 — ~~A law school is organised in close co-operation with an academic or institutional partner.~~

~~6.4 The scientific programme includes lectures followed by workshops, which deepen and emphasis different areas of the lecture.~~

~~6.5 The scientific programme includes time for homework to revise the lectures and prepare the next lessons.~~

7. Study Visits

~~7.1 Study visits are the exchange of ELSA groups on international and national level. Study visits can be bilateral, multilateral or unilateral.~~

~~7.2 International study visits aim at mutual understanding and sharing cultural experiences and are combined with an academic programme providing exchange of legal knowledge.~~

~~7.3 An agreement should be concluded between the groups participating in the study visit.~~

~~7.4 The agreement should be in written form.~~

~~7.5 The agreement should include the parties involved, the dates of the visit, and the responsibilities of the parties.~~

~~7.6 In case an agreement is not concluded:~~

~~— Financial damage incurred during the visit — deposit and insurance~~

~~a) The organising group may request a deposit from the visiting group(s) which will not be fully refunded in case of:~~

~~• Withdrawal of the visit if the organising group already has had a proven financial loss. The organising group shall determine the latest date of cancelling the visit without loss of deposit,~~

~~• Damage incurred during the visit, for example financial loss (e.g the use of telephone), material damage, etc.,~~

~~• The deposit and its use have been agreed on beforehand by the participating parties.~~

~~b) The visiting party is responsible for their insurance.~~

8. Institutional Study Visits

~~8.1 Institutional Study Visits are visits to governmental or non — governmental organisations, public administrations, private institutions, universities or other higher education institutions, when the main purpose of the event is the visit itself.~~

~~8.2 Before the institutional study visit the organising group shall inform ELSA International and follow the procedure of the Institutional Relations Regulations under Decisions relating to BEE.~~

~~8.3 International Institutional Study Visits are visits to the headquarter of international governmental or non-governmental organisations, or public administrations, private institutions, universities or other higher education institutions or local branches of international institutions situated in a foreign country.~~

~~8.4 National Institutional Study Visits are visits to governmental or non-governmental organisations, public administrations, private institutions, universities or other higher education~~

~~institutions or local branches of international institutions situated in the country of the organising group.~~

9. ELSA ONLINE Policies

~~9.1 Every S&C event shall be registered and updated in ELSA ONLINE. This means that every Event Specification Form (ESF) shall be registered in ELSA ONLINE.~~

~~9.2 Local groups shall only approve S&C Applications and ESFs that have met the minimum quality criteria set by the S&C Policies. This approval shall be done within 2 weeks after the form has been entered.~~

10. Presentation Policies

~~10.1 Every S&C event shall be specified in the Event Specification Form (ESF).~~

~~10.2 Every organising group shall send the complete information in the ESF to ELSA International. In case the information is not complete before the publication of the promotional materials, or the organising group wants to post the event on the website, the information submitted to ELSA International should at least contain:~~

- ~~• Title of the event;~~
- ~~• Dates or at least month of the event;~~
- ~~• Language of the event;~~
- ~~• Registration deadline;~~
- ~~• Contact details~~

~~10.3 ELSA International advertises all events on the website, additionally the international S&C events shall be included in Synergy.~~

~~10.4 Each national group should prepare a study visits guide containing at least the following information about each local group:~~

- ~~• Short description of the group's history and location;~~
- ~~• Surrounding and climate;~~
- ~~• Preferable periods;~~
- ~~• Permanent contact information~~

11. Application Policies

~~11.1 Every law student and young lawyer shall have the opportunity to apply for an S&C event.~~

~~11.2 All applicants of an S&C event should inform their respective ELSA group of their application specifying the date of application and title of S&C event.~~

~~11.3 Applicants should get information about their responsibility as a participant.~~

~~11.4 Where applicant is not a member of ELSA the organising group should inform applicant of contact details of the applicants closest ELSA Group according to the applicants contact address.~~

~~11.5 Every law student and young lawyer applying for an S&C event should be encouraged to become a member of ELSA.~~

~~11.6 All applicants of an S&C event shall possess the necessary documentation for proof of academic qualification filled in the S&C Application to ensure the quality of the student participant. This policy does not apply to study visits.~~

~~11.7 In case the applicant provided false or inaccurate information in the application, the organising group has the right to reject the application. In case the applicant was already selected, the organising group can suspend him/her.~~

Quality Standards

1. Selection

~~Only the organising group shall select the participants.~~

2. Notification

~~After the selection process, the organising group shall inform the applicants and their respective ELSA group.~~

~~The participant shall confirm the participation before the deadline set by the organising group.~~

3. Preparation

~~All participants should receive the necessary preparation, including:~~

- ~~• Basic knowledge about ELSA;~~
- ~~• Their responsibilities as a participant;~~
- ~~• Any other preparation that the organising group deems necessary for the academic quality of the event.~~

4. Reception

~~The organising group shall provide the incoming participants with adequate reception and support throughout the duration of the S&C event.~~

~~The adequate reception means that participants shall:~~

- ~~• Be picked up at the airport/train or bus; or receive detailed guidance as how to get to the place of destination.~~
- ~~• Receive a reception package/booklet including information about the S&C event, in case the participant is from a foreign country additionally general information about the country and the local environment (public transportation, different services, emergency phone numbers, etc.).~~

~~When there is a fee for the S&C event the fee should cover general administration costs, accommodation (in case the event lasts longer than a day), the participation, meals, and social programme.~~

5. Evaluation

~~Every participant in an S&C event shall, upon completion of the event:~~

- ~~● Fill in the Participant Evaluation Form, which shall at least include the information indicated on the standard evaluation form;~~
- ~~● Submit the Participant Evaluation Form to the organising group.~~

~~The organising group shall evaluate the S&C event with the participant and the partners involved in the event.~~

~~Implementation of the S&C Quality Standards~~

1. Introduction

~~To ensure that we are meeting the expectations of all participants in our events, there is a need to monitor the quality of S&C events.~~

2. Conflict

~~The S&C Policies and Quality Standards should be implemented and referred to when in doubt of how a case should be handled.~~

~~In case the organising group has problems with organisational issues of the S&C event and there is no solution in the S&C Policies:~~

- ~~I. The case should be referred for advice to the S&C discussion list;~~

~~In case of complaints by participants about low quality of an S&C event, the conflict can be solved by:~~

~~Reaching a friendly agreement between the parties involved~~

~~In case the parties cannot reach a mutual agreement amongst themselves the case can be referred to ELSA International.~~

~~Responsibilities for Quality in S&C~~

1. Responsibilities of the Organising Group

- ~~● Complete the Event Specification Form (ESF) for the S&C event and send it to ELSA International.~~

- In case there is new information about the event, or details have changed, this should be sent to ELSA International as soon as possible.
- Select the participant based on objective criteria, taking into account their academic background.
- Notify the applicant and respective ELSA group about the selection.
- Provide all the necessary information to the participant about visa, insurance, and all other legal requirements.
- Inform the participants or applicants of cancellation of the S&C event immediately after the event was cancelled.
- Provide adequate reception and assistance throughout the whole event.
- Invite the speakers or lecturers to join the S&C Speaker Database by filling in the S&C Speakers Form.
- Complete the S&C Evaluation Form and submit to ELSA International.
- Archive all materials and lectures given at the S&C event.

2. Responsibilities of the Sending Group

- Assist the applicant in filling in the S&C Application.
- Ensure adequate preparation for the participants in case of necessity.
- In case of necessity advise and assist participant in acquiring the required documentation and legal papers (i.e., visa, insurance, and other requirements).

3. Responsibilities of the Applicant

- Complete and submit the S&C Application to the organising group.
- Possess the necessary documentation for proof of academic qualification filled in the S&C Application to ensure the quality of the student participant.

4. Responsibilities of the Participant

- Confirm participation before the deadline set by the organising group.
- Pay the necessary participation fees and/or deposit directly to the organising group.
- Acquire the necessary legal documents to participate in an S&C event in a foreign country (visa, insurance, and other required documents).
- Cover all expenses related to transportation to the host country and territory.
- Complete and submit the Participant Evaluation Form at the end of the S&C event.

5. Responsibilities of the Local Group

- Implement the S&C Policies and Quality Standards.
- Advertise the events promoted in the S&C promotional materials.
- Inform and advise members as well as other interested persons about other available opportunities.
- Submit necessary information to the national group for the Study Visits' Guide and provide yearly update.

6. Responsibilities of the National Group

- ~~Ensure that all local groups are implementing and following the S&C Policies and Quality Standards and other policies that the national group has developed specifically for their country.~~
- ~~Ensure that all local groups make correct use of the S&C discussion list.~~
- ~~Ensure that all local groups submit the ESF to ELSA International.~~
- ~~Ensure that all local groups are submitting the completed S&C Evaluation Form within 3 weeks after the S&C event to ELSA International.~~
- ~~Ensure that organising groups inform ELSA International about any changes of planned events.~~
- ~~Encourage all local groups to organise S&C events.~~
- ~~Ensure that all local groups advertise S&C events.~~
- ~~Collect the information for the Study Visits' Guide (SVG) from the local groups and submit it to ELSA International.~~
- ~~Ensure that the updates to the SVG are collected and submitted to ELSA International.~~
- ~~Evaluate all the information received on the national level and establish a development plan for the following year in order to improve S&C.~~
- ~~Provide necessary training and information to local groups to organise S&C events.~~
- ~~Ensure that all local groups archive material and when receiving the material, send it to ELSA International.~~

7. Responsibilities of ELSA International

- ~~Ensure that the necessary systems to run S&C are in place (ELSA ONLINE).~~
- ~~Ensure that the S&C Policies and the S&C discussion list are working properly.~~
- ~~Publish the events' calendar and distribute it at International Council Meetings.~~
- ~~Publish S&C events on the homepage of ELSA International and update this information.~~
- ~~Communicate with the national groups and suggest solutions for problems and issues that arise.~~
- ~~Evaluate all the information received at international level and suggest ways to improve S&C.~~
- ~~Make sure that all training material is easily accessible through the Archive in ELSA ONLINE.~~
- ~~Produce the necessary training manuals and update outdated training materials.~~
- ~~Collect all archived material submitted by the national boards in the ELSA S&C Archive.~~
- ~~Administrate the Speakers' Database, archive the Forms and stay in contact with the Speakers.~~
- ~~Collect and compile the information for the Study Visits' Guide (SVG) submitted by the national groups, and make the complete SVG available in the ELSA ONLINE Archive.~~

Quality in Seminars & Conferences

2.3.1 Introduction

Seminars & Conferences aims to give law students and young lawyers from different countries the opportunity to learn and discuss legal topics that are not usually included in the curricula of universities, thus contributing to a better legal, cultural and social education.

By following ELSA's Philosophy Statement we contribute to legal education and ensure that S&C events are carried out in a spirit of mutual understanding. Thus the aim of an S&C event shall be to provide students with a positive learning experience, interaction with a new social and cultural environment and prepare them for future responsibilities as members of the academic society.

ELSA's commitment to human rights shall be taken into account and imply awareness when organizing S&C events.

2.3.2 S&C Policies & Quality Standards

The S&C Policies present a comprehensive system to ensure quality and uniformity in this key area. The S&C Policies & Quality Standards shall be used to facilitate the operation of S&C events and to guide the management of quality S&C events on local, national and international level. All local groups and national groups facilitating S&C events must abide by the S&C Policies and Quality Standards. National groups may develop additional policies and standards to the ones stated below to meet the specific needs of their country and legal systems.

2.3.3 S&C Discussion and Information List

The S&C discussion and information list has been set up to enable those working in this key area of ELSA to gain clarity on Seminars & Conferences, discuss and resolve quality issues amongst themselves and gather input to improve the current quality system. The list shall be used as a forum of discussion and for the exchange of information and knowledge.

2.3.4 S&C and the International Focus Programme

The plan for the term in office of every officer in charge of the S&C Area shall take in special consideration the International Focus Programme in force. The organisation of activities related to IFP shall be encouraged and supported by the National Officers, and implemented by Local Officers.

S&C Policies, Minimum Quality Standards and Responsibilities

1. General

1.1 An S&C event is a seminar, a conference, a lecture, a panel discussion, a law school, an institutional visit or a study visit or any other activity fulfilling the definition in art. 3.3 of the Statutes of ELSA.

1.2 S&C events can be International, National or Local.

1.2.1 S&C events are international when attended by participants that have different national and legal backgrounds and came to the country of venue primarily for the purpose of attending the international event.

1.2.2 S&C events are national when attended by participants from two or more cities from the same country.

1.2.3 S&C events are local when attended by participants from the same city, unless there is only one Law Faculty in the respective country, in which case the event shall be considered as national.

1.3 All participants of an S&C event should receive a certificate or a diploma. This policy does not apply for study visits.

2. Scientific Events

2.1 Definition

To contribute to legal education of law students and young lawyers ELSA is organizing different types of scientific events. These events can be local, national or international and can be structured in different ways as see below.

a. Seminars

A seminar is an event, which consists of several lectures about a legal topic or field of law. The topic is discussed in a plenary.

b. Conferences

A conference is an event that entails more individual participation and scientific contribution than a seminar. The topic(s) is/are discussed in workshops to finally be reported to a plenary. It is recommended to make a short outline on the reached goals, especially with regards to scientific contribution after the event.

c. Lectures

A lecture is a discourse within a certain area of law given by a professional speaker. The topic is discussed in a plenary.

d. Panel Discussions

A panel discussion is an event when two or more experts discuss issues of a specific legal topic in front of an audience.

e. Law Schools

i. A law school is an event lasting for at least a week with a minimum of a 20 hours scientific programme

ii. Law Schools can be local, national or international; if international the minimum quality standards should be followed by the organizing group.

iii. A law school aims to be annual.

iv. A law school is organised in close co-operation with an academic or institutional partner.

v. The scientific programme includes lectures followed by workshops, which deepen and emphasis different areas of the lecture.

vi. The scientific programme includes time for homework to revise the lectures and prepare the next lessons.

2.2 Minimum Quality Standards

2.2.1 A scientific event aims to provide law students with content which is not represented in common university's curricula.

2.2.2 Scientific event shall involve both theorists and practitioners from the field of law that is presented in the scientific event.

2.2.3 The programme of the scientific event shall favour topics related to human rights and IFP

2.2.4 The programme of scientific event aims to enable law students and young lawyers to work in multicultural environment.

2.3 Responsibilities for Quality

2.3.1 of the Organising Groups

2.3.1.1 Promotion

a. Complete the Event Specification Form (ESF) for the S&C event and send it to ELSA International.

b. In case there is new information about the event, or details have changed, this should be sent to ELSA International as soon as possible.

2.3.1.2 Application Policies

- a. Have an application form and suitable registration deadline for the event.
- b. Select the participant based on objective criteria, taking into account their academic background.
- c. Notify the applicant and respective national ELSA group about the selection and also notify the participants that were not selected.

2.3.1.3 Participants' Assistance

- a. Provide all the necessary information to the participant about visa, insurance, and all other legal requirements.
- b. Inform the participants or applicants of cancellation of the S&C event immediately after the event was cancelled.
- c. Provide adequate reception and assistance throughout the whole event.

2.3.1.4 Evaluation

- a. Respect evaluation policies by completing the S&C Evaluation Form and submit to ELSA International or through the National Group.
- b. Respect Knowledge Management policies, plus:
- c. Archive all materials and lectures given at the scientific event;
- d. Invite the speakers or lectures to join the S&C Speaker Database by filling in the S&C Speakers Form;
- e. Elaborate a Report to the National Group regarding participation statistics.

2.3.2 of the National Groups

- a. Ensure that all local groups are implementing and following the S&C Policies and Quality Standards and other policies that the national group has developed specifically for their country.
- b. Encourage all local groups to organise S&C events.
- c. Ensure that all local groups advertise S&C events.
- d. Follow the work develop by LG regarding International events.
- e. Be an active part on the International events promotion during ICM's and other important events.
- f. Support the organising group in all aspects of organization of scientific events, especially in finding suitable speakers for the event.
- g. Inform ELSA International about the International event final results concerning participation statistics.

3. Study Visits

3.1 Definition

Study visits are academic, cultural and social exchange exchanges of ELSA groups on international and national level. Study visits can be:

- a. Bilateral when two groups visiting each other in turn;
- b. Multilateral when several groups visiting one group;
- c. Unilateral when one group visiting another group.

3.2 Minimum Quality Standards

3.2.1 International study visits aim at mutual understanding and sharing cultural experiences and are combined with an academic programme providing exchange of legal knowledge.

3.2.2 A SV shall involve at least 5 participants per Group.

3.2.3 The Academic Programme shall have duration of minimum three hours

3.2.4 An agreement should be concluded between the groups participating in the study visit.

The agreement should

- Be in written form.
- Include the parties involved, the dates of the visit, and the responsibilities of the parties.

3.3 Responsibilities for Quality

3.3.1 of the Hosting Group

- a. Shall organise a social programme, sightseeing (including specific local food/customs) and academic programme.
- b. Depending on what was agreed by the parts, when it was not settled the Hosting Group should take care of the Accommodation for the Participants and also give all the information need (especially VISAs, letter of invitation and other legal documents required).
- c. Organize the academic programme of the SV.

3.3.2 of the Visiting Group:

- a. Pay the deposit or pay in advance the amount of money necessary for accommodation and other fees necessities.
- b. Being an active part of the SV, especially regarding the academic programme of the SV.
- c. Collaborate in everything required by the Hosting Group.

3.3.3 of the National Groups

- a. Motivate all the Local Groups to organize SV.
- b. Collect the information for the Study Visits' Guide (SVG) from the local groups and submit it to ELSA International. The study visits guide shall contain at least the following information about each local group:
 - Short description of the group's history and location;
 - Surrounding and climate;

- Preferable periods;
 - Permanent contact information.
- c. Ensure that the updates to the SVG are collected and submitted to ELSA International.

4. Institutional Visits

4.1 Definition

- 4.1.1 Institutional Visits are visits to governmental or non – governmental organisations, public administrations, private institutions, universities or other higher education institutions, when the main purpose of the event is the visit itself.
- 4.1.2 Before the institutional visit the organising group shall inform ELSA International and follow the procedure of the Institutional Relations Regulations under Decisions relating to BEE.
- 4.1.3 International Institutional Visits are visits to the headquarter of international governmental or non-governmental organisations, or public administrations, private institutions, universities or other higher education institutions or local branches of international institutions situated in a foreign country.
- 4.1.4 National Institutional Visits are visits to governmental or non-governmental organisations, public administrations, private institutions, universities or other higher education institutions or local branches of international institutions situated in the country of the organising group.

4.2 Minimum Quality Standards

IV aims at giving law students and young lawyers an insight view into the functioning of governmental or non – governmental organisations, public administrations, private institutions, universities or other higher education institutions.

IV is an opportunity for law students and young lawyers to receive direct information about governmental or non – governmental organisations, public administrations, private institutions, universities or other higher education institutions what is contribution to their legal education.

4.3 Responsibilities for Quality

4.3.1 of the Organising Groups

- a. Shall inform ELSA International and follow the procedure of the Institutional Relations Regulations under Decisions relating to BEE.
- b. Shall complete the Event Specification Form for IV events and send it to ELSA International in due time prior to the event.

- c. Shall complete the Evaluation Form for IV events and send it to the national group and ELSA International not later than two weeks after the event.

4.3.2. of the National Groups

- a. Shall provide necessary training material and information on how to organise IV to the local groups.
- b. Shall ensure that the local groups submit the Event Specification Form for IV events to ELSA International in due time prior to the event.
- c. Shall ensure that the local groups are submitting the Events Evaluation Form for IV not later than two weeks after the event.
- d. Shall ensure that the local groups are following the procedure of the Institutional Relations regulations under Decisions relating to BEE.

Quality Standards for International Events

1. Academic Programme

- 1.2 International events should aim to comply with the main focuses of ELSA.
- 1.3 The academic programme should be published at least 2 months before the event. This is not to be applied to Study Visits and Institutional Visits.

2. Selection

Only the organizing group shall select the participants. The organising group shall respect the Application Policies.

3. Notification

- 3.1 The organizing committee shall confirm to applicants that the application was received correctly.
- 3.2 After the selection process, that shall end at least one month before the event, the organising group shall inform all the applicants about the acceptance or non-acceptance of their application.
- 3.3 The participant shall confirm the participation before the deadline set by the organising group.

4. Preparation

All participants should receive the necessary preparation, including:

- Basic knowledge about ELSA;
- Information about their responsibilities as a participant;
- Any other preparation that the organising group deems necessary for the academic quality of the event.

5. Reception

5.1. The organising group shall provide the incoming participants with adequate reception and support throughout the duration of the S&C event.

5.2. The adequate reception means that participants shall:

- Be picked up at the airport/train/bus; or receive detailed guidance as how to get to the place of destination.
- Receive a reception package/booklet – including information about the S&C event, in case the participant is from a foreign country additionally general information about the country and the local environment (public transportation, different services, emergency phone numbers, etc.).

6. Fee

6.1 When there is a fee for the S&C event, the fee should cover general administration costs, accommodation (in case the event lasts longer than a day), the participation, meals and social programme.

6.2 The amount of the fee is regulated in the FM part of the Decision Book.

Implementation of the S&C Quality Standards

1. Introduction

To ensure that we are meeting the expectations of all participants in our events and learn for the future, there is a need to monitor the quality of S&C events.

2. Responsibilities of ELSA International

2.1 Ensure that the S&C Policies and the S&C Communication Tools are working properly.

2.2 Publish international, IFP and Human Rights S&C events on the homepage of ELSA International and update this information.

- 2.3 Communicate with the national groups and suggest solutions for problems and issues that arise in S&C.
- 2.4 Evaluate all the information received and suggest ways to improve S&C.
- 2.5 Collect and compile the information for the Study Visits' Guide (SVG) submitted by the national groups, and make the complete SVG available in an online system available for all S&C officers).

3. Application Policies

- 3.1 Every law student and young lawyer shall have the opportunity to apply for an S&C event.
- 3.2 Where applicant is not a member of ELSA, the organising group should inform the applicant of contact details of the applicants' closest ELSA Group, according to the applicants' contact address. Every law student and young lawyer applying for an S&C event should be encouraged to become a member of ELSA.
- 3.3 Participants shall be selected based on objective criteria, set up by the organising group, and if applicable on their academic background. All applicants of an S&C event shall possess the necessary documentation proving the academic qualification mentioned in the S&C Application. The documentation shall be provided to the organising group upon request.
- 3.4 In case the applicant provided false or inaccurate information in the application, the organising group has the right to reject the application. In case the applicant was already selected, the organising group can suspend him/her.
- 3.5 Applicants should get information about their responsibility and duties as a participant.

4. Communication Policies

4.1 Event Specification Forms

- 4.1.1 Every S&C event shall be specified in the Event Specification Form (ESF).
- 4.1.2 Every organising group shall send the mentioned ESF to ELSA International at least 3 weeks prior to the event. The information submitted to ELSA International should at least contain:
- Title of the event;
 - Dates or at least month of the event;
 - Language of the event;
 - Registration deadline;
 - Contact details (Group, Name, E-Mail, Homepage for more information).
- 4.1.3 ELSA International can publish information about any S&C event on the website, according to their relevance to the ELSA Network as a whole. ELSA International shall give priority to international S&C events, especially the ones concerning IFP and Human Rights.

4.2 Discussion and information list

- 4.2.1 The discussion and information list is administrated by ELSA International.
- 4.2.2 ELSA International shall make sure that all national S&C officers' emails are subscribed.
- 4.2.3 It is responsibility of all national officers to maintain the discussion and information list active and to participate in discussions.
- 4.2.4 The local officers should be given the possibility to join the international S&C discussion and information list as observers upon request of the national officer.

5. Evaluation Policies

- 5.1 Every participant in an S&C event shall be invited, upon completion of the event:
 - a. To fill in the Participation Form, which shall at least include the information indicated on the standard evaluation form;
 - b. To submit the Participant Evaluation Form to the organising group.

- 5.2 Every organizing group of an S&C even shall, upon completion of the event:
 - a. Evaluate the S&C event with the participant and the partners involved in the event;
 - b. Submit to ELSA International or via NG the event Evaluation Form – IFP, ELSA Day, Human Rights, SV, IV, International Event;
 - c. Evaluation of every other event shall be submitted upon request of ELSA International;
 - d. Elaborate a report regarding Participation Statistics to be sent to the National Group.

- 5.3 Every National Group shall:
 - a. Ensure that all local groups are submitting the completed S&C Evaluation Form mentioned before within 3 weeks after the S&C event to ELSA International;
 - b. Evaluate all the information received on the national level and establish a development plan for the following year in order to improve S&C;
 - c. Provide information to ELSA International about the S&C Participation Statistics.

6. Dispute Resolution

- 6.1 The S&C Policies, Minimum Quality Standards and Responsibilities should be implemented and referred to when in doubt of how a case should be handled.

- 6.2 In case the organising group has problems with organisational issues of the S&C event, the dispute shall be solved by reaching friendly agreement.
In case the parties cannot reach a mutual agreement, the case should be referred to ELSA International and, if agreed, also for advice to the S&C discussion list.

6.3 In case of complaints by participants about low quality of an S&C event, the conflict can be solved by reaching a friendly agreement between the parties involved. In case the parties cannot reach a mutual agreement amongst themselves the case can be referred to ELSA International.

6.4 In case the SV agreement is not concluded and dispute arises:

6.4.1 Financial damage incurred during the visit – deposit and insurance

a. The organising group may request a deposit from the visiting group(s) which will not be fully refunded in case of:

- Withdrawal of the visit if the organising group already has had a proven financial loss. The organising group shall determine the latest date of cancelling the visit without loss of deposit;
- Damage incurred during the visit, for example financial loss (e.g the use of telephone), material damage, etc.;
- The deposit and its use shall be agreed on beforehand by the participating parties.

b. The visiting party is responsible for their insurance.

6.4.2 In case the parties cannot reach a mutual agreement amongst themselves the case can be referred to ELSA International.

7. Knowledge Management

7.1 Responsibilities of the National Groups

7.1.1 Create national manuals in the respective native language.

7.1.2 Provide necessary training and information to local groups to organise S&C events.

7.1.3 Give transition to next national officer and also local officers who haven't received.

7.1.4 Translate the most important information received from ELSA International. Adapt the information to local officers and members.

7.1.5 Ensure that all local groups archive material and when receiving the material, send it to ELSA International.

7.1.6 Create databases of most important events such as (international) law schools, (international) seminars and conferences, SV and IV especially speakers and background of participants;

7.1.7 In cooperation with BEE keep update the Institutions database for future local events.

7.1.8 Ensure that all local groups archive material and when receiving the material, send it to ELSA International

7.1.9 National Groups can require the support of ELSA International in finding the most suitable strategies to develop this area.

7.2 Responsibilities of ELSA International

- 7.2.1 Produce the necessary manuals, handbooks and guidelines and update outdated materials. Make sure that all these tools are available for S&C officers.
- 7.2.2 Collect all archived material submitted by the national boards in the ELSA S&C Archive and make it accessible to national officers.
- 7.2.3 Administrate the Speakers' Database, archive the Forms and stay in contact with the Speakers.
- 7.2.4 Focus on education and training of officers in transition and archiving

Comments:

Please read the input paper on page 236.

Decision Book Amendment to the STEP Procedure section of the STEP part (STEP 01/13 I)

ELSA International proposes the following to the Council:

STEP Procedure

(...)

2. Applicants

2.1 General Regulations

Only members of ELSA may apply for STEP.

1. Application

a. Applicants can only apply for a STEP traineeship by using the Forms provided by ELSA International. Additionally they have to hand in the necessary diplomas, certificates, recommendations of professors or similar valid documents to prove the qualifications stated within the Application Forms

b. Applying for and participating in STEP is free of charge.

c. Local Groups are responsible for receiving the Application Forms and other documents as well as for checking the validity of the information given.

d. The application is no guarantee for being matched.

2. Matching

a. ELSA International revises all applications and matches them to those traineeships fitting best.

~~b. One applicant shall only be matched for one traineeship at the same time.~~

~~b~~e. There shall be no contact between the applicant and the employer before the selection.

~~c~~d. ELSA International sends the Application Forms of the matched trainees to the Local and respective National Group.

~~d~~e. In case the Local Group does not send the Application Forms to the employer and simultaneously to ELSA International within one week after the receipt, ELSA International may send the Application Forms to the employer.

Comments:

This amendment is proposed in order to implement multi-matching approach, i.e. matching of applicant to all traineeships he/she stated in the application form and fits.

The Multi-matching approach was tested during the first STEP cycle this year and showed positive results as follows:

1. The quantity of cancelled traineeships caused by a lack of application forms decreased significantly.
2. Employers got more candidates among whom there were consequently more qualified ones, that helped to confirm the status of ELSA as an association of valuable, qualified members.
3. STEP applicants potentially got more chances to be selected.

INTERNATIONAL PRESIDENTS' MEETING

Decision Book amendment of the Decision relating to ELSA in General part (GEN 01/13 I)

The XLVI International Presidents' Meeting proposes the following to the Council:

Strategic Goals for 2018

1. Internal Structure

ELSA shall focus on Human Resources

ELSA shall improve knowledge management

ELSA shall improve/focus on communication within the network

2. Professional and academic development of law students and young lawyers

ELSA shall improve the quality of and interest in STEP

ELSA shall constantly develop awareness and knowledge of human rights

ELSA shall offer a broader range of legal education opportunities

3. Internationality

ELSA shall bring the international aspect of the association closer to the national and local level

4. External relations

ELSA shall improve its cooperation with other organisations and institutions

5. Financial stability

ELSA shall be a financially sound organisation with enough resources to fulfil its goals

6. Profile of ELSA

ELSA shall be known for offering legal opportunities and high quality activities

ELSA shall develop its brand and establish a unified image as an international and professional organisation.

Comments:

The voting on in the XLVI International Presidents' Meeting on the proposal was as follows:

In favour:	10
Against	0
Abstentions	0

Thus, the proposal was approved and submitted to the Council.

NATIONAL GROUPS

Statutes amendment concerning the Article 11

ELSA Denmark proposes the following to the Council:

Article 11 – Council

11.1 Role of the Council

The Council represents the members of ELSA and is the supreme decision-making body of ELSA the decisions of which are binding on the entire organisation as defined in Article 4 in these Statutes.

The Council shall decide on any questions or matters within the scope of the present Statutes and Standing Orders except for those assigned to other organs by these same Statutes and Standing Orders.

11.2 Summoning of Council

The Council shall meet twice a year, in spring and in autumn, at a time fixed by the International Board. Extraordinary meetings can be requested by the International Board or by at least one-third of all the Members.

The Council shall be summoned by means of written invitations sent by the International Board to all Members, Observers, Auditors, and any person appointed by the International Board or Council to carry out a specific task at least twenty-eight days before the opening of the Council Meeting in question.

11.3 Right to make proposals

The following have the right to make proposals to the Council:

The International Board

Members

The Presidents' Meeting

The Key Area Meeting

The Supporting Area Meeting

Comments to article 11:

Since national groups (Members) of ELSA and the International Presidents' Meeting already have the right to make proposals to the Council, it would objectively seem natural that the Key Area Meeting and the Supporting Area Meeting also should have that right. With this proposal, we hope to strengthen support for the Area Meetings. We believe that the meetings will get more participants and have a more academic program if the meetings in the future will have a greater impact on the Council.

The amendment to article 11 spurs the insertion of new articles 14 and 15 about the Key Area Meeting and the Supporting Area Meeting respectively.

Statutes amendment concerning the Article 13

ELSA Denmark proposes the following to the Council:

Presidents' Meeting

The International Presidents' Meeting

Article 13 – Presidents' Meeting

13.1 Role of the Presidents' Meeting

The Presidents' Meeting is a horizontal meeting of the Presidents of the Members and Observers which meets on a bi-annual basis, once in winter, once in summer.

The aims of the Presidents' Meeting are to exchange experience, information and ideas existing in the National Groups, to learn from other National Groups, to contribute to the implementation of the Council Meeting decisions and to prepare for the Council Meeting.

13.2 Right to attend

The President or his substitute of each Member or Observer has the right to attend the Presidents' Meeting.

The President of the International Board or his substitute must attend the Presidents' Meeting. The members of the International Board, their Directors and Secretaries Assistants are permitted to attend the Presidents' Meeting and shall enjoy the right to address the Meeting.

13.3 Right to submit proposals

The Presidents' Meeting has the right to submit proposals to the Council.

A qualified majority of two-thirds of the Members present at a Presidents' Meeting must approve such a proposal.

Any proposal by the Presidents' Meeting to be submitted to the Council, must be sent to the Secretary General of ELSA International in accordance with Article 5.2 of the Standing Orders of ELSA.

Any proposal submitted by the Presidents' Meeting to the Council shall detail the number of the votes in favour, against or abstentions.

13.4 Voting Rights

Each President or his or her substitute, of each Member, has one vote irrespective of the number of the representatives attending the Presidents' Meeting.

Comments to article 13:

No changes of substance have been made to article 13 but the article has been partly mirrored into the new articles 14 and 15 about the Supporting Area Meeting and the Key Area Meeting.

In article 13.2 we suggest a minor change to the titles of the previously called ‘Secretaries’ of ELSA International to the updated, currently used, titles ‘Assistants’. This change has also been mirrored into articles 14 and 15.

Statutes amendment concerning the Article 14

ELSA Denmark proposes the following to the Council:

The Area Meetings

Article 14 – The Key Area Meeting

14.1 Role of the Key Area Meeting

The Key Area Meeting is a horizontal meeting of the key area officers of the Members and Observers, which meets on an annual basis.

The key area officers are the national officers in charge of Academic Activities, the national officers in charge of Seminars and Conferences and the national officers in charge of Student Trainee Exchange Program.

The aim of the Key Area Meeting is to train the key area officers in their area of work. In addition, the aims are to exchange experience information and ideas existing in the National Groups regarding the key areas, to learn from other National Groups, to contribute to the implementation of the Council Meeting decisions and to prepare for the Council Meeting.

14.2 Right to attend

The key area officer of each area or his substitute of each Member or Observer has the right to attend the Key Area Meeting.

The key area officers of the International Board or their substitutes must attend the Key Area Meeting.

The members of the International Board, their Directors and Assistants are permitted to attend the Key Area Meeting and shall enjoy the right to address the Meeting.

14.3 Right to submit proposals

The Key Area Meeting has the right to submit proposals to the Council.

A qualified majority of three-fourths of the Members present at a Key Area Meeting must approve such a proposal.

Any proposal by the Key Area Meeting to be submitted to the Council, must be sent to the Secretary General of ELSA International in accordance with Article 5.2 of the Standing Orders of ELSA.

Any proposal submitted by the Key Area Meeting to the Council shall detail the number of the votes in favour, against or abstentions.

14.4 Voting Rights

Each Member, has one vote irrespective of the number of the representatives attending the Key Area Meeting.

Statutes amendment concerning the Article 15

ELSA Denmark proposes the following to the Council:

Article 15 – The Supporting Area Meeting

15.1 Role of the Supporting Area Meeting

The Supporting Area Meeting is a horizontal meeting of the supporting area officers of the Members and Observers, which meets on an annual basis.

The supporting area officers are the national officers in charge of Internal Management, the national officers in charge of Financial Management and the national officers in charge of Marketing.

The aim of the Supporting Area Meeting is to train the supporting area officers in their area of work. In addition, the aims are to exchange experience, information and ideas existing in the National Groups regarding the supporting areas, to learn from other National Groups, to contribute to the implementation of the Council Meeting decisions and to prepare for the Council Meeting.

15.2 Right to attend

The supporting area officer of each area or his substitute of each Member or Observer has the right to attend the Supporting Area Meeting.

The supporting area officers of the International Board or their substitutes must attend the Supporting Area Meeting.

The members of the International Board, their Directors and Assistants are permitted to attend the Supporting Area Meeting and shall enjoy the right to address the Meeting.

15.3 Right to submit proposals

The Supporting Area Meeting has the right to submit proposals to the Council.

A qualified majority of three-fourths of the Members present at a Supporting Area Meeting must approve such a proposal.

Any proposal by the Supporting Area Meeting to be submitted to the Council, must be sent to the Secretary General of ELSA International in accordance with Article 5.2 of the Standing Orders of ELSA.

Any proposal submitted by the Supporting Area Meeting to the Council shall detail the number of the votes in favour, against or abstentions.

15.4 Voting Rights

Each Member, has one vote irrespective of the number of the representatives attending the Supporting Area Meeting.

Comments to new articles 14 and 15:

The past two Key Area Meetings and Supporting Area Meetings have proven to be successful. By this proposal, we would like to further the development, as we believe the Key Area Meeting and the Supporting Area Meeting are important international events in the association. We believe the insertion and regulation of the Key Area Meeting and the Supporting Area Meeting in the statutes will provide a stronger basis for the meetings, fostering an even bigger support and participation in the meetings.

Articles 14 and 15 are mainly mirrors of article 13 about the International Presidents Meeting in order to keep the structure of the statutes, but some differences have been made due to the different nature of the Key Area Meeting and the Supporting Area Meeting respectively contra the International Presidents' Meeting.

The differences lie in the following:

- In the new article 14.1 and 15.1, it is stated that the Key Area Meeting and the Supporting Area Meeting respectively meet on an annual basis whereas the International Presidents Meeting meets on a bi-annual basis – once in winter and once in summer. It seems more important to make sure that the Key Area Meeting and Supporting Area Meeting are held once a year than to regulate whether the meetings should be held in the summer or the winter.
- In the new articles 14.1. and 15.1, we have added definitions for key area officers and supporting area officers in order to ease the wording of the articles and thus make them less complex.
- Since the aim of the Key Area Meeting and the Supporting Area Meeting initially was, and still is, to train the officers in their area of work (i.e. through freshers workshops and other basic workshops) we added this part to the aim in articles 14.1 and 15.1 respectively.
- In the new article 14.3 and 15.3 it is stated that the Key Area Meeting/Supporting Area Meeting has the right to submit proposals to the Council only if a qualified majority of three-fourths of the Members present at the meeting have approved such a proposal. This is a difference from the proposals made by the International Presidents' Meeting where only a qualified two-third majority is required to approve the submission of the proposal. The difference is made due to the fact that the International Presidents' Meeting is a gathering of (ideally) only one type of officers (Presidents) whereas the Key Area Meeting and the Supporting Area Meeting are gatherings of at least three different types of officers and (so far) a much smaller group of each type of officer. We therefore believe that it requires a wider concord to approve the submission of a proposal by the Key Area Meeting/Supporting Area Meeting to the Council.
- The last difference between article 13 and the new articles 14 and 15 respectively is in article 14.4 and 15.4 respectively, regarding voting rights. At the International Presidents

Meeting each president of each Member (or his or her substitute) has one vote irrespective of the number of representatives attending the International Presidents' Meeting. If the structure were to be followed strictly, each key area officer/supporting area officer in the Key Area Meeting/Supporting Area Meeting would have one vote, however since there may be differences in the numbers of attending key area officers/supporting area officers and since the proposals may regard either one of the areas it is better to only allow each Member to have one vote. The key area officers/supporting area officers will then have to agree on how to vote on behalf of the Member. These voting rights will be more representative and fair than the result of the alternative.

We believe this structure is true to the nature of the Key Area Meeting and the Supporting Area Meeting as well as to the nature and structure of the current statutes.

General comments on the basis of ICM Batumi:

We would like to address the concerns brought up, when this proposal was discussed at ICM Batumi.

At the ICM in Batumi, it was remarked that a problem with this proposal (which is the exact same as proposed in Batumi) is that it is not stated if the individual workshops at KAM and SAM can make proposals or if it is the meeting as a whole. Just to clarify; it is clearly stated in this proposal that it is the meeting as a whole (and not the individual workshops) that should be able to make proposals for the International Council Meetings. There are no hindrances of having a final joint workshop at each KAM and SAM, where potential workshop proposals can be voted upon by all voting participants.

At the ICM in Batumi, it was also remarked that most likely, since both KAM and SAM take place in August/September (in the beginning of the terms), the meetings would not have any proposals anyway. As a comment to that; the summer IPMs also take place in the beginning of terms and yet have the right to make proposals for the ICMs.

Having the ability to make proposals at SAM and KAM might even serve as an attraction for the more experienced officers to attend, who otherwise perhaps would not attend in great numbers.

We are aware of the financial costs of changing the statutes in order to implement this and the following proposals regarding the area meetings. However, the financial aspect will always be an issue, and a change of domicile for ELSA International, which potentially would lower the cost of changing the statutes, is not likely to happen in the very near future. We should not keep postponing important changes, and this was already proposed at the ICM in Batumi, where we decided to withdraw the proposal due to the financial costs.

We retracted the proposal based on the financial issues, but also with the thought that a call for a working group would be made to thoroughly research the potential impact of our proposal, as stated by ELSA International and encouraged by the participants in Batumi. The call was made

by ELSA International, but not until the 19th of January 2013. It is our hope that the working group will have enough time to produce and present quality material concerning this proposal.

Finally, we would like to add to our notes, what ELSA Germany and ELSA Spain stated in their input paper for the ICM in Batumi regarding Area Meetings. These statements should be seen by everyone attending the ICM Cologne as well:

“The purpose of the meeting (IPM) and the tasks for the responsible officers attending is clear. Their work, input and dedication to develop the network are backed up by the possibility to submit proposals to the Council, in order to transform into set regulations, what the IPM believes to be beneficial to our network. We actually see that this framework is the very same for the other areas and their respective area meetings, and would therefore like to discuss with you the possibility of granting other Area Meetings a right to make proposals as well. Thus the question is, should we enable the SAM and KAM to address the Council with proposals as well, valuing their attendees’ efforts, and keeping the process of making decisions at the ICM utmost effective, due to increased preparation (for the time being, proposals may be discussed on the Area Meetings, but have to be drafted by particular National Groups, or during the ICM)?”

Thank you for your attention and please let us have great discussions about this in Cologne.

Statutes amendment concerning the Article 16

ELSA Denmark proposes the following to the Council:

Finance

Article ~~14~~16 – Source of Funding

~~14.1~~16.1 The costs of running the activities of ELSA are to be funded by annual membership fees, observer administration fee and special activity fees, sales and advertisement revenues, fundraising from private and public bodies and organisations, public subsidies and donations whether in cash or in kind, provided however that such funds must not be accepted if they are tied to conditions contrary to the aims and principles of ELSA or if they are otherwise not in the interests of ELSA.

~~14.2~~16.2 Each Member of ELSA is obliged to pay an annual membership fee for each financial year of membership to ELSA, the amount of which is decided by the Council from time to time.

Comments to articles 14-20 – now 16-22:

The changes in articles 14-20 are merely consequence changes due to the insertion of the new articles 14 and 15 about the Key Area Meeting and the Supporting Area Meeting respectively.

Statutes amendment concerning the Article 17**ELSA Denmark proposes the following to the Council:****Article ~~15~~17 – Accounts**

The financial year of ELSA is from the first day of August until the thirty-first day of July.

The audited final accounts shall be submitted to the Council Meeting in the financial year immediately following the year to which they refer.

The audited interim accounts covering the first six (6) months of each of ELSA's financial years shall be submitted to the Council Meeting following the 6 months period in the financial year to which they refer.

Comments to articles 14-20 – now 16-22:

The changes in articles 14-20 are merely consequence changes due to the insertion of the new articles 14 and 15 about the Key Area Meeting and the Supporting Area Meeting respectively.

Statutes amendment concerning the Article 18**ELSA Denmark proposes the following to the Council:****Article ~~16~~18 - Audit**

Two Auditors and one Vice Auditor shall be elected by Council for a period of one year starting the 1st day of August and terminating with the final decision of the Council on the financial accounts. They shall not be granted discharge until the financial accounts are approved. The Auditor shall be a person independent from the International Board and with necessary experience in accounting and finance or a society of chartered auditors. In the case of selecting a society of chartered auditors, the society of chartered auditors shall announce the person responsible for carrying out the audit.

The Auditors shall examine the accounts of all revenue and expenditure of ELSA and the financial management of ELSA, according to the generally accepted auditing standards. The Auditors shall provide a certification as to the reliability of the accounts and the legality and regularity of the underlying transactions. The Auditors shall present their auditing report and certification concerning the final accounts to the Council.

Comments to articles 14-20 – now 16-22:

The changes in articles 14-20 are merely consequence changes due to the insertion of the new articles 14 and 15 about the Key Area Meeting and the Supporting Area Meeting respectively.

Statutes amendment concerning the Article 19

ELSA Denmark proposes the following to the Council:

Statutes and Standing Orders

Article ~~17~~19 – Standing Orders

The Council will further regulate internal affairs of ELSA, the rights and obligations of the Members towards ELSA and such other affairs that may appear to the Council in its discretion to require further regulation in its Standing Orders. In the event of conflict, these Statutes shall take precedence over the Standing Orders.

Comments to articles 14-20 – now 16-22:

The changes in articles 14-20 are merely consequence changes due to the insertion of the new articles 14 and 15 about the Key Area Meeting and the Supporting Area Meeting respectively.

Statutes amendment concerning the Article 20

ELSA Denmark proposes the following to the Council:

Article ~~18~~20 - Amendments

~~18.1~~20.1 Any amendment to these Statutes may be made if supported by two-thirds of the votes cast by the Council and provided the proposed amendment was sent out to everybody referred to in Article 11.2 at least 28 days before the opening of the Council Meeting.

Any amendments to the Statutes take effect only when a notarial deed containing the amendments has been executed. Every member of the International Board is entitled to have such a notarial deed signed and executed.

~~18.2~~20.2 Any amendment to the Standing Orders may be made by the Council Meeting if supported by two-thirds of the votes cast.

Comments to articles 14-20 – now 16-22:

The changes in articles 14-20 are merely consequence changes due to the insertion of the new articles 14 and 15 about the Key Area Meeting and the Supporting Area Meeting respectively.

Statutes amendment concerning the Article 21**ELSA Denmark proposes the following to the Council:**Article ~~19~~21 - Arbitration

Any dispute or difference arising out of or in connection with these Statutes shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as may be currently in force.

Comments to articles 14-20 – now 16-22:

The changes in articles 14-20 are merely consequence changes due to the insertion of the new articles 14 and 15 about the Key Area Meeting and the Supporting Area Meeting respectively.

Statutes amendment concerning the Article 22

ELSA Denmark proposes the following to the Council:

Dissolution

Article 2022 – Dissolution

ELSA may be dissolved by unanimous decision of the Council.

In order to be valid, a decision by the Council to dissolve ELSA must be preceded by a proposal to that effect on the Council Meeting agenda.

The Council shall upon a decision to dissolve ELSA elect 2 liquidators and shall subsequently decide about the destination of the net assets and property of ELSA, if any.

Comments to articles 14-20 – now 16-22:

The changes in articles 14-20 are merely consequence changes due to the insertion of the new articles 14 and 15 about the Key Area Meeting and the Supporting Area Meeting respectively.

Decision Book amendment to the Decisions relating to ELSA in General part (GEN 01/13 III)

ELSA Austria proposes the following to the Council:

Committee of Enquiry

1. Installation of a committee of enquiry

The council hereby convenes a committee of enquiry comprised of the Treasurer, President and auditors of ELSA International as well as five representatives of the council.

2. Appointment of members

The council representatives shall be appointed by this council in the same way as the internal auditors and will be in office from the day after this ICM until the completion of their mandate.

3. Independence

Within their mandate the members of the committee shall be completely independent from all and are not answerable to any ELSA body other than the council of ELSA International.

4. Mandate

The committee's mandate is to investigate the circumstances surrounding the "ELSA Online II" project from the time of the decision to take up such project until the write-off of "ELSA Online II" at the ICM Batumi. Special attention shall be given to the following questions,

- who is bearing responsibility for the considerable loss of financial resources from the project,
- why was BMotion chosen as a supplier,
- why did they deliver a product useless for the association,
- can any claims be brought against whatever person internal or external to the association?"

5. Powers

To fulfil their mandate the committee shall have the following powers,

- access to all documents regarding "ELSA Online II", especially the contract with BMotion in its entirety,
- questioning of all current and former IB members and auditors,
- questioning of BMotion

- consulting of external experts.

6. Committee Report

The committee shall produce a report on their findings until the ICM Opatija. Upon presentation of the report at this event the council shall decide on further steps to be taken (e.g. extension of the mandate).

Comments:

For years some NGs have been struggling to clarify the circumstances surrounding “ELSA Online IP”, a project which failed so miserably and which incurred vast losses for ELSA (rumoured are EUR 70,000), losses that were covered by the NGs’ contributions to the project through their ELSA Online Fees.

ELSA Austria is not happy with the intransparent way this project and the subsequent fall-out were handled by the respective IBs and auditors. Since ELSA Online II was eventually written off in the latest final accounts and the issue has not featured in public debate since, we fear that with new generations of officers it will fall under the table for good and be ultimately forgotten. To prevent this from happening, to evaluate the conduct of ELSA and its external partners in the project and to look into possibilities of retrieving some of the expenses, we encourage the council to set up an independent committee of enquiry to review all documentation of the project, question the responsible persons and to clear up the situation, so the NGs finally have clarity about what happened to their money and why the project went so horribly wrong. An authoritative report will give the network the opportunity to settle this issue for good and serve future generations to learn from the mistakes made in the past.

A section regarding the funding of the committee’s activities will be necessary, but due to its controversial nature this issue shall be left to the discussion in the workshops and the plenary.

Comments by ELSA International:

The proposal in acceptance would be written in the Council Meeting Decision Book section Decisions related to ELSA in General after the part International Focus Programme.

Decision Book amendment to the Penalty Section of the STEP part (STEP 01/13 I)

ELSA Sweden and ELSA Germany propose the following to the Council:

Penalty System

(...)

1.3 Cancellation/Withdrawal

a. (...)

Traineeship Form

b. (...)

c. If the applicant/trainee withdraws/cancels the traineeship without valid reason he/she shall be denied any further access to STEP. In addition, the trainee shall cover possible damages and has to pay 15 % (non-favoured countries)/12.5% (favoured countries) of the monthly salary according to the agreement between the employer and the trainee – if the traineeships duration is under a month the penalty is calculated on a pro-rata basis. The penalty is at least EUR 80,- (non favoured countries)/ EUR 67,50 (favoured countries) and not exceeding EUR 300,-.

The penalty is owed to the trainee's Hosting Group.

Comments:

The Penalty System is a long and hard discussed topic within ELSA. After the crash of STEP the local and national officers have been working hard to get the system running again. 2013 proves to be one of the best years within STEP since then.

But one problem remained during these years – cancellations.

Year after year cancellations occurred and the STEP officers and even worse the employers got frustrated. This did not only harm the connection between the local ELSA group and the employer but also the connection with ELSA as a network!

This is why we need a tool to make the trainees think about their decision to cancel a spot that has been granted to them. We take STEP seriously – can we not expect the same from the trainees?

During the workshop in Batumi we realized that we need a system to prevent this problem and came to the conclusion: "Every country shall implement a prevention tool". The idea was great but it did not work out the way we wanted.

If e.g. a trainee from Germany applies for a traineeship in Austria both prevention tools will apply.

In Germany every OUTgoing student has to sign an extra contract charging him a fee if he declines the traineeship without valid reason after signing the TCF. In Austria every INcoming student has to sign a similar contract.

But if an Austrian student applies for a traineeship in Germany he has to sign NO contract since neither prevention tool applies.

We therefore need a common system that every student applying for a traineeship has to sign in order to prevent cancellations and such confusions in the network!

A common system will include set numbers and restrictions that apply to every country in the network. We took into consideration that not every country has the same income and therefore used the system of favoured and non-favoured countries which ELSA applies to the participation fees as well.

Among the discussion that took place, some were concerned that such an agreement could scare some possible trainees off. These concerns have been mentioned in Germany as well as the contract was introduced resulting in the regulation that the trainee will be held responsible only after having signed the TCF. He or she is still able to withdraw the STEP-application without breaching the extra-contract until he/she signed the TCF. If however the TCF has been signed and trainee is forced to cancel the traineeship due to valid reason he/she will also NOT be held responsible.

INPUT PAPERS

THE INTERNATIONAL BOARD

Input paper concerning Synergy Magazine

Synergy Magazine has been produced by ELSA International since 1987. From the beginning, Synergy was a hand copied publication sent by regular mail. In 1993, the first print production of Synergy was distributed all over Europe. In 2008, the current layout of Synergy Magazine was adopted. The creation of the layout for the magazine has also during several years being outsourced to external designers, which has not been the case since 2006.

Synergy Magazine has always been produced with the purpose of being financed by partners and advertisers. The work of financing Synergy Magazine has mainly been carried out by the Vice President for Marketing and the Director for Advertisements of ELSA International. Today, Synergy is financed mainly by law schools and LL.M providers with the interest of reaching our target groups.

During the term 2012/2013, ELSA International has put a lot of efforts into fundraising and so also into the fundraising of Synergy Magazine. The fundraising work for Synergy Magazine has been carried out through email distribution to around 550 contacts, individual email offers and also several phone calls in order to catch the interest of advertising through Synergy Magazine.

Compared to previous years, we have noticed a significant decrease of interest regarding printed advertising in Synergy Magazine. Due to constantly new ways of promotion, social media etc., several previous advertisers have explicitly communicated a decided not to continue printed advertising anymore. In opposite to printed advertising, we have seen a great interest in online advertising on our website and many entities are also interested in getting access to our mailing lists or Facebook page.

With the fundraising focus currently spent on Synergy, ELSA International might be able to achieve better fundraising results in the online advertisements, which allows the advertisers possibility to spread their information without significant intermediation expenses of a Europe-wide printed magazine.

The costs of printing and shipping Synergy Magazine for all ELSA Groups in the Network is estimated to around EUR 17,000.00 – 19,000.00 per edition, depending on the amount of copies printed and also depending on the amount of addresses that ELSA International decides to ship to. The two annual editions of Synergy represent the largest individual expense of ELSA International, exceeding costs such as rent of the ELSA House. Synergy is of course not only an expense. Advertisement is being sold in the magazine and several partners of ELSA International have visibility in Synergy as part of the partnership agreement.

Income of Synergy obviously consists of advertisement sold for the edition. A less obvious source of income per edition is the allocation of partnership income to the magazine. When an advertisement of a partner appears in Synergy, 70% of the list price of the advertisement is transferred from general partnership income to income of Synergy for the particular edition. This allocation is done to reflect the importance of Synergy as a part of the partnership agreement also in financial reporting. Currently around 55% (EUR 15,00.00) of accounted Synergy income is allocated partnership income.

Despite the huge efforts put into advertisement sales during term 2012/2013 and despite the allocated partnership income, the magazine is not breaking even but generating an estimated loss of EUR 6,700.00 in term 2012/2013. This is an immense amount of money, especially in times when the finances of ELSA International and the ELSA Network are tight. Due to shift of advertisers' preferences there is also no foreseeable improvement of the situation in the near future.

Taking into consideration also the use of Synergy Magazine around the Network, we think it is necessary to raise a discussion on the topic of using financial resources to subsidise the magazine. In the State of the Network inquiry before the International Council Meeting in Batumi, 25 % of the National Groups of ELSA mentioned that they do not distribute Synergy Magazine to its members, partners or other relevant receivers. This year, forces have been put into ensuring the distribution of the magazine around the Network.

Synergy Magazine is a very good tool for ELSA to promote its activities and showing external entities and possible partners who we are, what we do and that we are an association spread all around our continent. This is definitely one aspect to take into consideration in the discussion on the financial value of the magazine. Synergy is also a big part of ELSA's identity, spanning continuously on all four decades of the existence of the association.

Due to all aforementioned, the International Board of 2012/2013 decided to make not one but two in most aspects identical but mutually exclusive proposals for the Budget of 2013/2014. One of the proposals forecasts a scenario with Synergy continuing as a printed magazine with a Network-wide distribution. The other budget is a scenario without a printed magazine. Possible changes in partnership income, allocated income and effects in the fundraising have all been incorporated in this proposal to provide as much information as possible for the Council to evaluate this very important decision.

International Board calls for initiating a discussion within the National Groups and on the mailing lists regarding the Synergy Magazine in order to have every National Group prepared for the decision we will be taking during ICM Cologne.

Input paper concerning the proposal to update the AA part of the Decision Book

After several years of discussions and attempts to update the AA part of the Decision Book, the time has come to make a more thoughtful study of the necessities of change in the regulations concerning Academic Activities. The fact that the internal division of the area did not correspond anymore to the daily word reality of the officers and the remarkable development of moot court competitions as part of AA required some action.

After the International Council Meeting in Batumi, a call for members of the working group dealing with the analysis and changes in AA regulations was re-open. Together with ELSA International, 10 National officers decided to study the current status of our internal regulations, the pros and cons of their structure and content, making suggestions for its improvement.

Taking in consideration the discussions of the members of the WG and other during internal meetings, ELSA International made a selection of the major needs to reform this part of the DB. The result can be found in these Working Materials.

The most striking updates concern the structure of the regulations, the end of the old internal division of AA and the new focus on quality standards. The proposed divisions are Quality in Academic Activities that works as an introduction; General AA Policies, including a general definition of the area; Policies concerning the AA projects; Policies concerning MCC, as requested by the National officers who see the urgent necessity to make a clear division, within AA, between AA projects and moot courts; and Quality Standards.

As it can be seen from the proposal, the traditional division of AA as Legal Writing, Legal Research, Studies Abroad and Bridging Theory and Practice disappears. It was generally agreed that the division was outdated if we consider that in the 3 first categories, currently, each one of them would only have a project regulated. Such division has not been helpful during the last years to the work of the officers. This proposal gives preference to individual AA projects, enlarging the number and variety of events within AA. The fact that MCC gains a separate section in the regulations can assure a better development of this kind of projects.

From the current version of the DB, the members of the WG required to be kept the part concerning Responsibilities, that in the proposal does not concern each project individually but all the projects in a block, for logical and practical reasons. In MCC similar section can be found.

Of great relevance in the proposal, in comparison to the current version of the AA part of the DB, it is the section called Quality Standards, including rules regarding events' participation and implementation of the quality standards. Such regulations are quite innovative in AA, assuring a reinforcement of fundamental elements of the work of the AA officer, not only related to the organisation of the event, such as the application procedure and evaluation, but also the ones concerning communication between the National Groups and ELSA International and, finally, Knowledge Management.

ELSA International aims that with this proposal Academic Activities can be provided with more effective tools to support the work its officers, making the concept of what AA is clearer and assuring its constant development, especially, when it comes to the quality of its projects.

The Working Group consisted of officers from ELSA Germany, ELSA Portugal, ELSA Georgia, ELSA Estonia, ELSA Sweden, ELSA Norway, ELSA France, ELSA Romania, ELSA Lithuania and ELSA Denmark.

Input paper concerning the proposal to update the S&C part of the Decision Book

Notwithstanding the S&C part of the Decision Book has been amended few times in the last years, the current content is outdated, incomplete and, most important, confusing.

It is obvious that some parts and some provisions are in need to be completely reconsidered. In particular, major problems are:

- The structure does not reflect the content of the decisions (see, for example, the section about Implementation of Quality, which contains only a reference to conflicts. The section about Quality Standards includes only decision about notification of the selection of applicants, preparation and reception of participants)
- Seminars and Conferences is an area that entails competences in sub-areas that are completely divers from each other. Indicators of quality and responsibilities are very different when they are related to Study Visits, Institutional (Study) Visits and events like Seminars, Conferences, Lectures and Law Schools. At the moment, there are no clear indicators of quality; furthermore, in the section “Responsibilities for Quality” there is a confused collection of different decisions that don’t have any rational order. Some of them are a repetition of concepts already expressed, others are useless, and other important concepts are missing.
- Evaluation – Knowledge Management: these two concepts are not stressed enough, and the responsibilities connected are really weak. There is a need to be more concrete concerning deadlines and duties.

Due to the width of the intervention needed, ELSA International realised that a simple set of amendments would not change the situation. Therefore, ELSA International proposes a new text that aims to rewrite completely the entire S&C part of the Decision Book, since it appears to be the only efficient solution.

ELSA International presented this idea during ICM Batumi, where the mentioned issues were discussed by the S&C Workshop, who agreed on proceeding with the elaboration of a new text. After Batumi, a Working Group has been created to analyse in details every single provision of the DB and to come up with suggestions and, eventually, with a new content.

After the first phase, ELSA International provided the Working Group with a new structure to be filled in with old (but still valuable) and new provisions. The Working Group accepted it and worked on the content, which has been finally revised and completed by ELSA International.

It is important to underline that the new structure of the S&C Decision Book has been taken as a model from AAers and that the final adjustments to the two sections were done together by the VP AA and VP S&C of ELSA International, in order to assure uniformity and completeness in both areas.

Vice Presidents for S&C of ELSA International of the 5 previous terms have also been involved in this process, due to the fact that their experience is essential to grant quality of the new text. They have been provided with the structure at the beginning of the work and now with the content. Their comments, if any, will be taken into great consideration in the next weeks before the ICM.

The proposal will be now discussed in the Mailing List together with the other S&C officers of the Network, and finally in Cologne during the Workshop.

The Working Group believes that the new text proposed will entail a better understanding of the competences and responsibilities of S&C officers. Therefore it recommends you to read carefully the proposal and to prepare your opinions for the discussion.

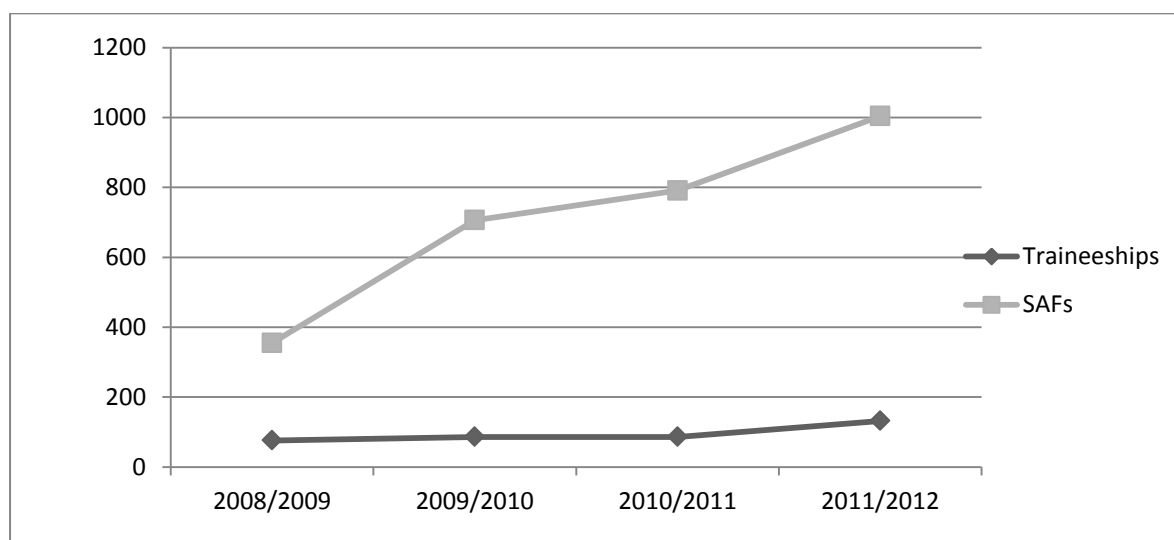
The Working Group consisted of officers from ELSA Poland, ELSA Italy, ELSA Germany, ELSA Czech Republic, ELSA Portugal, ELSA Croatia and ELSA Finland.

Input paper concerning the Student Trainee Exchange Programme

The evolution of STEP

The Student Trainee Exchange Programme has been facing hard times in the past 5 years and more. In order to remember what exactly happened, this introduction will remind us of the issues and ways of operating STEP in the past. There was an ad hoc system of publishing the STEP Newsletter, meaning, whenever there was 1 new traineeship there would be one new Newsletter. This sums up to more than 12 Newsletters per year, most of the times even reaching the double of that. A system like this had numerous downsides, one of them being a saturation of STEP Newsletters not only for STEP officers who are obliged to promote them, but also for potential STEP applicants who were expected to always be vigilant of the new opportunities. Potential STEP applicants were swamped with Newsletters that had minor updates such as: 1 more traineeship, removed traineeships with a deadline passed already, etc., several times per month and that made them reluctant to apply.

These elements were not the main reasons why STEP was not at its peak but they certainly contributed. This is why, in the term 2011/2012, the STEP Workshop at the International Council Meeting in Palermo had decided to test the so-called STEP Calendar. Meaning, one strict deadline set in spring with one Newsletter gathering all traineeships in one place. The STEP Newsletter of the spring 2012 was a success with cc 56 traineeship opportunities and thus, the workshop gathered once more, at the International Council Meeting in Algarve, and voted upon implementing this system for the term 2012/2013 with two strict deadlines for the STEP Newsletter. The term 2011/2012 also had a raise in the Student Application Forms number, counting 1004 of them during the whole term. Please view the graph below to see the slow rise from the term 2008/2009 until 2011/2012.



This is when the (r)evolution begins. The term 2012/2013 started by defining these strict deadlines that were decided upon in Algarve, Portugal. After a discussion in the mailing list, the deadlines were as follows:

First Cycle

Job Hunting: Saturday 8th December 2012

Publishing the 1st Newsletter on 16th December 2012

Student Hunting: Tuesday 22nd January 2013

Second Cycle

Job Hunting: Saturday 23rd March 2013

Publishing the 2nd Newsletter on 31st March 2013

Student Hunting: Monday 6th May 2013

But that was not enough to get the whole system into force again. So, the STEP Forms were updated and sent out to every national VP STEP personally, making sure they are going to be put to use. Furthermore, the Key Area Meeting was used as the main first step towards an overall education of STEP officers on the matter. **But achieving the goals set by the STEP Calendar was not going to happen without the support of the two most important areas for STEP: BEE and Marketing.** Thus, a special workshop was delivered at the International Presidents' Meeting in Paris, making Presidents aware of the process and of their role in it. This focus was extended to the International Council Meeting in Batumi, Georgia, where the Presidents and STEP officers had a long session on Job Hunting, and Marketing and STEP officers had two sessions on promotion and Student Hunting, analysing STEP through SWOT. All of this raised awareness and put everyone on board of this project.

The hard work of the STEP network is now clearly visible through results achieved in the first, fall/winter cycle of the STEP Calendar.

The amount of traineeships obtained for the first cycle was **82**, in 21 countries. This is an extraordinary number, considering the fact that this was only the fall/winter cycle. In total, since August 2012, we are counting 84 traineeships. The traineeships were put in a newly designed layout of the STEP Newsletter, making the image of STEP fresh and contemporary. Along with the new layout of the Newsletter, a package of materials has been prepared for the Network to use when promoting STEP. That brings us to Student Hunting that was aimed to last circa one month in the winter, including all holidays which meant that the campaign and promotion will be mainly online. These materials were the tools to do that.

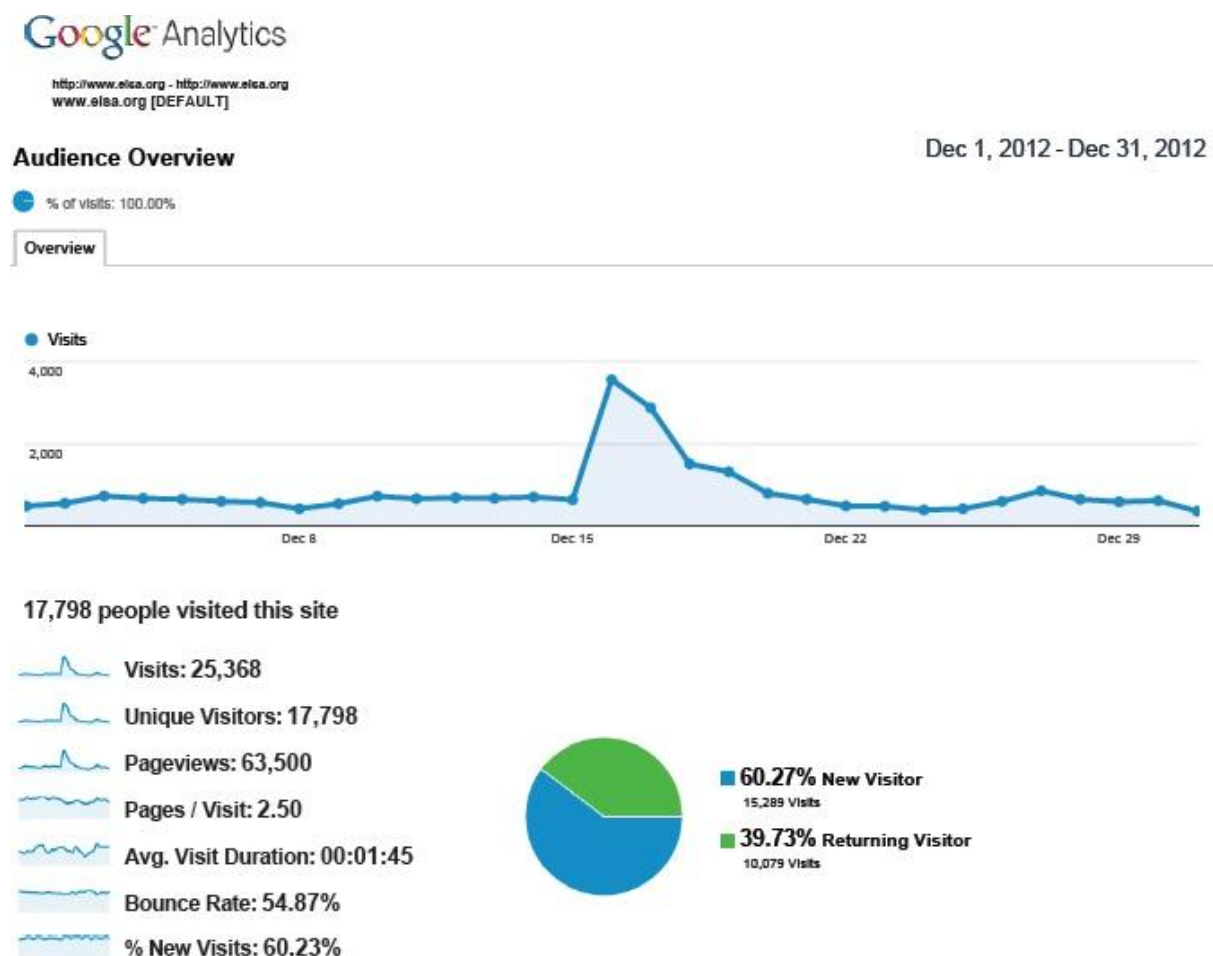
The Student Hunting period was marked by an exceptional promotion strategy but also by the implementation of a testing phase of the Multi-Matching system that was discussed at the International Council Meeting in Batumi. The system was preceded by a Working Group that created a special Trainee Acceptance Form that allows this system to work properly. The system largely eliminates the possibilities of cancelling "unpopular" traineeships since it allows innovations such as putting the applicants in a position to choose between the traineeships they were selected for.

The Student Hunting period collected **1007** Student Application Forms which is considered a major success.

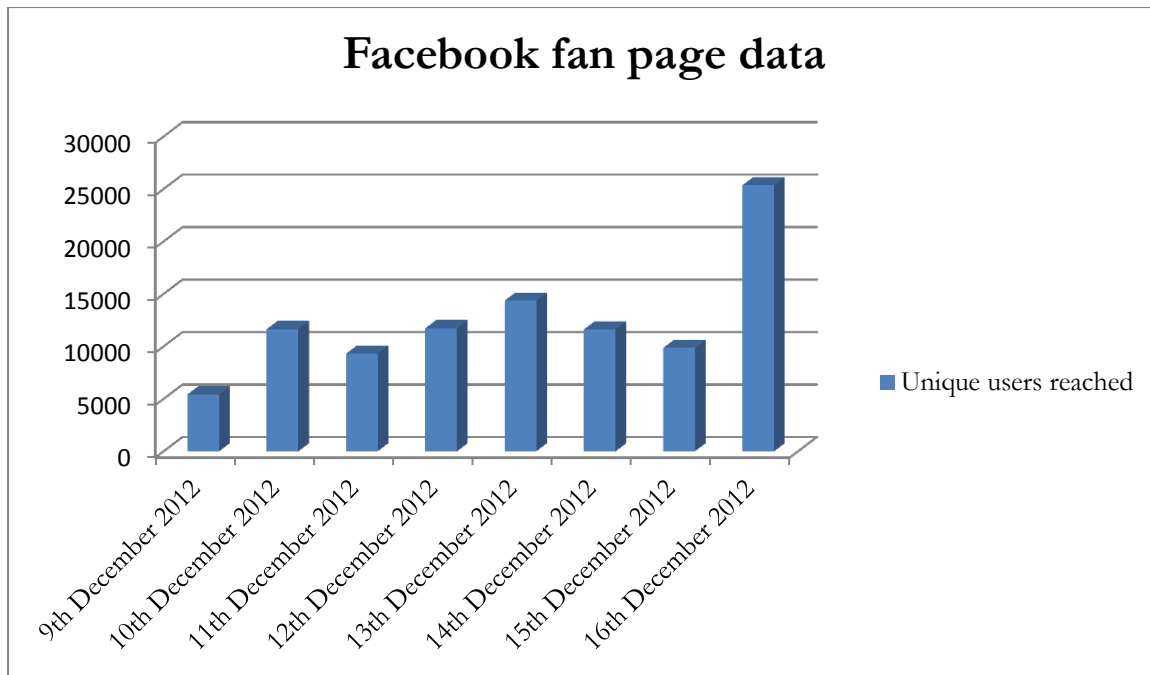
Furthermore, one more indicator of the success achieved in the first cycle is the promotion strategy that was used. Besides creating a new STEP Newsletter and the materials package for the officers to use, a special focus was put on the social media, namely, Facebook. The ELSA Facebook fan page that counts 21,000 followers was used for building anticipation for the audience ahead of the STEP Newsletter launch. This was conducted through a 7-day countdown, resulting in a reach that marked a significant rise in the activities followed through the page itself.

This was finalised by the launch itself that counted outstanding results of visibility and the viral reach of our target group – ELSA members and law students.

View the graph to see the number of visits on the ELSA Website on the day of the launch of the STEP Newsletter.



View the Facebook ELSA Fan page statistics in the days of the STEP Countdown and the launch itself:



This sums up to:

Total people reached 9th Dec – 16th Dec: **99 253**.

Unique users reached 9th Dec – 16th Dec: **59 297**.

We can freely say that continuous work and commitment like what was showed in the STEP Network since August 2012, can stand as the main principles of work in STEP and are the “culprit” for the success accomplished. After many years of finding solutions for improvement of results in STEP, we do believe we are on the right path to a balanced and rock-solid success.

NATIONAL GROUPS AND INTERNATIONAL BOARD

Input paper on the Strategic Goals 2018 by the participants of the XLVI International Presidents' Meeting

Introduction:

Input paper contains set of proposals, which will be presented as the amendments to the XLVI International Presidents' Meeting proposal during the ICM in Cologne. Proposals were prepared after XLVI IPM Yalta, by the participants of the event and ELSA International. Procedure of creation of this input paper was discussed and agreed at the IPM. Diverse parts of the document were elaborated by different officers, thus the whole input paper shall not be considered as uniform stance of the writers.

The writers were officers from ELSA the Netherlands, ELSA Denmark, ELSA Poland, ELSA Hungary, ELSA Finland, ELSA Sweden, ELSA Germany, ELSA Norway, ELSA Portugal, ELSA France, ELSA Czech Republic, ELSA Estonia, ELSA Turkey, ELSA Spain, ELSA Switzerland and ELSA International.

Proposals for amendments are incorporate to the text of proposal prepared by the XLVI International Presidents' Meeting.

Text in *italic* shall be proposed as an amendment to the proposal from the XLVI International Presidents' Meeting.

Strategic Goals for 2018

1. Internal Structure

ELSA shall focus on Human Resources

- *Common definition of individual membership in ELSA shall be created*
- *National Groups shall have National Trainers Pools*
- *ELSA shall create a training strategy*
- *ELSA shall organise International Freshers' Camp*
- *Every National Group shall include in its regulations a certain amount of trainings to be provided to National and Local officers during the term in office*
- *ELSA shall elaborate a system to certificate the different level of knowledge and experience of ELSA officers*

ELSA shall improve knowledge management

- *ELSA shall have an online archive available to all ELSA officers consisting of, but not limited to; minutes from previous internal meetings, current editions of the decision book and the statutes and standing orders, workshop presentations, general guidelines, various templates, and handbooks.*

- *The members of the International Board shall continually encourage and support their respective coaching groups in making an adequate transition.*
- *In the beginning of their coaching groups' term, the members of the International Board shall send each individual board member of their coaching group an information package consisting of common tasks for the term as well as an area handbook.*
- *The board members of the national groups must send a national handbook before the end of their term, one for each area, to the International Board. The handbook can be in the language of the national group or in English*
- *Every ELSA Group shall organise a transition session, common or separated, (of at least one day) before the end of the term in office for the newly elected Board*
- *Transition procedures shall be regulated in National internal regulations and the effectiveness shall be certified with an internal system*
- *Every Group shall implement an Externals' Contacts Database*

ELSA shall improve/focus on communication within the network

- *When possible and reasonable, ELSA shall have a personal approach towards internal communication.*
- *The International Board shall make a weekly work statistic report detailing even administrative tasks. The report shall be for internal use within the IB.*
- *ELSA shall have proper tools to ensure execution of the internal regulations on the all levels*
- *ELSA shall have a popular electronic newsletter directed for all stakeholders of ELSA*

ELSA shall keep a constant focus on stabilizing the already existing groups within the network.

- *The International Board shall establish secretariats consisting of active ELSA officers, whose task it will be to provide general support for the International board. A BEE, IM, S&C, AA, FM, MKT, and STEP secretariat shall be created. Preferably, the members of the secretariat will be recruited from officers with at least one year of experience in their national groups*
- *The national boards shall encourage their local groups to make an OYOP in the beginning of each term as well as facilitate a mid-term evaluation of the OYOP*

ELSA shall focus on our human resources and further develop our human resources strategy

- *ELSA shall continually evaluate, share and optimize recruitment strategies. This should be done at least twice annually outside of the workshops of the International Council Meetings on the mailing lists, Facebook, Skype or via personal contact. It is the responsibility of the International Board that focus is put on recruitment.*

- The International Board shall uphold the coaching system, but shall focus more intensively on one or two coaching groups each term

2. Professional and academic development of law students and young lawyers

ELSA shall improve the quality of and interest in STEP

- ELSA shall develop a new and common system for the purpose of registration of jobs, offering jobs and applying for jobs within the STEP framework*
- ELSA shall organise coaching for national and local level STEP officers*
- ELSA shall develop a STEP marketing strategy*
- ELSA shall strive to get larger number of STEP jobs outside law firms*
- ELSA International shall expand the STEP offer to traineeships outside of the European continent*
- The number of STEP traineeships shall grow on a yearly basis by 10% - 15% every year*
- The number of STEP applications shall grow on a yearly basis by 10% - 15% every year*

ELSA shall constantly develop awareness and knowledge of human rights

- ELSA shall work to promote human rights by combining human rights with topics closely related to the working life of a lawyer*
- ELSA shall organise projects on Human Rights together with other organisations and institutions*
- ELSA shall organise a larger amount of Human Rights related events*
- ELSA shall work with an academically critical and qualitative approach to human rights*
- Every National Group shall establish human rights partnerships*
- ELSA shall organise the ELSA Day annually with participation of each Local Group*

ELSA shall offer a broader range of legal education opportunities

- ELSA shall develop a wider catalogue of academic events and make it available to local groups*
- ELSA shall provide a handbook containing the basic information needed to organise a specific type of event in order to simplify for local groups to offer a broader range events*
- ELSA shall strive to include the usage of occupational skills in our events*
- ELSA shall focus on organising Moot Court Competitions on all levels*
- ELSA shall focus on a development of members' practical skills*
- ELSA shall focus on the organisation of Law Schools as the leading type of academic event of ELSA*

- ELSA shall offer our members opportunities to develop their interpersonal skills*
- *ELSA shall develop a catalogue of soft skill development events and make it available to local groups*
 - *ELSA shall simplify the process of organising ITP trainings and promote their importance and benefit to law students and young lawyers*

3. Internationality

- ELSA shall bring the international aspect of the association closer to the national and local level
- *ELSA shall focus on the regional events as a tool to make internationality accessible to more ELSA members*
 - *ELSA shall focus on the promotion of international exchange between ELSA groups in the Network and improve the structure and the organisation of this type of activities.*

4. External relations

- ELSA shall improve its cooperation with other organisations and institutions
- *ELSA shall increase the number of National Groups cooperating with the Council of Europe*
 - *ELSA shall increase cooperation with other student organisation on all levels of ELSA*
 - *ELSA shall increase the number of long-term cooperation for STEP and delegations*
 - *ELSA shall increase the number of partners on delegations, improve the quality of existing partnerships, and aim to have a long-term cooperation with partners.*
 - *ELSA shall increase the number of partners on delegations, improve the quality of existing partnerships, and aim to have a long-term cooperation with partners*
 - *ELSA shall cooperate with the European Union*
 - *ELSA shall have a Strategic Partner on all levels*
 - *ELSA shall establish partnerships with Bar Associations on every level*
 - *ELSA shall increase the number of joint projects with partner associations in all levels of the Network.*
 - *ELSA shall develop long-term cooperation with universities*

ELSA shall improve its cooperation with other organisations and institutions and corporations

5. Financial stability

- ELSA shall be a financially sound organisation with enough resources to fulfil its goals
- *ELSA shall have a clear view on its financial situation on all levels through proper bookkeeping and budgeting*

- *ELSA shall have effective fundraising through appointing people who are specifically responsible for fundraising on all levels and by having a clear fundraising strategy.*
- *ELSA shall on all levels increase the number of trainings on the topic of effective fundraising*
- *ELSA shall raise awareness of possible grants that can be applied for and shall increase the number of applications for these grants.*
- *ELSA shall receive contribution fees on all levels.*
- *A special focus shall be on use of grants as a fundraising tool*
- *ELSA International shall own the premises of its office and have a concrete plan on financing the acquisition*

6. Profile of ELSA

ELSA shall be known for offering legal opportunities and high quality activities

- *The webpages of ELSA must give a clear overview of our activities*
- *ELSA shall focus on becoming more understandable for externals*

ELSA shall develop its brand and establish a unified image as an international and professional organisation.

- *A marketers' database shall be created to ensure a unified image of ELSA*
- *The International Board shall review and update the logo, corporate identity & website of ELSA*
- *ELSA shall adopt a code of conduct for ELSA officers promoting a corporate behaviour*
- *ELSA shall aim towards obtaining support from prestigious persons.*

ELSA shall be known as an international organization that upholds its vision about human dignity and cultural diversity

- *ELSA shall develop an independent Human Rights agenda*
- *ELSA shall provide opportunities to support human rights initiatives created by the network*

NATIONAL GROUPS

Input paper concerning proposal for the Strategic Goals for 2018 by the Chair and the Vice Chair of the XLVI International Presidents' Meeting

Dear Network,

The purpose of this input paper is to introduce you to the procedure of how the Working Group for Strategic Goals 2018 and the participants of International Presidents' Meeting Yalta 2013 (hereinafter IPM) came up with the proposed strategic goals for the next five years. We present to you not only the arguments behind the proposal, but also the concerns that were brought up at the IPM. This paper aims to help the participants of the ICM Cologne understand how the work on the proposal will continue in the workshops and thus make the work during the week as efficient as possible. To have an even better understanding of the proposal, please read the minutes of the IPM Yalta 2013.

The preliminary procedure of the Working Group

From the very beginning of the term 2012/2013, International Board and many other officers in the Network were preparing grounds for the next Strategic Plan for ELSA. Throughout the different analysis, members of the Working Group on the Strategic Goals were reaching important conclusions regarding the status quo of our association.

Apart from the analysis, the Working Group was drafting a proposal of the goals, based on the ideas submitted by the Network. The Working Group had been drafting goals that would include fixed numbers. To help with this they used the Balanced Score Card to set specific goals for each national and local group. However, the participants of the IPM feel that we should have qualitative goals instead of quantitative ones. The current Strategic Plan has a similar structure, meaning that it sets specific numbers. According to the data and feedback from the Network provided for us, the implementation of the current Strategic Plan has failed. It is also clear that quantitative goals do not allow flexibility between different national or local groups, nor is it sensitive to the varying resources of different groups. Qualitative goals would take these matters into account and encourage officers to implement them more effectively.

The procedure at the International Presidents' Meeting in Yalta in February 2013

Once Bartosz Balewski had opened the workshop, we discussed our expectations for the week. Some were expecting the week's work to result in a full and finalized proposal; some were convinced that we would have to postpone the voting on the proposal until ICM Croatia, because the task ahead of us was too great and some fundamental matters, such as methodology and the structure of the goals, had not been agreed upon yet. Then there were some who thought that we would have something done by the end of the meeting so we would just have to finish the work in Cologne. We all agreed that we would rather take the time and be really thorough with the drafting instead of drafting in haste just to meet deadlines.

Our trainer Vytautas was supposed to help us during the whole process of drafting the proposal, but unfortunately the airline, which his flights were booked from, went bankrupt so he could not

join us personally. Luckily, we did manage to have a session with him on Skype. He gave the participants a lot of food for thought. Basically the first task was to choose between two different ways of strategic planning. Do we first set the dreams for the next five years and then draft the goals for that, or do we analyse the market research, do the SWOT analysis and have a due diligence of ELSA. The participants chose to do the second option.

At the beginning of the meeting, the participants of IPM Yalta did not have a common frame or structure for the proposal, meaning that we had not discussed how we wanted the Strategic Plan to look. Neither did we have a common understanding on how to plan strategically. Therefore, we used a lot of time discussing the methodology and the structure of the Strategic Plan proposed by the IPM Yalta. Moreover, we discussed what level of ELSA, if not all of them, we want to target this Strategic Plan to. This paper will elaborate on these matters in the following paragraphs.

The Structure of the Strategic Plan

Since none of us are professional corporate managers or consultants and do not know everything there is to know about strategic planning, we first took a look at the Strategic Plans of other international student organisations such as BEST and AEGEE. Those two Plans had a structure that appealed to the participants of IPM Yalta the most.

We decided to have a Strategic Plan that would consist of focus areas, strategic goals and operational goals. The operational goals would be a means to achieve the strategic goals, so they are described in more detail. In other words, operational goals are meant to be guidelines on how to reach the strategic goals they are drafted for. In addition to the actual Plan itself, we would create an annex that would contain more detailed tools to implement and achieve the set goals. These tools are created by ELSA International for the national groups and by the national groups for the local groups. Existing best practices would, of course, be taken into consideration. There is no point in changing what is already working.

The participants of IPM Yalta recommend a structure as simple as possible so that it would be of real use for the officers in the future. This would ensure the implementation of the goals. More detailed implementation would depend on the national and local groups according to their circumstances. The participants also recommend that the Strategic Plan is easy to read and looks attractive, and that rewards would be used instead of penalties when it comes to implementation of the goals. All of the participants agreed not to have quantitative goals but rather qualitative ones to make the local groups feel more addressed and to encourage them to implement the goals. The issue of the implementation of the Strategic Plan through the OYOPs of the International Board, National Groups and Local Groups was also discussed. Participants reached the conclusion that it will be the best way to secure the proper implementation of the plan. According to this plan, OYOPs will be drafted in accordance to the Strategic Goals, and will include detailed measures regarding implementation of the operational goals by each Board.

The Methodology

We discussed the difference between focus-based strategic planning and needs-based strategic planning as plausible methods to set the goals. We agreed to use a combination of them both meaning that we would have a limited number of focus areas. Then we would set goals for each of those areas keeping in mind the needs that our Network currently has and all that should be improved in order for the network to function more efficiently. These focus areas would be the defining titles for the strategic and operational goals themselves, not goals as such. The arguments for this solution are that there are obvious weaknesses in our Network that we want to develop, but at the same time we cannot spread ourselves too thin; we need to choose only a few areas that we feel are the most urgent for the next five years. We feel that by focusing on and developing the chosen areas, other areas would also be improved in the process; it could be seen as a snowball effect. The proposed goals do not take any revolutionary steps for ELSA, they rather set a sound and secured basis for efficient activity. Maybe after the next five years it would be more realistic to go for more ambitious dreams. The focus areas that the participants of the IPM Yalta agreed on are: 1. Internal Structure, 2. Legal and Academic Development of Law Students and Young Lawyers, 3. Internationality, 4. External Relations, 5. Financial Stability, 6. Profile of ELSA.

How did we come to define the focus areas? We took a look at the needs of our association (based on the analyses, statistics and feedback provided for us) and identified thirteen different areas. We then prioritised them and combined the overlapping areas and limited the number of them to only a few. Furthermore we compared the area titles to the proposals and agreed that they represent the wishes of the Network.

For the concrete goals in the final proposal, we split into groups according to the selected focus areas and went through the proposals as well as the new ideas we came up with after the session with our trainer Vytautas. We isolated the goals that would suit the specific area. After that we presented the results of the group work and voted on each goal. By this voting we either selected the proposal into the final proposal or not. There were also some proposals that required a deeper discussion but unfortunately that was not possible during the week in Yalta due to our lack of time; one of these proposals is the non-political status of ELSA. These proposals will be discussed in Cologne.

The participants did not have time in Yalta to set the operational goals for the strategic goals. Therefore the participants volunteered to split into groups and draft the proposal on Skype (after IPM Yalta), using the same methodology as was used on the strategic goals. The results are seen in these working materials as a set of amendments to the IPM proposal.

Targeting of the Strategic Plan

Bearing aforementioned areas in mind, the participants agreed that the proposed Strategic Plan would be targeted more to ELSA International and national groups, leaving local groups under instruction of their national group. As a part of this targeting, an annex with concrete tools of implementation would be created for national and local groups. In addition, the One Year Operational Plan (OYOP) of the International Board would be a concrete tool for the national

groups. In order to ensure this, the International Board would draft its OYOP at a very early stage so that national groups can take it into account while writing their OYOPs. Finally the national OYOPs would be a model for the locals to implement the goals in their local OYOPs. This way the level of resources and differences between different groups are taken into account and we can still have a uniformed network working for the same goals. It is all about the balance between flexibility and uniformity.

Measuring the Implementation

How do we know if the goals are actually reached? How do we measure them if there are no quantitative numbers set to reach? The participants of the IPM suggested we add elaborative or specifying questions to the State of the Network Inquiry regarding reporting of the implementation. This way the implementation would be ensured; the voting rights would depend on reporting of the implementation of the strategic goals. Once the groups would report to the International Board, the International Board would compile the data into statistics. These statistics would be evaluated at each summer IPM. This is not a new idea; so far the evaluation of the implementation has taken place at the summer IPMs, but the data provided for us has not been reliable due to lack of reporting and communication. Attaching the goals to State of the Network, the reporting would be encouraged more efficiently.

Input paper concerning the change of the current structure of the coaching system by ELSA Denmark

General note

The coaching system has the potential to make positive impacts on the national groups who are coached. When the coach has the time available to go in depth with the current strengths and weaknesses of his/her groups, he/she will be in a position to provide valuable inputs as well as continually follow up during the year. Especially for groups with limited human resources at their disposal, having a good coach can have a beneficial effect and help to stabilize and/or evolve national and local ELSA groups.

Weakness of the current system

Within the current system, each International Board member is the coach of several groups at the same time (8 board members, 41 groups). This means that each board member preferably should be able to have a proper insight into the challenges of at least 5 national groups. Due in no part to the International Board, but simply that the day only has 24 hours, this is not possible, when the International Board also has to focus on other tasks.

For a lot of the coaching groups, the current attention of the coach amounts to an email asking for an update from time to time, as well as a possible visit at an NCM. While the latter is of course desirable, the former often is a burden on a group rather than a help.

Possible change

We would like to present the idea of a system, wherein each IB member still has the same amount of coaching groups, but where attention from the coach is focused on preferably one but possibly two groups, on which the inputs of the coach will potentially have the greatest effect. The coach should follow up regularly on what is happening in the group and continuously provide inputs and support the coaching group on issues which he/she focuses on in order to maximize the impact. Which group will receive the extensive coaching could be decided on the basis of a rotation system.

The rest of the coaching groups would be given a presentation in the beginning of the term, and the coach would still offer to visit their NCMs when possible, but no more contact would be present unless asked for by the group. The coach should, however, make this possibility clear to the groups.

Conclusion

We hope that the outcome of this input paper will be a working group focusing on restructuring the current coaching system on the basis of the discussions we will hopefully have in Cologne.

Thank you for your attention and all the best
ELSA Denmark

APPLICATIONS

OBSERVERSHIP APPLICATIONS

Observership application from ELSA Luxembourg a.s.b.l

APPLICATION FOR OBSERVER STATUS: LUXEMBOURG

**TO: THE INTERNATIONAL COUNCIL and
THE INTERNATIONAL BOARD of
THE EUROPEAN LAW STUDENTS' ASSOCIATION**

Dear Delegates to the ICM,
Dear Members of the International Board,

We, the board of ELSA Luxembourg, are hereby tendering on behalf of the association ELSA Luxembourg's application for observer status of ELSA International.

We hereby declare

- 1. to commit to the aims and activities of ELSA;**
- 2. to comply with the Statutes and Standing Orders of ELSA International;**
- 3. to guarantee the future representation of ELSA by our association being conducted seriously, respectfully and with dignity;**
- 4. to accept all obligations and responsibilities referring to an observer status.**

Our application is fully supported by our members, sponsors and partners, who hereby, together with the board, commit to taking any and all steps necessary to establish a durable and functional national group able and willing to represent the values of ELSA in Luxembourg.

Luxembourg, 28 February 2013

Clemens Thill
on behalf of the board

List of annexes:

- Statutes and Standing Orders of ELSA Luxembourg (English, compatible with the Statutes and Standing Orders of ELSA International)
- Consolidated Activity reports of the board for 2012/2013
- Declaration of commitment to the aims and activities of ELSA and the will to become a member of ELSA
- Report on the Organizational structure of ELSA Luxembourg
- Report stating the status of recognition of Luxembourg and that there is no current member or observer of ELSA present in Luxembourg

Activity Reports ELSA Luxembourg 2012 / 2013

About ELSA Luxembourg:

ELSA Luxembourg was founded for the first time and accepted as an observer in 2009 at the ICM Budva. Following two years of rather unsteady existence, the group practically ceased to exist in 2011. The current board, approached by a member of the last operational board of 2010/2011, decided to inherit the existing structure of ELSA Luxembourg and revive it as a functional group.

Activity report - BEE:

Following our takeover of ELSA Luxembourg in 2011, Thibault Michel, current Secretary General of ELSA Luxembourg, and myself attended ICM Palermo and ICM Algarve in order to gain insight into the workings of ELSA. Since we were given control of the group without any proper form of training or transition, this constituted our only means of acquiring the knowledge and motivation necessary to relaunch ELSA Luxembourg. Both ICMs, despite attending them without a functional national group behind us, provided us not only with know-how and motivation, but also gave us a chance to start networking with ELSA on the international level.

Upon our return to Luxembourg, we were faced with difficult circumstances. With an effective member count of 0 and an empty bank account, it was clear that our first priorities had to be recruitment and branding. As the only ones with prior ELSA experience, we knew that it would fall to us to not only recruit members, but to also transmit our experience and motivation.

This is were, in my opinion, my major task of this year is found. Luxembourg having only one law faculty, the "Expansion" aspect of BEE was quickly concluded. Due to the small scale of our activities, I clarified at the beginning of my board's term that we would tackle all issues as a team instead of maintaining a strict repartition of tasks according to areas. Nevertheless, I considered some activities as more personal to my position that others - mainly to provide overall goals and strategies, ensure the proper functioning of the board and make sure to maintain the general "vision" of ELSA Luxembourg, especially in regards to its connection to the international level. As such, and since our development only started properly this year, I will give you a short overview of this year's event in chronological order rather than maintaining the strict partitioning in "Board management", "Expansion" and "External Relations".

At the beginning , I organized (together with current SecGen Thibault Michel) a core group of volunteers willing to get involved in "kicking off" ELSA Luxembourg, as well as possibly taking on the responsibility of a board member. Together, we started working towards our first goal - an initial member base that could validly and meaningfully elect an official board. We visited lectures, gave short presentations about ELSA and invited students of the law faculty to a first social event, where we would give a more detailed overview of ELSA, our aims and plans for the coming

year, as well as give them the opportunity to officially become members of ELSA Luxembourg.

The event was a success, thanks in no small part to Dena Dervanovic of the International Board. Having already met her at previous ICMs, she agreed to attend the event and give a formal presentation of ELSA International. We managed to not only attain a certain degree of visibility at the faculty, but also to recruit the 50 first, official members.

Following the information event, we convened ELSA Luxembourg's first General Assembly and issued a call for candidates for the board. Following the General Assembly, ELSA Luxembourg had a duly elected, full board of 7 members (the Vice-President for EMC² does not exist as of yet under the statutes of ELSA Luxembourg).

For completion's sake, I will just mention their names and position. Elected were:

President:	Clemens Thill
Secretary General:	Thibault Michel
Treasurer:	Anne Metzler
VP S&C:	Sandra Merens
VP STEP:	Iga Mlynarczyk
VP AA:	Jakub Wasylkowski
VP Marketing:	Garry Reuland

In addition, shortly after the General Assembly, Ilana Devillers (sister of 2009's founding member Ariel Devillers) was appointed Director for Recruitment, and following the departure of Jakub Wasylkowski due to personal reasons, Rachid Makra was appointed Director for AA until he can be confirmed as VP AA by the General Assembly.

I am proud to say that this board not only consists of extremely capable officers, but also manages to reflect the cultural diversity that is one of Luxembourg's biggest assets. The board having been elected and a first member base established, we were finally able to begin working towards establishing ELSA (in) Luxembourg.

I will leave the details for the activity reports of my fellow officers and just give you a quick overview of our activities as a board so far (the heap of administrative and organizational tasks not included):

4. Gaining sponsors and corporate partners: We have acquired 4 sponsors so far, law firms, law reviews, legal job-hunting services and specialized publishers, giving us access to not only monetary funds, but also accrued visibility, free access to certain publications and book discounts for our members.

- Creation of a functional website: Despite being only in its early stages, www.elsa-luxembourg.org is online and ready to be used as one of our main marketing channels for the next semester. We plan to adapt it to a design more in line with the

standard ELSA look and hope for the IB's assistance in this matter. I encourage you all to visit it, and obviously leave us your feedback.

- Social events for members: In order to not only entertain "old" members, but also gain new ones, we continued to organize social events throughout the semester. Since one of our core motivations was also to create an association that, on the national level, can bring Luxembourgish students closer together and provide them with a more student-friendly atmosphere (something Luxembourg is still lacking in certain regards), social events continue to be of great importance to us. Our "regular's table" at the university's unofficial bar is also continuing to grow steadily.

- Academic events: Due to our young age, we have only achieved a few accomplishments so far, but we are nevertheless proud of them. We organized a tax law lecture by a highly regarded tax law firm (a field that is of high importance in Luxembourg, as you can imagine) as well as an Erasmus information session for first and second year students.

In conclusion, the first steps towards establishing a durable presence in Luxembourg have been taken, and I am proud to say that we have by now a durable member base of 80 students. Many of them are in their initial years, and we are already preparing them for the task that will fall on them next year - to ensure the continuing presence of ELSA in Luxembourg. The second half of our term will therefore be focused on the following aspects - additional recruitment, academic events, study visits and transition.

I will definitely elaborate further on this during the ICM Cologne. Aside from the official presentations during the workshop and plenary, I would like to emphasize that my team and I will be happy to answer any and all question you may have in regard to ELSA Luxembourg in Cologne.

Clemens Thill
President ELSA Luxembourg
2012/2013

Activity report - IM

As Secretary General of ELSA Luxembourg, my main task has been to maintain contact with our members, our partners and other ELSA chapters.

It is important to keep information and contact circulating, as ELSA remains a fairly new association. Keeping the word alive is crucial for our development.

As ELSA Luxembourg progresses, it is important that the board work as a team. To this respect, I have found that the board has undertaken most of its communication and development tasks as a team.

Being Secretary General at ELSA Luxembourg means finding the proper means to communicate on different levels: first and foremost, it is capital to create a lasting dialogue with our 80+ members. Our most frequently used means of communication remains Facebook, which we aim to change in the future to more professional and reliable means.

ELSA Luxembourg's board now has, for the first time in ELSA Luxembourg history, its own e-mail domain (@elsaluxembourg). This e-mail address provides the secretary general with more credibility when contacting legal professionals and other partners. This was a milestone for our growing association. A second means of communication is our business cards, which were financed by the board. Professional communication is going well, and I would like to make ELSA stationary for written correspondence with current and future partners. Skillful professional communication is not what ELSA Luxembourg is lacking in, but rather how to keep information interesting and flowing within the association, especially with non-active members. The last category of information and communication is the dialogue with non members, how to speak and communicate with them, how to grab their attention. In that regard, we look forward to hearing input and attending workshops at the ICM.

Lastly, ELSA Luxembourg was accredited by the University of Luxembourg in February 2013, giving us access to office spaces and dedicated telephone lines, which has hugely benefitted our communication and organization.

Thibault Michel
Secretary General ELSA Luxembourg
2012/2013

Activity report - FM

I started my term as treasurer of ELSA Luxembourg on the 4th of October 2012. As treasurer, the main duties and responsibilities are transactions, budgeting, bookkeeping and accounting but as the term of our board is especially devoted to a more fundamental “revival” of ELSA Luxembourg, we concentrated on the construction of a stable basis: recruitment, sponsorship and application for observer ship at the international level. For the moment, ELSA Luxembourg has no incomes but our board works hard to change this.

We are in contact with several law firms for sponsorships, negotiated with a bookshop discounts for our members, arranged with a national law magazine that our members get will get free copies and agreed with a popular lounge bar in Luxembourg city that either our members get discounts of 20 % on drinks during ELSA events that can be held there for free or that ELSA Luxembourg gets 20% of benefits.

We also agreed with another association that is responsible for the *uni-lounge* at the university campus to cooperate and create common events. As we don't have any budget as of yet, the main objective of this cooperation was for us, besides recruitment, to generate a work budget. I met the treasurers of this association to negotiate the financial issues and discuss future cooperation.

As our webpage is now created and updated, sponsorship by law firms will progressively be realized and budget will be created.

Anne Metzler
Treasurer ELSA Luxembourg
2012/2013

Activity report - Marketing

As we are rebuilding ELSA Luxembourg, our main focus for the winter semester was on recruitment, the gaining sponsors and setting up a webpage. The webpage took us some time, but we finally managed to set it up and are now going to adapt it to our needs.

For the recruitment we organized evenings and events as for example a soirée with ELSA Wismar who came for a study visit or a Lasertag event. One of our main events, where our members could get in touch with the board members, was our so called "Stammdesch" (regulars' table) which took place every Thursday of the week on the same exact time. Also we organized an Erasmus meeting for the first and second years to help them make their choice and in case they made their decision to get them in contact with ELSA members of their destination.

Furthermore, we managed to get in contact with some of the main Law firms in Luxembourg. With these law firms we are planning to organize internships and to arrange academic events so that our members could experience the professional aspect of their studies more easily. Besides this we managed to get better offers on law books for all our members.

The creation of our web page www.elsa-luxembourg.org as well as business cards for the boards were first steps of garnering more visibility and ensuring proper marketing value for ELSA Luxembourg. The web page, albeit still in an early version, will ideally be modified to reflect the design of ELSA International more closely.

As already mentioned before, we are rebuilding ELSA Luxembourg out of nothing, so that in the beginning it was difficult to get in touch with the different parties, students and partners alike. For the future we are looking forward to strengthen the bond with our partners and to be able to gain new sponsorships. Also we are looking forward to offer more study visits to our members, and to tie our bonds with the surrounding ELSA groups.

All in all it's been a good start, and we hope to be able to set up a well-organized and structured ELSA Luxembourg group for the coming years.

Garry Reuland
VP Marketing ELSA Luxembourg
2012/2013

Activity report - S&C

As my role as the Vice-president of Seminars and Conferences, I was this semester mainly in charge of study visits.

On the 30th November 2012, we welcomed our first international study visit this year from ELSA Wismar. In order to make their stay as comfortable and enjoyable as possible, we organized a local sight-seeing visit through the beautiful old town of Luxembourg. Later in the evening, we organized a little host party, to which we also invited our own members. This was the perfect opportunity for Luxembourgish ELSA members to get to know ELSA members on an international level. The organization of the evening was all done by ourselves, and the event was a huge success for both sides.

Throughout my activities, I try to promote our group as much as possible. Right now we are on the border of organizing a study visit to Brussels and are looking forward to the ICM in Cologne.

With the European Court of Justice and other institutions at the heart of Luxembourg, I am confident about organizing more study visits from international groups this year. I have also sent my contribution to the ELSA study visits Guidebook, and am in regular contact with groups in the vicinity of Luxembourg to look for possible opening for study visits.

Finally our seminars and conferences aren't only about study visits; we also have informal sessions for our local students, such as a recently organized session on Erasmus possibilities for example.

Sandra Merens
VP S&C ELSA Luxembourg
2012/2013

Activity report - STEP**1 Activity in Winter semester****A. Job Hunting**

After the elections of new Board our main goal was reactivation of ELSA Luxembourg. Therefore, in first months of my activity, I have supported other VPs and focused on promotion and gaining new members. Consequently, STEP Luxembourg did not offer any internship position for the first STEP Cycle 2012/2013. The works on establishing a network within employers in Luxembourg is in process. ELSA Luxembourg was present at job's fair – "meet@uni.lu" on 13th December 2012 where it gained contacts with prospective employers.

B. Student Hunting

The special case of ELSA Luxembourg is that due to lack of status of member to ELSA International, the students from Luxembourg cannot apply for the internships offered in STEP Newsletter. Accordingly, they could not take advantage of offers presented in STEP Newsletter issued on 16th December 2012. Consequently, all following steps in STEP cycle do not apply for ELSA Luxembourg.

2. Activity in Summer semester

I am currently sending applications to law firms in Luxembourg. Hopefully we will be able to propose some positions before deadline in second cycle expires. As for Student Hunting, the question if members of ELSA Luxembourg will be able to apply for in this cycle will be raised at ICM in Cologne by one of my colleagues, since I will unfortunately not be able to attend the ICM myself.

Iga Mlynarczyk
VP STEP
2012/2013

Activity report - AA

This semester's progress was made by the board as a whole. The distinctions between board functions were somewhat blurred: everyone pitched in to everything. As our main goal was to set the foundations of a member base and to get the word about ELSA Luxembourg out, we only had two AA events: Firstly, a presentation on tax law and the profession of tax lawyer in Luxembourg was held in cooperation with one of Luxembourg's leading tax law firms. Secondly, ELSA Luxembourg held an Erasmus conference, a sort of Q and A session with the student's who are going to take their mandatory Erasmus semester. Both sessions were a success. The erasmus session also showed to our members that ELSA is a great way to establish contacts abroad, and gave ELSA Luxembourg a privileged discussion with a number of normally inactive members.

Our AA will take off this semester, as we plan on organizing a Moot Court with a panel of university profs as judges as well as Meet and Greets and conferences with the law firms whose contacts were consolidated in the past semester. Meet and Greets, informal meetings with members of law firms in the context of either meals or "soirées", are in our opinion great tools to give our younger members access to professionals and insight into the way they think, work and recruit, while giving the more seasoned members a chance at direct contact with prospective employers.

Rachid Makra
Director for AA
2012/2013

Activity report - Recruitment

My main task in Elsa Luxembourg so far has been the recruitment of freshers and to establish structures to not only gain, but also integrate new members into the association. In light of the fact that ELSA Luxembourg is such a young chapter, this is of obvious importance, and due to the fact that this post has been created only this year, also a huge responsibility.

Our main recruitment assets were obviously social events, that we kept organizing throughout the year. Aside from that, we participated in several official university functions representing ELSA in order to identify and recruit participating students and held short presentations in classes of every year to ensure more visibility.

At present, we are working closely with the university to ensure that ELSA Luxembourg will be present at the university in form of information booths, during Welcoming days at the start of each semester as well as throughout the semester.

Besides recruiting members, I also have the responsibility of ensuring that they feel welcome in the association, which leads to direct involvement in the organization of events for our new members, a task that overlaps at the moment with Marketing. Through good communication not only with the younger students of our university, but also my fellow board members, our association has been able to move fast and attract more members.

Ilana Devillers
Director for Recruitment ELSA Luxembourg
2012/2013

Report of the organizational structure of ELSA Luxembourg

- The board of ELSA Luxembourg

Following the General Assembly held in September, ELSA Luxembourg disposes of a full board, comprised of:

President:	Clemens Thill
Secretary General:	Thibault Michel
Treasurer:	Anne Metzler
VP S&C:	Sandra Merens
VP STEP:	Iga Mlynarczyk
VP Marketing:	Garry Reuland
Director for AA:	Rachid Makra
Director for Recruitment:	Ilana Devillers

The statutes of ELSA Luxembourg do not currently include the post of Vice President for Moot Court Competitions. Rachid Makra has been appointed Director after the departure of Jakub Wasylkowski, VP for Academic Activities, in November. The board plans to call for an Extraordinary General Assembly as soon as possible to confirm Rachid as VP for Academic Activities.

- Membership and Funding

ELSA Luxembourg counts, as of February 2013, 80 members from all years and study courses of the law faculty of the University of Luxembourg. Membership is open to all students regularly enrolled at the University of Luxembourg, as well as to students that are regularly enrolled in a university outside of Luxembourg, but domiciled in Luxembourg.

Following the General Assembly's decision in September, membership in ELSA Luxembourg is free and not subject to any membership fees. While we reserve the right to re-introduce membership fees and have informed the members of the possibility, the financing of ELSA Luxembourg consists, for the moment, exclusively of the support of our corporate partners and sponsors.

- Local groups

The University of Luxembourg is the only university in Luxembourg and has only one law faculty. Consequently, ELSA Luxembourg does not have any local groups, a situation which is unlikely to change in the foreseeable future.

- Administration and communication

ELSA Luxembourg is incorporated as a non-profit association (“association sans but lucratif”) under Luxembourgish law and duly registered at its Trade and Companies Register under the number F0008339.

Following our recent accreditation with the University of Luxembourg, ELSA Luxembourg has office facilities at the university, which also constitutes its registered offices. We have the university’s full support wherever necessary and possible.

Board meetings are held on a weekly basis. The members are informed of the relevant decisions taken by mail and Facebook, as well as by our regularly published newsletter.

The official language of ELSA Luxembourg is English, but, due to the very multilingual nature of our country and university, French, German and Luxembourgish are regularly used as well.

Declaration of commitment to the aims and values of ELSA

Ever since its creation, ELSA Luxembourg's main goal was to reconnect with the international level. Luxembourg, by its very essence and history, stands for cultural diversity, international cooperation, equality and human dignity, and the set of values that comes with this background should already be instilled and nurtured in its' students. It was with this mindset that ELSA Luxembourg was founded.

Despite the fact that ELSA Luxembourg had gone through difficult times, our commitment to promoting these values never wavered. The ideals and principles that ELSA was founded and relies on constitute the backbone of our country and ELSA Luxembourg alike, and we hereby solemnly undertake to make their promotion our first and foremost priority in all our endeavours.

In light of this statement, it is with profound respect that ELSA Luxembourg will request formal recognition as an observer with ELSA International at the 63rd International Council Meeting in Cologne.

Status of recognition of Luxembourg

ELSA Luxembourg is incorporated and has its center of activities in the Grand-Duchy of Luxembourg. The Grand-Duchy of Luxembourg is a sovereign state, founding member of the United Nations, founding member of the European Union and founding member of the NATO.

Luxembourg is currently the seat of numerous international institutions, most prominently the Court of Justice of the European Union, the Court of First Instance, the European Court of Auditors, several departments of the Commission of the European Union as well as the Court of Justice of the European Free Trade Association.

Exclusivity

The board hereby declares that ELSA Luxembourg is the only ELSA group in the Grand-Duchy of Luxembourg. No other associations in Luxembourg are a Member or Observer of ELSA, and no other group claims to be the luxembourgish chapter of ELSA.



The European Law Students' Association

Luxembourg a.s.b.l.

Statutes

PREAMBLE

WHEREAS the European Law Students' Association (ELSA) is an independent, non-political and non-profit making international organization of law students and young lawyers which was founded on May 4th, 1981 in Vienna, Austria;

RECALLING that the aims of ELSA are to develop professional and student relations of an international character in the field of law, to prepare its members for professional life in an international environment, to contribute to the exchange of scholarly experience and to stimulate mutual understanding and friendship on the principle of equality of all its members;

CONSCIOUS that continually expanding international relations in the fields of trade and industry, legislation and state administration make growing demands on all professionals, especially lawyers;

REALIZING that the European legal professions not only have to recognize the importance of growing international cooperation, but also have to prepare themselves for the demands created by this development;

CONVINCED that in order to satisfy all these demands and to broaden and improve the international aspect of education, practice and exchange, the existence of an international organization of law students and young lawyers is recommended;

EXPRESSING that within this competence, the supreme aims of ELSA are to encourage and facilitate direct contacts and cooperation, individually and collectively, whether informally or officially, between persons from different states involved in the field of law and to promote the usefulness of foreign legal experience by expanding the knowledge and understanding of the different concepts and solutions to legal questions developed in the member states;

REAFFIRMING, moreover, that ELSA hopes to encourage initial understanding and peaceful cooperation between member states in the spirit of the final act of the CSCE Conference concluded in Helsinki;

RECALLING that initiatives were undertaken by Martin DEBUSSMANN, Moritz AM ENDE, Arnaud FOSTIER, Yean Lee HO, Caroline MINDACH, Bart VERMAAT and Valentina COVOLO in order to prepare the creation of a European Law Students' Association in Luxembourg;

THEREFORE the following Statutes are adopted by ELSA Luxembourg a.s.b.l. in order to further these above-mentioned principles and aims, in the spirit of the statutes and standing orders of ELSA International.

ARTICLE 1 NAME / SEAT / DURATION

- 1.1 In accordance with the law of April 21st, 1928 (*Loi sur les associations et les fondations sans but lucratif*) (the “Law”), a non-profit making association (*association sans but lucratif*) is hereby established between the Founding Members, as defined in article 4 of the present Statutes.
- 1.2 The official full name of the association shall be:
The European Law Students’ Association – Luxembourg a.s.b.l.
- 1.3 The official abbreviation of the association’s name shall be:
ELSA Luxembourg a.s.b.l.
- 1.4 For the purposes of the present Statutes, ELSA Luxembourg a.s.b.l. shall be referred to as “Association” hereinafter.
- 1.5 The registered seat of the Association shall be:
**162a, avenue de la Faïencerie,
L-1511 Luxembourg
Grand-Duchy of Luxembourg**
- 1.6 In case of emergency, including, but not limited to events such as war, invasion, occupation, revolution, severe acts of terrorism, severe civil unrest and natural and man-made catastrophes, the registered seat of the Association may temporarily be moved outside of the territory of the Grand-Duchy of Luxembourg without affecting the nationality of the Association though. Such decision shall be taken by the National Board, as defined in article 7 of the present Statutes.
- 1.7 The Association is established for an unlimited period of time, notwithstanding the provisions of article 11 of the present Statutes.

ARTICLE 2 STATUTORY OBJECT

- 2.1 The Association is a non-political, independent, non-profit making association whose aims are to promote, establish and develop mutual understanding, cooperation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.
- 2.2 The Association shall endeavor to achieve the aims laid down in the preamble and statutes of ELSA International by participating in any field that shall promote those aims. Moreover, the main fields of activity shall be the following, without any priority in order:
- the Student Trainee Exchange Program (“STEP”), involving the exchange of trainees and providing work experience in foreign legal systems;
 - Seminars and Conferences (“S&C”), including *inter alia* the promotion and organization of law schools, study visits, seminars and conferences on legal issues, systems and skills;
 - Academic Activities (“AA”), including *inter alia* the publication of law reviews, promoting essays and moot court competitions, a Legal Research Program (“LRP”) and an information database on studies abroad.
- 2.3 More generally, the Association may do anything that directly or indirectly falls within the scope of the provisions of the present article, always provided that (i) it is prohibited neither by law nor by the present Statutes, that (ii) it is in the best interest of the Association and that (iii) the non-commercial character of the Association remains intact.

ARTICLE 3 MINIMUM NUMBER OF MEMBERS

- 3.1 The minimum number of members shall be three (3).
- 3.2 Only Full Members, as defined in article 5, shall be taken into account for the purpose of the requirement laid down in the preceding paragraph.

ARTICLE 4 FOUNDING MEMBERS

- 4.1 The Association is established between the following persons (the “Founding Members”), without any priority in order:
- name / first name / occupation / domicile / nationality
 - name / first name / occupation / domicile / nationality
 - name / first name / occupation / domicile / nationality

- name / first name / occupation / domicile / nationality
 - name / first name / occupation / domicile / nationality
 - name / first name / occupation / domicile / nationality
 - name / first name / occupation / domicile / nationality
- 4.2 The Founding Members shall be considered as Full Members for the purposes of article 5.
- 4.3 If a founding Member ceases to be a Full Member of the Association for whatever reason, save the case provided for in paragraph 5.5, the title Honorary Member, as defined in paragraph 5.7, is automatically conferred to him/her for lifetime.

ARTICLE 5 ADMISSION / WITHDRAWAL / EXPULSION

- 5.1 There shall be three categories of members:
- Full Members;
 - Alumni;
 - Honorary Members.
- 5.2 The following persons shall be eligible to qualify as Full Members of the Association:
- all students regularly enrolled in any law or law-related program taught at a university in Luxembourg, e.g. Bachelor, Masters, PhD and similar programs or the CCDL up to a maximum of three years after obtaining their last degree or professional qualification;
 - all students who are regularly enrolled in a university ç of Luxembourg, but who are at any given time domiciled in Luxembourg, up to a maximum of three years after obtaining their last degree.
- 5.3 Full Membership is contingent upon complying with the conditions set out in the preceding paragraph as well as upon payment of the Membership Fee, as defined in article 8 of the present Statutes.
- 5.4 A member shall automatically and immediately cease to be a Full Member when he/she
- tenders his resignation by registered mail, mail or electronic mail to the National Board, or;
 - fails to renew his/her membership following the expiry of such membership as described in these Statutes for more than three (3) months, or;
 - ceases to fulfill the requirements provided for in Article 5.2 of the present Statutes, or;
 - is expelled in accordance with paragraph 5.5.
- 5.5 A Full Member shall be expelled from the Association in accordance with the provisions of article 12, paragraph 3 of the Law when he/she has, whether separately or jointly, violated the present Statutes, the Standing Orders and/or, more generally, harmed the interests of the Association and/or ELSA International, thereby causing considerable harm to the Association and/or ELSA International.
- 5.6 Former ELSA members shall be eligible for Alumni Membership. Alumni are deprived from all Full Membership rights.
- 5.7 The title “Honorary Member” may be conferred to any person having proved outstanding and extraordinary merits for the Association. Honorary Memberships shall be awarded on an extremely restrictive basis only and shall be deprived from all Full Membership rights.

ARTICLE 6 THE NATIONAL COUNCIL MEETING

- 6.1 The National Council Meeting is the supreme decision making body of the Association.
- 6.2 All Full Members have the right to attend National Council Meetings as well as the right of audience. They have equal rights to vote and to run for executive positions.
- 6.3 Full Members not attending may be represented by virtue of a proxy for the exercise of their rights during the National Council Meeting by another Full Member. Such representation shall be communicated to the National Board before the commencement of the National Council Meeting.
- 6.4 The National Council Meeting’s tasks include, but are not limited to:
- deciding on any proposed amendments of these Statutes;
 - adopting and amending the Standing Orders;
 - hearing the activity report(s) presented by the National Board;

- electing and dismissing the National Board Members once a year or on request;
 - granting discharge to the outgoing National Board;
 - appointing two auditors for the forthcoming financial year;
 - approving the auditors' report;
 - approving the annual accounts;
 - approving the budget.
- 6.5 The National Council Meeting shall convene at least once a year on such date as established by the National Board or on request of at least one-fifth (1/5) of all Full Members.
- 6.6 When a National Council Meeting is to be held, the National Board shall inform all Full Members accordingly by sending them each at least ten (10) working days prior to the intended date a convening notice containing the exact time, place and agenda of such meeting. The convening notice shall be sent via any usual written means of communication that are readily accessible, such as, but not limited to, letters, emails and facsimile. For the purposes of this paragraph, a working day shall be any day of the week, except Saturday, Sunday and Luxembourg public holidays.
- 6.7 All proposals supported by at least one-twentieth (1/20) of Full Members shall be added to the agenda. Such proposals shall be notified to the National Board, as defined in article 7, at least forty-eight hours prior to the National Council Meeting, thereby leaving enough time to duly inform all Full Members.
- 6.8 In case the agenda contains an item relating to statutory elections, a call for candidacies shall be included in the convening notice. All candidacies shall be communicated orally or in writing to the National Board prior to the National Council Meeting.
- 6.9 Save where provided otherwise, all decisions are taken by absolute majority (50% + 1) of the votes cast, being all valid votes either for or against a proposal, but not including abstentions.
- 6.10 Decisions on any item not included in the agenda shall be taken by a qualified majority of two thirds (2/3) of the votes cast, as defined in the preceding paragraph, after all items that are on the agenda have been deliberated and voted on.
- 6.11 Following a National Council Meeting, the original minutes thereof shall be kept at the registered seat of the Association. A copy shall be circulated to all Full Members via any usual written means of communication that are readily accessible, such as, but not limited to, letters, emails and facsimile. Any decision materially affecting third parties shall be communicated in writing to those concerned.

ARTICLE 7 THE NATIONAL BOARD

- 7.1 The National Board is the supreme executive and administrative body of the Association. Notwithstanding paragraph 6.1, its main tasks include, but are not limited to, carrying out the decisions of the National Council Meeting, promoting the aims of the Association, representing it and ensuring that all current affairs are expedited in accordance with the Statutes, Standing Orders, guidelines and policies of the Association.
- 7.2 The National Board shall at all times consist of the following mandatory posts:
- the President;
 - the Secretary General;
 - the Treasurer.
- 7.3 The maximum number of National Board members shall be seven (7).
- 7.4 The National Council Meeting may elect Vice-Presidents for the following areas:
- Academic Activities;
 - Marketing;
 - Seminars and Conferences;
 - Student Trainee Exchange Program.
- 7.5 Notwithstanding the provisions of paragraph 7.7 and 7.8, the National Board may appoint any person ("Director") to carry out a specific task.
- 7.6 The National Board shall be accountable to the National Council Meeting for all of its actions, inactions and decisions. To that effect, the National Board shall draw up an annual activity report as well as the annual accounts along with the explanatory notes relating thereto, if any. All these documents shall all be submitted to the National Council Meeting for review and approval within

one month of the end of the Financial Year, as defined in paragraph 9.7, and remain attached to the minutes of such meeting.

- 7.7 The President shall be the legal representative of the Association. Save where explicitly provided otherwise, the President is vested with sole signatory power to enter into any and all agreements in the name and on behalf of the Association, provided always that the terms and conditions of such agreement fall within the scope of the statutory object as set out in article 2 of the present Statutes.
- 7.8 By way of exception to the preceding paragraph, the Treasurer shall be the sole person authorized to open, operate and close bank accounts in the name and on behalf of the Association. The Treasurer shall be the sole authorized signatory on such bank accounts.
- 7.9 If deemed useful, the National Board may delegate the power to enter into specific contracts on behalf of the Association. The powers provided for in paragraphs 7.7. and 7.8. shall never be held by the same person.

ARTICLE 8 MEMBERSHIP FEE

- 8.1 Each Full Member of the Association shall pay an annual membership fee as established by the National Council Meeting.
- 8.2 The annual membership fee is to be paid within three (3) months of the beginning of the Financial Year, as defined in paragraph 9.7, or three (3) months after acceptance of the application by the National Board, as the case may be.

ARTICLE 9 FINANCES / BUDGET / FINANCIAL YEAR

- 9.1 The costs of running the activities of the Association shall be funded by, but not limited to, annual membership fees, sponsorships, advertisements, donations, subsidies, and more generally any levies from private or public entities, whether in cash or in kind.
- 9.2 Such funds must not be accepted if they are tied to conditions contrary to the aims and principles of the Association as expressed in the preamble and Article 2 of the present Statutes.
- 9.3 The Treasurer shall submit a budget for the subsequent Financial Year to the National Council Meeting who shall decide thereupon.
- 9.4 Immediately after the adoption of the budget, the National Council Meeting shall appoint two auditors who must not be on the National Board.
- 9.5 At the end of each Financial Year, the Treasurer shall present a detailed report on the financial situation of the Association, comprising the annual accounts, a breakdown of any expenses and income as well as the explanatory notes relating thereto, if any.
- 9.6 The report shall be examined and reviewed by the two auditors appointed in accordance with paragraph 9.4 who will verify that the Treasurer has executed his/her mandate in an orderly manner and issue a recommendation on whether or not to grant discharge to the members of the National Board for the performance of their duties for the Financial Year under review.
- 9.7 The Financial Year shall start on August 1st and end on July 31st of the subsequent calendar year.

ARTICLE 10 AMENDMENT OF THE STATUTES

- 10.1 The National Council Meeting in its capacity as supreme decision-making body of the Association is solely competent to vote upon any amendments to the present Statutes.
- 10.2 A convening notice shall be sent to each Full Member in accordance with the provisions of paragraph 6.6. Paragraph 6.10 is not applicable to amendments of the Statutes.
- 10.3 The proposal to amend the statutes shall be included as a separate item in the agenda.
- 10.4 The National Council Meeting may validly deliberate only if two thirds (2/3) of the Members are present or duly represented.
- 10.5 In order for amendment to be adopted, a qualified majority of two-thirds (2/3) of the votes cast is required; votes cast meaning all valid votes either for or against a proposal, but not including abstentions.
- 10.6 Articles 8 and 9 of the Law shall be strictly observed.

ARTICLE 11 DISSOLUTION

- 11.1 Paragraphs 10.2 and 10.3 shall be applicable.

- 11.2 The quorum and publication requirements set out in articles 20, 23 and 25 of the Law shall be strictly observed.
- 11.3 Once all debts *vis-à-vis* third parties have been settled, the remainder of the Association's assets, if any, shall be transferred to ELSA International or, should this for whatever reason not be reasonably possible, to any other association pursuing similar aims and objectives as the Association.

ARTICLE 12 SEVERABILITY

- 12.1 In case any provision or provisions of the present Statutes is held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
- 12.2 Invalidity or unenforceability of one or more provisions of the present Statutes shall not affect any other provision of the present Statutes.

ARTICLE 13 GOVERNING LAW / JURISDICTION / COMPROMISE

- 13.1 The laws of the Grand-Duchy of Luxembourg shall govern the Association and all the provisions of the present Statutes shall be construed in accordance therewith.
- 13.2 The Association shall be subject to the exclusive jurisdiction of the courts of the Grand-Duchy of Luxembourg to the fullest extent permitted under law.
- 13.3 It shall be attempted to resolve any dispute between the Association and any member or any contractual party by way of mediation prior to bringing forward any legal proceedings.

Thus executed by the undersigned, being the Founding Members,

in the year two thousand and nine, on the [...] day of [month].

[signature page immediately follows]

Observership application from Armenian Young Lawyer- Researchers' Association**APPLICATION FORM OF “ARMENIAN YOUNG LAWYER-
RESEARCHERS’ ASSOCIATION”/AYLRA/**

Dear ELSA members.

“**Armenian Young Lawyer- Researchers' Association**” (hereinafter “**AYLRA**”), is a non –governmental organization, which started its activity 2 years ago in Law faculty of Yerevan State University. The members of **AYLRA** are law students and young lawyer-researchers. During all this time **AYLRA** has organized competitions, seminars, conferences, discussions, debates in Law faculty of Yerevan State University and other state Universities of the Republic of Armenia /hereinafter RA/

AYLRA has 87 members, the founding body is the Assembly, the executive body is the Board. The Board elects the president coordinating its work.

We have four local groups, which are in Yerevan and in other cities of RA -Talin, Vanadzor and Dilijan. These groups are very active and maintain the aims of AYLRA's in their areas.

We have a stabile office and its address is Yerevan, RA, A. Sakharov 8, apt.2, tel. (+374)9493-42-72. We have partnerships with the Chamber of Advocates of RA, BAR Association of RA, Yerevan State University of RA and “ADR Partners” Company of RA.

During this time “Armenian Young Lawyer- Researchers' Association” non-governmental organizations' scientific activity has included –

- “International Humanitarian Law” interuniversity intellectual competition , on 15 November, 2010, in YSU,
- “Refugees’ Defense of Rights” contest on 18-20 November, 2010, “ANI PLAZA” Hotel,
- “Protection of the Environment and Economic Development” conference on 17 February, 2011, YSU,
- International Student Conference " Human Rights in Conflict Management” on 18-20 April, 2011, YSU,
- “Legal, Political and Historical aspects of Artsakh issue” interuniversity conference on 15 May, 2011, YSU.
- “International Humanitarian Law” interuniversity intellectual competition , on 15 November, 2012, in YSU,

As we mentioned above, **AYLRA** started its activity 2 years ago and the beginning of activity was very difficult. But, fortunately, many students and young researchers believed

and helped us to continue our activity. Now we can proudly declare, that we overcome all the difficulties and now are ready to work more intensively and efficiently. **AYLRA** has many aims and plans in future, such as the organization of UN, ICC and WTO models. Besides, we gained the state registration by State Register of the Legal Entities of the Ministry of Justice of the Republic of Armenia. These facts are reliable guarantees about the continuity of **AYLRA**'s activity.

The Republic of Armenia gained its independence from the Soviet Union in 1991 and now our country is a member of many famous international organizations, such as UN, the Council of Europe, WTO and etc.

Unfortunately, nowadays there is not existing member or Observer of **ELSA** in the Republic of Armenia.

We were informed about the **ELSA** nearly 6 months ago from Internet. The aims and activities of **ELSA** are acceptable for **AYLRA** and we are sure that cooperation with **ELSA** and moreover the gaining of the observer's status will assist **AYLRA** for fulfilling its own aims more efficiently.

We, as members of "Armenian Young Lawyer-Researchers' Association" non-governmental organization, declare recognizing the aims and means of **ELSA**.

At the same time we express our desire to become a member of **ELSA** joining *the big family of the European Law Students Association* and realize the aims and means of **ELSA** in RA.

Best Regards.

The Founders of AYLRA- Ani Atanesyan-

Ani Khlghatyan-

Tsovinar Ananyan-

Anna Avetisyan-

THE CHARTER OF THE NON-GOVERNMENTAL
ORGANIZATION “ARMENIAN YOUNG LAWYER- RESEARCHERS' ASSOCIATION”

Yerevan-2013

1. General provisions

1.1 The non-governmental organization “Armenian Young Lawyer- Researchers' Association” (hereinafter “Organization”), is a kind of non-profit organization-non-governmental association, which doesn't pursue an object of getting a profit and doesn't distribute the received profit between the participants(non-commercial organization), associates physical persons with legal profession-citizens of the Republic of Armenia, foreign citizens and stateless persons, in conformity with the procedure prescribed by law, on the basis of the community of their interests, in order to satisfy their non-religious spiritual or other non-material needs and implement other generally useful activities.

1.2 The Organization acts on the basis of the RA Constitution, laws, other normative legal acts, international treaties of the RA and this Charter.

1.3 The activities of the Organization are based upon the principals of legitimacy, voluntariness of membership, equality of rights of the members, self-governance, collegial leadership and publicity.

1.4 The Organization operates on the whole territory of the Republic of Armenia.

1.5 The official language of the Organization is Armenian, and the working languages are also English, French and Russian. In case of any incompatibility derived from interpretation of the texts written in various languages Armenian text is considered to be the definitive one.

1.6 The full name of the Organization in Armenian is

The short name of the Organization in Armenian is <<ՀԱՅ ԵՐԻՏԱՍԱՐԴ ԻՐԱՎԱԲԱՆ-
ՀԵՏԱԶՈՏՈՂՆԵՐԻ ԱՍՈՑԱՑԻԱ>>

The full name of the Organization in Russian is "Ассоциация молодых армянских юристов-исследователей"

The full name of the Organization in English is “Armenian Young Lawyer- Researchers' Association” non-governmental organization.

The short name of the Organization in English is “AYLRA”

The address of the Organization is Yerevan, Republic of Armenia, A.Sakharov 8, apt.2, 0001, tel. (+374)9493-42-72.

2. *THE SUBJECT, OBJECTIVE AND GOALS OF THE ORGANIZATION*

2.1. The subject and objectives of the activity of the Organization are, in conformity with the procedure prescribed by the legislation of the RA:

- a. promotion to the implementation of governmental and national programmes in different spheres of jurisprudence of RA, activation of the cooperation between the specialists,
- b. consolidation Armenian legal potential and contribution to the development of Armenian jurisprudence through international cooperation.

2.2 the goals of the Organization are:

consolidation of scientific and creative legal thought of the RA,

exchange of national and international experience in the sphere of jurisprudence, organization and accomplishment of joint scientific research
 promotion to the planning of the development strategy of the RA legal system,
 supporting the planning and realization of certain jurisprudential and legal projects of Armenian and international significance,
 stimulation of educational and professional activities, increase of qualifications and promotion to the acquirement of professional skills of young specialists and students,
 organization of jurisprudential competitions, theoretical and practical workshops, and forums of Armenian and International importance,
 creation of national informational network of the sphere of jurisprudence,
 contribution to the training of experts on international and European law,
 Assistance law students and young lawyer-researchers to be internationally minded and professionally skilled.
 encouragement law students and young lawyers to act for the good of society
 implementation of other activities not prohibited by law.

2.3 In order to realize its objectives and goals the Organization cooperates with the RA state governing and local self-governing bodies, with Armenian and foreign NGO's.

3. PROCEDURE OF MEMBERSHIP TO THE ORGANIZATION AND WITHDRAWAL FROM MEMBERSHIP

3.1 Any person, who is the RA or foreign citizen, as well as a stateless person, has a specialization in a sphere coherent with jurisprudence, wishes to take part in the activities of the Organization and abides by this Charter, can become a member of the Organization.
 The foreigners of other nationality can also become members of the Organization if they are recommended by at least two members of the Organization.

3.2 The person wishing to become a member of the Organization shall submit a written application a written application to the AYRLA Board(hereinafter "Board").

3.3 The issue of the admittance to membership is resolved by the Board or in accordance with the procedure prescribed by the charter by the Board.

3.4 Any member of the Organization is free to withdraw from the organization. The disfranchisement is carried out upon the decision of the Board.

3.5 An honorary member of the Organization can be elected from those RA or foreign citizens, who will make a special contribution to the consolidation Armenian legal potential and the development of Armenian jurisprudence.

4. The rights and duties of the members of the Organization

4.1. The member of the Organization shall have the right to:

- a. elect and be elected to the superior and other bodies of the Organization,
- b. submit applications, suggestions and complaints to the governing bodies of the Organization for the purpose of improvement of

the work of the Organization,

- c. receive complete information about the activities of the Organization,
- d. withdraw from the Organization freely,
- e. obtain assistance from the Organization towards the protection of his lawful rights,
- f. participate in the events organized by the Organization,
- g. complain to the Assembly against the non charter activities of the Board and the president coordinating the work of the Board of the Organization, and appeal to the court in case of not making a fair solution by the latter in accordance with the procedure prescribed by the legislation,
- h. participate in works of the Organization by means of videoconferencing.

4.2 The member of the Organization shall:

- a. protect the reputation of the Organization,
- b. fulfill the requirements of the Charter and the decisions of the governing bodies of the Organization,
- c. pay entrance and membership fees, the amount and the order of making payment of which are determined by the Board,
- d. exercise his/her duties in bona fide.

4.3 Disciplinary measures, i.e. reprimand, severe reprimand, disfranchisement, can be applied against the member breaching the Charter of the Organization or not executing his/her duties by the Assembly or the Board of the Organization.

5. Rights of the Organization

5.1 The Organization is considered to be a legal entity from the moment of its state registration.

5.2 The organization has separate property, separate balance, a seal with its name in Armenian, Russian and English on it, a stamp, settlement bank account in Armenian dram and foreign currency. The organization can obtain real and non-real rights and bear duties in its name, be a plaintiff or a defendant in the court.

5.3 The Organization decides its organizational structure, goals, objectives and the forms of its activities independently.

5.4 In order to implement the objectives and goals prescribed by its Charter the Organization has the right, in conformity with the procedure prescribed by law, to:

- a. spread information about its activities,
 - b. establish mass media in accordance with the defined procedure,
 - c. organize peaceful, unarmed meetings, demonstrations, processions and marches,
 - d. represent and protect rights and legal interests of its members in other
-

organizations, courts, other state governing and local self-governing bodies,

- e. fulfill commercial activities through commercial companies established by it, establish foundations, separated subdivisions, i.e. branches and representative offices,
- f. obtain, rent and use real estate, means of transportation and other estate not prohibited by law in conformity with the procedure prescribed by the legislation,
- g. alienate or lease or let out for the fair use any immovable and movable property belonging to the Organization,
- h. sign agreements and other transactions not prohibited by legislation,
- i. compose and dispose of its financial resources independently, including by obtaining borrowed funds, receive loans, grants both in Armenian dram and in foreign currency, in the RA and other countries,
- j. carry out international activities, including, organization of sending on business trips, invite foreign country citizens, establish separated subdivisions in foreign countries in accordance with their legislation.

6. Duties of the Organization

6.1 The Organization is obliged to:

- a. give an opportunity to any physical person to get acquainted with the Charter of the Organization within seven days on his/her request,
- b. conduct the office work and the accountancy in conformity with the procedure prescribed by law,
- c. submit the reports on its activities and the use of its estate to the Assembly of the Organization for its approval at least once every two years providing the publicity of the reports,
- d. provide the state governing authorized bodies with the copies of the decisions of its superior or other bodies and other documentation on its activities and let the representatives of the mentioned bodies be present at the Assembly of the Organization,
- e. submit information and reports to state bodies in cases and in conformity with the procedure prescribed by law,
- f. apply to the state registration body for registration and striking off the registration of a separated subdivision or an institution within a month after making decisions on their establishment and disbandment in conformity with the prescribed procedure,
- g. keep record of its members,
- h. in case of changes in the address of the Organization and the official entitled to represent the Organization without a warrant send this person's published data and(or) the data on the address of the Organization to the state registration body within 14 calendar days,
- i. give the members of the Organization exhaustive information on the activity of the Organization.

7. Procedure of the management of the Organization

7.1. The superior body of the Organization-the Assembly, is entitled to give a final solution to any issue concerning the activities and the management of the Organization.

7.2. The Assembly is held once every two years. The Board convenes the Assembly, determines the terms and the procedure of its holding. If the number of the members is more than 100, representative delegates chosen by the members may participate in the Assembly in conformity with the procedure prescribed by the Board.

7.3 An extraordinary assembly of the Organization is held by the Board on the motivated request of at least 1/3 of the members or the oversight body of the Organization no later than in the course of 14 calendar days with the agenda confirmed by the requesting party.

7.4. The issues within especial competence of the Assembly of the Organization are:

- a. adoption and amendment of the Charter of the Organization,
- b. election, change, calling back the governing and supervisory bodies of the Organization,
- c. adoption of the decisions on disbandment and reorganization of the Organization,
- d. approval of the reports on the activities and the use of the estate of the Organization.
- e. other issues of AYLRA's activities.

7.5. The Assembly can hold discussions and make decisions if more than half of all the members of the Organization or of all the chosen delegates participate in it. During the discussion of the issues the decisions are made by the simple majority of votes of all the members or all the chosen delegates of the Organization. Amendments and additions to the Charter are made by the qualitative majority of votes of all the members of the Organization or of all the chosen delegates (2/3).

7.6. The Board of the Organization is elected by the Assembly for two years.

7.7. The Board conducts its work through sessions, which are held by the President coordinating the work of the Board not late than once every six month. The session of the Board can also be held on the request of 20 percent of the Organization members or by the demand of 1/3 of the Board. The sessions of the Board may also be held through electronic communication.

7.8 The Organization has committees, the lines of activities and the structures of which are chosen by the Board.

7.9. The Board:

- a. elects the president coordinating the work of the Board, except the first president coordinating the work of the Board, who is elected by the constituent assembly,
- b. approves the reports of the coordinating president, including the report submitted to the Assembly,
- c. submits suggestions to the Assembly concerning the issues within its especial competence,

- d. grants membership of the Organization and dismisses or disfranchises the members,
- e. applies means of encouragement and penalty against the members of the Organization,
- f. encourages those people from the RA and foreigners who are specially notable for the support to the Organization activity,
- g. manages the activity of the Organization in the course of the term between the assemblies,
- h. defines the order, amount and forms of making the payment of entrance and membership fees by the members of the Organization,
- i. establishes and disbands the institutions of the Organization, structural and separated subdivisions (branches, representative offices), as well as approves their charters,
- j. has the right to discuss and solve any issue concerning the activity and the management of the Organization, except the issues within especial competence of the Assembly, including the issue on the membership of the Organization in unions of non-commercial legal entities and international organizations,
- k. defines regulations of awards (medal, letter of commendation, letter of appreciation) and other forms of encouragement,
- l. approves the reports of the accountancy of the Organization on the basis of the resolution of the oversight body.

7.10. The Board can hold discussions and make decisions if more than half of its members participate in it. The decisions are made by the simple majority of votes of the present members. In case of equality of votes the coordinating president has the deciding vote.

7.11 The coordinating president is elected by the Board by the simple majority of votes of the Board members for two years.

7.12 The coordinating president coordinates the work of the Board:

- represents the organization without a warrant,
- makes decisions, gives warrants,
- obtains, possesses, uses, disposes of, alienates and draws out the Organization estate of any type and value,
- confirms the staff list of the Organization, wage rates and the procedure of remuneration of labour,
- can appoint an executive director with whom the president makes a labour contract and accredits him with authorities additional to the ones prescribed by the Charter, if it is necessary on the assumption of the extent of the work and his/her load.

7.13 The executive director of the Organization is appointed for two years.

7.14 The executive director of the Organization:

- organizes and realizes the Organization's activity in the frames of the authorities given to him/her by this Charter or the labour contract,

- conducts transactions, signs agreements, financial documents, opens bank accounts in conformity with the procedure prescribed by law,
- submits the staff list of the Organization, wage rates and the procedure of remuneration of labour to the coordinating president for approval,
- makes decisions, gives orders to staff members and contract workers,
- submits an annual report on its activity to the Board, participates in Board sessions with an advisory vote.

7.16 In case of absence of the executive director's staff or till the appointment of the director or after his/her dismissal or in case of his/her long absence all the authorities given to him/her by this Charter are realized by the coordinating president or the person temporarily elected by him/her on a contractual basis.

8. The property of the Organization, the sources of its formation and the way of use

8.1 The Organization owns its property.

8.2 The Organization can own immovable and movable property buildings, constructions, means of transportation, equipments, monetary funds, stocks and other property not prohibited by law. The member of the Organization doesn't have a shared right on the Organization's property.

8.3 The sources of formation of the Organization's property can be:

- the entrance and membership fees of the members of the Organization,
- money and material investments,
- loans gotten from bank institutions,
- grants,
- charity contributions, donations made by physical persons and organizations,
- the funds transferred by commercial organizations established by the Organization,
- other inflow of funds not prohibited by the RA legislation.

8.4 The property of the Organization can be confiscated only by court in conformity with the procedure prescribed by law.

8.5 The funds of the Organization can be used only for organizational expenses and for realization of the objectives and goals of the Organization prescribed by the Charter.

9. Reorganization, disbandment of the Organization and use of the property in case of disbandment

9.1 The Organization can be disbanded only by a decision of the Assembly or court.

9.2 The Assembly forms a disbanding committee and defines the

procedure and terms of disbandment. At the end of the disbandment of the Organization the disbanding committee uses the property left after making the compulsory payments for realization of charter objectives and goals of the Organization in conformity with the procedure prescribed by the Assembly, and if it is impossible transfer it to the state budget.

9.3 The Organization can be reorganized by the decision of the Assembly or in the cases prescribed by law by court decision in conformity with the procedure prescribed by law.

MEMBERSHIP APPLICATION

Membership application of ELSA Ireland

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-Secretary General

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-Vice-President for Marketing

-Vice-President for Academic Activities

-Vice-President for Seminars & Conferences

ELSA Ireland compliance

Legal Status of ELSA Ireland

Statutes and Standing Orders

Dear International Board, Council, Students and Alumni,

It is with huge pleasure that ELSA Ireland is applying for full membership at ICM Cologne. Since gaining observer status in spring 2010, ELSA Ireland has worked to strengthen the network within Ireland.

We have run into many problems and obstacles, however, our motivation for success has remained strong. ELSA Ireland is hugely committed to advancing the ELSA Spirit throughout our network and remaining committed to the ELSA aims and goals as we expand and continue to grow and advance. Our achievements of 2012/2013 have motivated us to bring ELSA Ireland to the next stage. Our members have been involved with a number of delegations, ELSA for Children and our latest achievement is ELSA Trinity winning the Human Rights Moot Court. We believe this illustrates the capacity of ELSA Ireland if we are to be awarded full membership.

ELSA Ireland was once a hugely successful National Group and it is the desire of the current board to work towards bringing ELSA Ireland back to this successful position. I would like to take this opportunity to thank the international board – particularly Vasco and ELSA France for providing so much support to ELSA Ireland during our membership application.

On behalf of ELSA Ireland,

Claire Finnegan

President of ELSA Ireland

2012-2013

ACTIVITY REPORTS

Activity Report – BEE

Dear International Board and Council,

Before I begin my activity report, I would like to briefly introduce myself. My name is Claire Finnegan and I am the current President of ELSA Ireland. I became involved with ELSA as the founder of a local group at the National University of Ireland, Maynooth (hereinafter NUIM). I have enjoyed my experience of ELSA at both local and national levels thoroughly; I have developed skills and gained new friends. It is my pleasure to bring this application to you as I am so proud of the achievements of ELSA Ireland in recent years.

Introduction

In this section, I will provide an overview of the situation in ELSA Ireland. During the 1990's, ELSA Ireland was one of the strongest groups in the ELSA network. Unfortunately, ELSA Ireland began to weaken. In 2010, ELSA Ireland once again gained observer status and now we intend to apply for full membership.

Since 2010, ELSA Ireland has continued to grow and go from strength to strength. There are currently two, strong local groups – ELSA NUI Maynooth and ELSA Trinity. Furthermore, there are three more groups in the process of applying for observership status by Autumn 2013 – Griffith College, IT Carlow and UCD. This process has brought with it many challenges which will be discussed in later sections.

ELSA Ireland has gained huge momentum; we have sent members to delegations in Geneva, been involved in the ELSA for Children Project and ELSA Trinity has members involved in the ELSA Human Rights Moot Court Competition. We have recently had an international visit from Vasco Silva, member of International Board and have applied for training in the areas of Transition, ELSA general knowledge and Human Resources. Hopefully, by the time we are making our application in Cologne – we will have received training in these areas. We have also sought the assistance of the international board to organise an international study visit.

Board Management

The role of President of ELSA Ireland has been an honour. Board management was one of my three key areas of responsibility. The board has generally been full since 2010, however, recently our Vice-President for Seminars & Conferences resigned from his position. The current board is comprised of students from a variety of faculties – whilst this is an excellent opportunity to have students from different faculties – it has also been a challenge. It has been difficult to manage conflicting schedules. However, the ELSA team has hosted frequent board meetings; we also use Skype and a private group on Facebook to maintain contact on a regular basis. We have applied for training in the area of transition to ensure that future boards remain more successful.

External Relations

ELSA Ireland has a very strong relationship with the faculty at NUI Maynooth and also with

Arthur Cox. We have arranged a number of 'Lawyer at Work' events to take place between September and November 2013 in the hope that this will improve the relationships with ELSA and the respective organisations. After these events, we will hope to include these companies in STEP.

Expansion

ELSA Ireland currently has two strong local groups – ELSA Trinity College and ELSA NUI Maynooth. Expansion has been difficult due to issues with Students Unions groups and existing law faculties. At UCD for example, there is a ban on new student-based organisations; to deal with this problem we are going to place members under the ELSA Dublin or ELSA Cork heading. This will allow members to sign up to ELSA without requiring a local group at every faculty. By our Spring NCM we expect to have a further three faculties joining ELSA Ireland.

Activity Report- Secretary General

Secretary General, Tara Roche

My name is Tara Roche and I have been the Secretary General for ELSA Ireland for two years now. I have also acted as Secretary General on a local group board for one year. Please find below my analysis of the different areas of internal management and how they have developed during my time as Secretary General.

Human Resources and Membership

ELSA Ireland is particularly keen to improve its human resources. This is an area which requires much care, attention and nurturing so as to ensure the future of ELSA Ireland is a bright and sustainable one. In the past this is an area we have struggled with. The high turnover of students coupled with the very limited number of law schools and competing law societies within the Irish network has meant that at times it is very difficult to secure adequate human resources.

However ELSA Ireland is consistently trying to improve its human resources pool. In doing this we have focused on our two local groups and on building them up so that they are sustainable and the quality of ELSA officers emulating from them is ensured. We have declined in the past to expand to rapidly as we were conscious that at times quality is better than quantity. This approach has served ELSA Ireland well. We now have two successful local groups – ELSA Trinity and ELSA Maynooth, with a high caliber of officers coming to the National Board from both. As a result we are in a position to now look to expansion and are hoping to expand to three new universities next year. All of these universities are located within Dublin which will still ensure that there are enough human resources to cope with the pressure of expansion without having to travel to the other side of the country. ELSA Ireland hopes that if this expansion is successful, the following year we can venture outside of the capital and around Ireland. Gradually we wish to see a significant amount of high quality human resources available to ELSA Ireland. This would in turn lead to easier securing of funding, organizing of events etc.

ELSA Ireland has also decided to restructure its local groups in line with some of the other ELSA networks so that a team structure is developed within the local group with each VP heading a team of active members, thereby ensuring sufficient human resources for the future by ensuring active membership. One of the local groups has already introduced active members group which was an extremely successful initiative.

ELSA Ireland also hopes to build upon its alumni base in the future so that we can tap into this for advice and guidance and ensure ELSA Ireland's success.

Communication

As National officers, we communicate at three levels within ELSA, with the International Board, with our fellow National officers and with our Local Boards.

The communication with ELSA International in the past has not been very good. We identified that this was an issue and that we needed to communicate more with the International Board

and now all members of the National Board converse over Skype with their respective counterparts on the International Board. We have also contributed to a number of mailing lists and have set up a Facebook group so that we can communicate easily with our coach, Vasco.

At a national level, various Facebook groups and mailing lists in order to facilitate communication between all ELSA Members in Ireland. We have a National Board Facebook group and mailing list, but every area has an individual Facebook group which can be used to communicate with their local counterparts.

We also use all other means of communication at our disposal such as phones and Skype, which are very effective. As Ireland is not that large a country, and as the members of our National Board live relatively close to each other we attempt to capitalize on the short distance and meet as a board as regularly as we can. So far this year we have met as a board approximately 7.8 times. We generally find this to be very effective as it motivates us to get work done and allows us to discuss different issues at length.

Legal aspects

ELSA Ireland Statutes are legitimate under Irish law since its creation; and our statutes have been updated as required during the years since ELSA Ireland's foundation. Particularly, ELSA Ireland updated our statutes so that they were compliant with ELSA International's requirements when we applied for Observership.

ELSA Ireland is currently reviewing and updating its statutes and standing orders to ensure they are compliant with our application for full membership at ICM Cologne.

National Council Meetings

Since ELSA Ireland attained Observer Status we have held 2 NCM's per year. As Secretary General I have attended four during my two terms.

All the NCM's have been located in Trinity College Dublin, except for the last one which was held in National University of Ireland Maynooth. We moved the NCM to a different location as we felt it was important to show we do not favour our local ELSA Trinity Group. Each NCM has been a success.

At the Spring NCM of 2012 our current committee was elected, and for the first time we had a mix of people on the committee from both of our local groups. We heralded this as a sign that ELSA Ireland was slowly but surely beginning to move forward.

We are currently in the process of organizing the Spring NCM of 2013. I am working with Alex English, the VP for Marketing for ELSA Ireland to design invitations to send out to law schools. I am also personally contacting people within the law schools so that we can have as many people present as possible. I have applied to the International Trainers Pool to have a trainer come to provide all members of the NCM with basic ELSA knowledge and transition training. This NCM will be the opportunity to see the outcome of the past year and to envisage the way forward for ELSA Ireland.

Trainings

We have applied to receive training from the International Trainers Pool and hope that the trainer will be able to attend the NCM and train all members of ELSA Ireland, and particularly the incoming board.

Future plans

Our main focus in the Internal Management area will be to develop Human Resources and to recruit and train new officers who can continue to develop ELSA Ireland as an organisation. We are currently applying to the Network Support System and are hoping that we will be able to set up a link for the new ELSA board to be involved in an initiative with another ELSA group so that they can learn from them and grow.

ELSA Ireland is also very focused on expansion and we are constantly reviewing the most effective ways to expand when faced with many of the challenges that ELSA Ireland has faced in the past. We have worked consistently towards this in the past two years and are starting to see results, our only hope is that we can continue to expand in the future.

Conclusion

You will note that there is a lot of work yet to be done within the Irish network in order to ensure that it develops in the way that we envisage. It is greatly hoped that the ground work we have put in will provide the foundations for the organisation to grow within Ireland. Although we do have some challenges yet to overcome, achieving full membership would allow us to tackle these challenges head on and attempt to alleviate the issues which have plagued ELSA Ireland in the recent years.

I believe that ELSA is an organisation which offers something unique and invaluable to law students, the opportunity to control your own destiny. The possibilities made available to ELSA members are endless and in an ever changing and ever uncertain economic environment such as this one it is imperative that law students feel they can control their own fate, that they can be the masters of their own success. I have learnt a lot from ELSA and I have also gained a lot from ELSA. I have met some wonderful people, seen places that I never would have had the opportunity to see otherwise and truly have developed both personally and professionally on account of the challenges I have faced in ELSA. I truly wish to see ELSA prosper within the Irish network in the future and am committed to ensuring that this happens.

Yours sincerely,

Tara Roche
Secretary General of ELSA Ireland

Activity Report-Treasurer

Note: I have written this application on the basis that I will have applied for the EDF funding as I am awaiting confirmation that we will have a trainer and who it will be, where he will be coming from ect.

Treasurer: Ciara Beades

General Overview of Financial Management

ELSA Ireland has grown from humble beginnings with the ELSA Trinity board being the de facto National Board until this year. As our membership base has grown so too have our local groups. We now have an observer group established in Maynooth and we have also made contact with a number of other universities in the hope of setting up a third group next year. We currently charge a flat fee of €50 per group, regardless of if they are an Observer Group or a Local Group. We haven't had difficulties collecting this fee so far and we hope that this will continue into the future.

Our Local Groups rely heavily on support from the universities for financial support. The membership fees charged by the Local Groups are around €2 per member for a year. This is due to local custom, as most student societies charge a minimal fee to allow easy access to societies to all students. This is why strong relationships with colleges and grants from them are essential for the continuing financial viability of ELSA Ireland. We have had no partnerships with law firms or other potential income sources thus far.

There were issues until February with accessing the ELSA Ireland account and getting Signatories changed. This was due to confusion as to how it was set up and whether a non-Trinity student could be a signatory, as the address is registered in Trinity. There is a special Procedure for changing signatories on Trinity societies, which requires a letter from the Governing body of societies in Trinity to sign a letter allowing the names to be changed. As this is not a Trinity society there was a question as to whether this letter was required and whether a non-Trinity student could be a signatory. However this issue has now been resolved and the procedure for changing signatories will be made clear to the next board as part of the transition.

EDF Application

ELSA Ireland will hold our NCM on 23rd March in Trinity College Dublin and we feel it will be exceedingly beneficial for all our members, new and old, to have a training on general ELSA knowledge from a trainer from the ITP. We hope that this training will also encourage other universities to set up local groups and become involved with ELSA. As the universities solely fund us presently, we have applied for EDF funding to cover the cost of this training. We believe that this training is essential for the growth and stability of ELSA Ireland and the local groups. The procedures for applying are very clear and strict, but this is helpful as our board were clear on what is required to meet the requirements for funding.

Future Development

ELSA Ireland is currently examining new potential revenue streams and possible partnership opportunities. We have made contact with Arthur Cox regarding funding and we think they represent a great partnership opportunity as they are familiar with ELSA and have been involved in STEP. We received advice from our coach, Vasco, during his visit to look at auditing firms as potential partners. Securing other sources of funding and partnerships will be important for ELSA Ireland going forward so that we can help to facilitate member activities and involvement at international events.

The transition period for the next board of ELSA Ireland will be very important. We hope having training on General ELSA knowledge, along with transition training will ensure this transition is smooth. It is important that all accounts and knowledge are transferred promptly so as to avoid difficulties with running the financial transactions. It is also important that budgets be drawn up, so as to help structure the year.

The fee is currently set at €50 for both Observer Groups and Local Groups. We will be addressing this issue at our NCM in March and it will be proposed that the Local Group fee will be raised. This will be important, as it will mean we will be able to ensure payment of membership fee to ELSA International.

We know that the continued financial stability and a growth in revenue resources is vital to allow continued expansion of ELSA Ireland and to enable us to run an international event in the coming term. Financial Management is central to the running of all areas of ELSA and I am confident that my successor will be able to build on what has been achieved so far.

Activity Report for VP STEP of ELSA Ireland 2010-2013

My name is Áine Groogan and I have been the VP STEP for ELSA Ireland since Spring 2010. I am currently a final year Law and Political Science student at Trinity College Dublin and I have been involved with ELSA since my first year of college. I was elected as VP STEP for ELSA Trinity in Spring 2010, just after we were granted Observership status at ICM Malta, and subsequently as VP STEP on our National Board as at that time ELSA Trinity was our only local group. I held the position of VP STEP of ELSA Trinity until last Spring, when I was elected as President of ELSA Trinity. I am also the National Coordinator of ELSA Ireland for Children.

STEP Team

When I was first elected in Spring 2010 I was the only STEP officer in ELSA Ireland and was acting as both VP STEP for ELSA Ireland and for ELSA Trinity. That year (2010/11) we started 2 new local groups in Galway (NUIG) and Maynooth (NUIM) but they didn't have a dedicated STEP officer. Last year, ELSA NUIM elected a VP STEP so I now had an additional STEP officer but I was still acting as VP STEP for ELSA Ireland and ELSA Trinity, which did hamper my efforts at developing STEP as I didn't have the time and resources available to me. Following the elections in our two local groups last Spring, however, we now have a LG VP STEP in both ELSA Trinity and ELSA NUIM, as well as myself, acting as VP STEP of ELSA Ireland. This has made our work a lot easier as we have been able to properly dedicate ourselves to our respective tasks and has freed up some of my time to be able to properly train up new officers, develop new marketing materials and general put down strong roots for STEP in Ireland to ensure its continued success.

Job Hunting

As a national group we have had huge difficulties getting any recognition at all from any of the law firms due to the established relationships between them and the LawSocs already in existence in all universities. Law Societies in Universities (as well as other well established debating societies) have basically a monopoly on law firms' attention and resources in Ireland and on top of this law firms have their own extensive internship programmes directed towards Irish law students. The economic climate in Ireland has also not proved helpful to my task of job hunting (there is currently a public sector embargo on recruitment in place).

We have been working hard to improve this situation though and we have benefitted greatly from one of our alumni who is in a high position in one of the leading Dublin firms, Arthur Cox. It was through this alumna that the IB secured a traineeship in June 2011 and she agreed to continue this relationship last year, at which point the IB allowed me to take over the contact to arrange a new traineeship. As a result, in February 2012 I was able to send in my first Traineeship Specification Form (TSF) to the IB!!

Given this, we have received two STEP trainees in Dublin so far. I created a Trainee Guidebook for living/working in Dublin for the trainees to ensure they had all the information they needed in one place and, with the help of my board each time, assisted with the interns' travel and accommodation plans to make sure they settled into Dublin working life with ease.

We have attempted to overcome the problems we face with job hunting this year by first getting firms to take notice of ELSA generally at a local level in ways that involve very little effort on

their part, e.g. lawyers@work events, promotion of the ELSA for Children project etc. to build up our reputation and firms' confidence and trust in us as an organisation. After this then, we are trying to grow our cooperation with them in the area of STEP.

Student Hunting

Using the STEP marketing materials I made a PowerPoint presentation when I first entered office, which I delivered to Trinity students in our Internship evening in December 2010, which consisted also of presentations from Andrea Pappin of European Movement Ireland (EMI) about internships in the EU and Fiona O'Sullivan from the Department of Justice about her experiences as an intern in the EU. I also delivered the presentation to a small crowd of ELSA members in National University of Ireland Galway (NUIG)-a previous LG of ELSA Ireland, and attended the law careers fair in University College Cork, along with the then SecGen Chris Mills, here we introduced ELSA, and in particular STEP, to students there to a great response. As a result of these activities I received five applications from TCD and UCC students to the traineeships in the Council of Europe, two of which were successful. We also received a number of applications for the general STEP internships, one of which was successful for Summer 2011 but the applicant was unable to take up the place by the time she was notified of her selection.

The newsletter is my main tool of promotion and we circulate it on our mailing lists and through the law schools in Ireland. I have continued to use presentations as they are a good way of getting a lot of information across to many people in one go, however, from my experience in STEP, I have realised that the initial interest in the programme is a lot higher than the number of completed applications that we receive so I have tried to improve the support and assistance given to interested students in the last year or so. I now ensure that information evenings are held in our local groups not just on STEP but on CV and motivation letter writing skills as well and we organise drop-in clinics for students to come and ask questions and get help filling in the application form. The fact that we now have people that have participated in STEP has also proved to be a very useful resource as they have been able to come in and speak to prospective applicants and encourage them to apply.

From August 2011 to May 2012, we had 11 applications for STEP, this is only slightly lower than the ELSA average of 18.667 for this time period and is more applications than 20 other countries in the network. I received 4 more applications after this and we secured 10 applications for the latest STEP newsletter in December/January.

Future Plans

I plan to put together a dedicated STEP team, to add to our current structure of one NG VP STEP and two LG VP STEPers, at our upcoming NCM so that it will be in place for the next board's term. If we want STEP to be fully functioning in Ireland, we need to be able to be as effective at job hunting as I feel we currently are at student hunting and I think that the only way that this is going to happen is if we have a team focused on that goal alone.

I am currently working on trying to secure a STEP internship in Ireland for this year. I am in continued contact with Arthur Cox but they are unsure at the time I write this if they have the resources available this year to offer another internship but they have pledged their continued support of STEP and I am assured that they will definitely participate again, if not in this cycle, in the near future anyway. I am hoping that our relationship with Arthur Cox will have a positive multiplier effect as being able to cite them as a partner in the past lends a lot of legitimacy to us

as an organisation in Ireland, something we have been lacking in previously. As we build up relations with other firms through local group activity, I hope to be able to approach them more solidly for STEP cooperation as well. I am also branching out my search from the traditional law firms to other institutions, such as the Irish Centre for European Law, to build up a relationship with them with the aim of securing an internship in the not too distant future.

We have had significant success in terms of student hunting but of course there is still much improvement that could be achieved with a bit more work and determination. A larger STEP team will ensure that promotional activities are more varied and reach a wider audience. The establishment of new local groups is also vital to the growth of STEP as it will open up new markets for STEP and a whole new pool of potential applicants to tap into!!

Activity Report Vice-President for Marketing

My name is Alexandra English and I have been the Vice President for Marketing for ELSA Ireland since Spring 2012. I am currently a second year L.L.B. student at the National University of Ireland, Maynooth. I have been involved with ELSA since my first year of college, after being encouraged by the Head of the Law Department in NUIM. I was an ordinary member of the local group in Maynooth, and attended a NCM in Autumn 2011. Following this, I became a more active member of my local group, shadowing the VP MKT for ELSA Maynooth. I was then elected as VP MKT for ELSA Ireland last Spring. I did not receive any Transition, and chose to first spend much of my time helping strengthen the current local groups and encouraging interaction between the law departments of the respective local groups. More recently, I have been able to expand my role to attracting new local groups, and identifying and targeting students and universities that would benefit from becoming a part of the ELSA family. I have also been trying to increase the presence of ELSA Ireland on a broader national scale, and ensuring the branding, and marketing portrayed to both local and national members and non-members upholds ELSA's corporate identity and the ELSA vision of a just world in which there is respect for human dignity and cultural diversity.

2010-2012

There was not much done in terms of marketing in the first few years of ELSA Ireland. It consisted primarily of Facebook use, and posters sent out to different colleges. Emails were also sent to various law departments, which in turn helped to establish ELSA Maynooth, one of our two local groups thriving at the moment. While ELSA Trinity had a website, it had not been updated properly in years, and overall ELSA Ireland marketing was kept to a minimum. This has changed this year, as I have been working closely with the VP MKT's elected by the local groups to create a ELSA presence in their respective areas, both online and on the ground.

Promotion

In terms of promotion, the national board has worked tirelessly with both of our local groups to promote ELSA and ELSA events in their respective areas. Posters, powerpoint presentations, videos and even ELSA themed cupcakes have strengthened the ELSA identity within the local groups, and increased their membership. We have worked with the local groups VP MKT's to help them reach as many members and potential members as possible, providing training and help when needed. Each local group has an active facebook, which is linked to the ELSA Ireland facebook, and all are kept updated and are used to make announcements for ELSA events, competitions and supply of promotional materials. We hope to utilise social media tools more effectively through a system of more regular and targeted updates for all events, such as ELSA day.

I have designed presentations, using the ELSA media card, and the ELSA themed powerpoint presentation template, targeted especially at law departments and professors to promote ELSA within the law departments and therefore ensure that they will help in the setting up and sustaining of new local groups within their college or university.

Our overall promotion is linked to various ELSA events, on a local, national, and international scale. It includes face to face presentations, facebook updates, emails, and posters and promotional materials sent out to our local groups to distribute. Such events have included the ELSA's European Human Rights Moot Court Competition, ELSA for Children and STEP among others.

Communication

As a national board we keep in touch with our local groups via facebook, with internal facebook meetings, and also via email, sending out regular updates, which they then send out via their member mailing list. I have also developed a strong relationship with ELSA Maynooth's Student Union, which has afforded ELSA Ireland the opportunity to send our emails, and announcements out in "all-student" mailing lists. This means that any announcements and events, local, national and international, can be seen and accessed by potential future members as well as members already on our own mailing lists. The same procedure is also in place in ELSA Trinity, via our local group there. We have also been offered this through the respective law departments, and intend to use this more resource more regularly.

We also have regular face to face meetings with our local groups, especially recently, when they seem to have been lacking motivation and need some encouragement. I organised a presentation in Maynooth, in which the local group invited members and non members to a talk in which I explained the ELSA vision, ELSA opportunities available to them and arranged for a member of the International Board; Mr Vasco Silva, to have a Skype meeting with those present, in order to encourage and motivate them further.

We are also currently trying to set up more local groups, by contacting various law departments, and arranging meetings with them and students to help them set up local groups in their universities. Most recently, myself and ELSA Ireland's Secretary General have been working to encourage expansion and growth within the ELSA Ireland network, reaching out to different universities to set up meetings with departments and students. I recently was invited to meet U.S. Secretary of State Hilary Clinton at Dublin College University, as a member of the U.S. Embassy Youth Council, and used this opportunity to speak to students about ELSA, and the opportunities its provides. This was particularly successful and we foresee that we will be expanding with a local group in DCU next year.

We have recently set up a twitter account and are currently in the process of developing an ELSA Ireland website. We have had some difficulties in the past, as finding money to fund its production and ensuring that it uphold ELSA's corporate identity, while also being appealing to potential members has been difficult. However, we have contacted those with experience and are hopeful that it will be launched before the end of my term.

Future plans

After a meeting with the Vice President of Marketing on the International Board, I hope to implement a form of market research in the near future. This will allow us to discover exactly what our members want from us, and their perception of ELSA as a whole. This will allow us to target our resources and promotional towards our members more efficiently. I also planning on working with the ELSA Ireland President to find a national partner, and increase our professional relations with law firms in Ireland.

I am also hoping to establish a solid Transition training for all VP MKT's both local and my successor on the National board. This will include complete packs that each VP MKT will receive, which will contain all the basic promotional materials, helpful guides, possible areas to look into and lists of any contacts. This will help them to begin their term with basic knowledge

and ability and allow them to build and develop their own practices quickly. This will ensure a smooth transition between boards.

I also plan to organise a bi-yearly newsletter that showcases our local groups hard work throughout the year, provides information about ELSA worldwide and informs members about upcoming opportunities available to them.

Activity Report for Vice-President for Seminars and Conferences

As our Vice-president for Seminars and Conferences recently resigned from his position. We as a group have written this section regarding the seminars and conferences that ELSA Ireland has undertaken in recent years.

Seminars and Conferences

At a local level, participation and attendance at ELSA seminars and conferences has increased to average between 30-50 for per visit. Some seminars and conferences that have been organised include:

Much of our Seminars and Conferences are organised around current affairs issues. In recent years we have hosted a vast array of conferences dealing with issues such as “women in law”, “children’s rights”, “criminal law and human rights”. This year, ELSA Trinity choose to focus on Euro-Sceptics as their choice for seminars and conferences. At ELSA NUI Maynooth, the group have hosted a Criminal Law Week and a Presidential Week. Both weeks involved a large number of seminars being held regarding the respective topics from leading thinkers in the field such as Justice Micheal Moriarity, Justice Paul Williams and many others. All Seminars and Conferences are detailed on Facebook and academic websites as a means of advertising. Furthermore, we have hosted a number of conferences with other societies on campus such as Transparency International and our fellow Law Societies as a way to increase interest in ELSA and attendance at events. Our largest conference attracted over 500 visitors and a huge media presence. This was held at NUI Maynooth during the Presidential Campaign in 2011. A number of those running for the position of president in Ireland came to do a debate on campus. It was a massive success for ELSA.

We also frequently have seminars where Jane Babb gives talks. Jane currently works for Arthur Cox and was a member of ELSA international. Other seminars have included:

'should Ireland look to Europe for inspiration for political reform?', speakers were -Andrea Pappin, Director of European Movement Ireland.

-Jamie Smyth, Social Affairs correspondent (and former European Affairs correspondent) for The Irish Times

-Roderic O'Gorman, Green Party candidate for Dublin West

-Should the Dail have more power? Dr Eoin Carolan who is an expert in constitutional, administrative and media law issues. He has lectured courses in Constitutional Law, Administrative law and Legal Systems and Methods in the Law School. Eoin has published widely in Ireland and overseas. He has also contributed to a range of media publications, such as The Irish Times, The Week in Politics and Tonight with Vincent Browne.

-Dr.Eoin O'Malley who is a lecturer in political science at the School of Law and Government, Dublin City University. His main area of research is in prime ministers and cabinet government, but he also has an interest in most aspects of Irish politics. His research has been published in international peer-reviewed journals. He is co-editor of Irish Political Studies and is author of Contemporary Ireland (Palgrave 2011) and co-editor of Governing Ireland (IPA 2011).

Eamon Ryan who was elected as Leader of the Green Party in May 2011. He was elected to Dáil Éireann from 2002 - 2011. Prior to his appointment as Minister for Communications, Energy and Natural Resources, he was the Green Party spokesperson for Transport and Enterprise, Trade and Employment and opposition convenor on the Joint Oireachtas Committee for Communication, Marine and Natural Resources.

Activity Report of Vice-President for Academic Activities

Hi I'm Stephanie and I am the VP for AA. I was recently elected to the board and it has been a wonderful experience. I became involved in ELSA through my local group which is ELSA Trinity.

Vice-President for Academic Activities

It has been an honour to work with ELSA Ireland and learn all about the past achievements of ELSA. In relation to academic activities, both local groups have been quite active. The main forms of academic activities include mock interviews and lawyers at work events. For the mock interviews, solicitors from leading law firms were invited to participate and give mock interviews to the students. These events are very successful and there is a high demand for them in all local groups. Other academic activities have included hosting "law firms". Once a year, NUI Maynooth and Trinity would invite along all the major law firms in Ireland as well as other firms who recruit students in the legal field to talk about their law firms and answer students' queries. This has proved quite popular; it has been more popular than organising for students to travel to law firms themselves. This is probably due to the convenience of the situation. Furthermore, ELSA NUI Maynooth organised very successful study revision workshops in line with the law faculty. Students were each assigned a topic to study and had to give presentations and prepare notes in exchange for learning about topics from other students. This was a huge success with almost all first year students involved. Funding for academic activities is usually quite low, however so is the cost as many speakers agree to talk for free and the law faculties generally will assist with costs. It's our aim to get more involved with international events in the coming year.

We are really proud to have been involved with the ELSA for Children project, we had six members involved as well as our national co-ordinator. Those involved came from a variety of institutions around Ireland.

Another achievement that we are extremely proud of is our ELSA Trinity team who won the ELSA Human Rights Moot Court. This is not only something that the committee is extremely proud of but it will also be an excellent marketing tool for us for the coming year.

ELSA Ireland Compliance

As an observer member of the ELSA network, ELSA Ireland has worked hard to ensure compliance at all times with the goals and aims of the network. This year, our aim has been to focus on gaining membership and as a result we have worked through our statutes and standing orders to ensure full compliance with ELSA.

ELSA Ireland was once a very strong network and the people that we have involved in the network at the moment are dedicated, focused and passionate about ELSA and want to see ELSA Ireland as one of the strongest national groups in the network.

We are currently missing one board member, however, our National Council Meeting will be held before ICM Cologne in which we are confident that we will have a strong network with a full committee. We are confident due to the massive surge of interest in ELSA Ireland in recent weeks.

ELSA Ireland is fully compliant with Irish law and we agree to pay our membership fee to the network. Furthermore, in the future we wish to tackle the problem regarding attendance of ELSA Ireland at international events. As the network is aware, international events tend to take place during our exam time here at ELSA Ireland so we hope that when we are given full membership this will be a consideration for the board and furthermore, we are committed to attending events such as KAM and SAM which are held outside of our exam time.

Yours sincerely,

/s/

Claire Finnegan

Legal Status of ELSA Ireland

ELSA Ireland, being an unincorporated association does not have a legal status in Ireland. In order to acquire a legal status, ELSA Ireland would have to:

1. Register as a company limited by guarantee
2. Register as a charity

Both of these options are long and complicated processes. The advantage of pursuing either avenue however is that the association's members are not personally liable for the activities of the association, the association acquires its own legal identity, can purchase assets, employ workers, borrow money etc.

For the purposes of ELSA Ireland neither of these options is necessary. ELSA Ireland can acquire a legal structure by virtue of adopting a Constitution as recommended by the Revenue Commissioners. This has been done on account of the updated and adopted ELSA Ireland Statutes and Standing Orders, to which all members of ELSA Ireland conform. This avenue does not require registration of the association. Other benefits include that this is the most suitable and recommended avenue of legal status for small organisations such as ELSA and the amount of regulatory requirements to which ELSA Ireland has to conform is minimal.

Note – if, in the future ELSA Ireland is to run an event and concerns are raised surrounding potential personal liability, this concern may be addressed by way of adequate insurance cover.

This is the recommended constitution provided by the Revenue Commissioner – to which ELSA Ireland already conforms: www.revenue.ie/en/tax/it/forms/stancons.pdf

Therefore, in conclusion, ELSA Ireland is an organisation in Ireland, is compliant with Irish law, and is eligible to therefore apply for full membership status with ELSA.

STATUES
&
STANDING ORDERS

In force at the end of the 7th National Council Meeting of ELSA Ireland, held in

Trinity College Dublin

23rd March 2013

Authenticated by

Tara Roche

Secretary General

ELSA Ireland

Dublin, 27th February 2013

Preamble

WHEREAS the European Law Students' Association (ELSA) is an independent, non-political and non-profit making international organisation of law students and young lawyers which was founded on 4th May 1981 in Vienna, Austria;

RECALLING that the aims of ELSA are to develop professional and student relations of an international character in the field of law, to prepare its members for professional life in an international environment, to contribute to the exchange of scholarly experience and to stimulate mutual understanding and friendship on the principle of equality of all its members;

CONSCIOUS that continually expanding international relations in the fields of trade and industry, legislation and state administration make growing demands on all professionals, especially lawyers;

REALISING that the European legal professions not only have to recognise the importance of growing international co-operation, but also have to prepare themselves for the demands created by this development;

CONVINCED that in order to satisfy all these demands and to broaden and improve the international aspect of education, practice and exchange, the existence of an international organisation of law students and young lawyers is recommended;

EXPRESSING that within this competence, the supreme aims of ELSA are to encourage and facilitate direct contacts and co-operation, individually and collectively, whether informally or officially, between persons from different states involved in the field of law and to promote the usefulness of foreign legal experience by expanding the knowledge and understanding of the different concepts and solutions to legal questions developed in the member states;

REAFFIRMING, moreover, that ELSA hopes to encourage initial understanding and peaceful co-operation between member states in the spirit of the final act of the OSCE Conference concluded in Helsinki;

THEREFORE the following statutes and standing orders are adopted by ELSA Ireland in order to further these above-mentioned principles and aims, in the spirit of the Statutes and Standing Orders of ELSA.

Scope of Association

Section I – Name

Article 1

This association shall be known as the European Law Students' Association – Ireland, and shall be abbreviated to ELSA Ireland.

Section II – Official Seat

Article 2

The official address of ELSA Ireland is: ELSA Ireland C/O ELSA Trinity, Box 15, The Atrium, Trinity College, Dublin 2, Ireland.

Section III – Aims & Activities

Article 3

ELSA Ireland, in accordance with ELSA International, is a non-political, independent, non-profit making association the aims of which are to promote, establish and develop mutual understanding, co-operation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

Article 3.1

With respect to the realisation of the above aims, ELSA Ireland, in accordance with ELSA International, will be guided by the following philosophy statement:

Vision

A just world in which there is respect for human dignity and cultural diversity

Purpose

To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers

Means

To provide opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation

To assist law students and young lawyers to be internationally minded and professionally skilled

To encourage law students and young lawyers to act for the good of society

Article 3.2

ELSA Ireland shall endeavour to achieve the aims laid down in the Preamble and Statutes of ELSA International, by participating in any field that shall promote those aims. Moreover, the main fields of activity shall be the following, without any priority in order:

The Student Trainee Exchange Programme (STEP), providing opportunities for law students and young lawyers to gain work experience in a foreign legal system while learning about other cultures.

Seminars and Conferences (S&C) involving the acquisition of knowledge through exposure to professionals and foreign cultures.

Academic Activities (AA) involving the development of legal knowledge through guided practical activities.

Structure of Organisation

Section IV – Organisation

Article 4

To achieve the said aims and activities ELSA Ireland is organised on two levels: local and national.

On a local level ELSA Ireland is organised in local groups, in conformity with the legal order permitted by Irish law and subscribing themselves to the aims and activities of ELSA. Local groups are bound to respect any decisions taken in accordance with these Statutes.

On a national level ELSA Ireland is organised in a national group. The national group shall represent ELSA nationally and represent local groups in the international network.

Section V - Organs of ELSA Ireland

Article 5

There are established as the principle organs of ELSA Ireland:

- (i) The National Council Meeting

(ii) The National Board

The National Council Meeting

Section VI - The National Council Meeting

Article 6

The National Council Meeting is the supreme decision making organ of ELSA Ireland, the decisions of which are binding on the National Board and ELSA Ireland network as defined in Article 4 of these statutes.

The Council shall decide on any questions or matters within the scope of the present Statutes and Standing Orders except for those assigned to other organs by these same Statutes and Standing Orders.

A Council decision may only be overturned by a subsequent Council decision.

Article 6.1

The National Council Meeting in ordinary session shall convene twice a year, preferably in spring and autumn, but ultimately on the dates established by the National Board.

Article 6.2

The Spring National Council Meeting's main tasks are to: -

- a. discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;
- b. review and approve the interim activity reports of the National Board members presented at that Council Meeting;
- c. approve the interim accounts presented by the treasurer; d. review and re-approve the budget that was approved in the Autumn National Council Meeting;
- e. elect the National Board members for the following term of office;
- f. appoint auditors for the purposes of Article 44 of these Statutes.

Article 6.2.1

The Autumn National Council Meeting's main tasks are to: -

- a. discuss and decide about any questions or matters within the scope of the present Statutes and Standing Orders;
- b. review and approve the annual activity reports of the National Board members presented at that National Council Meeting;
- c. approve the accounts and the auditor's report and relieve the outgoing National Board from their responsibilities;
- d. review and approve the budget presented by the treasurer;

- e. elect National Board members to vacant posts on the Board in accordance with the provision of Article 34 of these Statutes;
- f. discuss and approve the One-Year Operational Plan (OYOP) presented by the board-elect.

Article 6.3 – Summoning of the National Council Meeting

The National Board shall inform all members of ELSA Ireland that a National Council Meeting is to be held, by forwarding an agenda (by post or by electronic mail) of such meeting by not later than seven (7) running days prior to the established date.

It is provided that together with the agenda of the National Council Meeting there shall also be included a call for nominations for the elections to be held during that National Council Meeting.

Article 6.4 - Quorum

A National Council Meeting is only fully competent when it has been summoned in accordance with these Statutes and a quorum is reached whereby at least one-third of all members of ELSA Ireland are present:

It is provided that where the number of members specified above is not reached, the Council shall be fully competent within half an hour (30 minutes) of the appointed time.

Article 6.5 – Attendance Rights

All those who are members of Members or Observers of ELSA Ireland, in accordance with these statutes, have the right to attend National Council Meetings, but only Members may vote at such Meetings.

All those possessing the right to attend National Council Meetings shall have the right of audience.

The National Board shall have the right to invite certain guests to attend the National Council Meetings.

Article 6.6 – Voting Rights

The National Board whose activity reports are being reviewed for approval shall not be permitted to participate in any vote that is to be taken regarding such reports during the National Council Meetings.

They shall, however, be permitted to vote on any other issue except that provided for in Article 6.2.1 (ii) (c) of these Statutes.

Except in the cases where the contrary is indicated by these Statutes, decisions by the Council shall be determined by a majority of the votes cast.

Article 6.7 – Extraordinary National Council Meetings

There may also be Extraordinary National Council Meetings if requested by the National Board or by at least one-third of all members communicating such a need to the National Board, which will then be bound to convene an Extraordinary National Council Meeting within sixteen (16) days of such decision or request, in accordance with the procedures laid down for a Council Meeting, in Article 6.3 of these statutes.

The National Board

Section VII - The National Board of ELSA Ireland

Article 7 – Role of the National Board

The National Board is to be the supreme executive body of ELSA Ireland, whose tasks are to carry out the decisions of the Council Meeting, to promote the aims and efficiency of ELSA Ireland, to represent ELSA Ireland, and to ensure that all is run in accordance with these Statutes, Standing Orders, guidelines and policies of ELSA International.

The National Board shall be accountable to the National Council Meeting for its actions and decisions.

Article 8 – Composition of the National Board

The National Board shall consist of the following posts: -

The President

The Secretary General

The Treasurer

The Vice-President for Academic Activities

The Vice-President for Marketing

The Vice-President for Seminars and Conferences

The Vice-President for the Student Trainee Exchange Programme

Article 9 – Right to Sign Agreements

The President of the National Board or any other person nominated to that effect by the National Board, has the right to sign agreements on behalf of ELSA Ireland, where it has been agreed by the National Board that such agreement should be entered into.

The changeover of responsibilities, as well as the changeover of the ability to sign agreements on behalf of ELSA Ireland, shall take place no later than seven (7) days after the election of the board-elect at the Spring National Council Meeting. This changeover should take place in writing, signed by the members of the incumbent Board as well as the board-elect, and shall be

kept on file by the Secretary General of the board-elect. Thereafter, the incumbent Board members are no longer considered to be officers of the Board of ELSA Ireland and the board-elect shall be deemed to be the sole and only Board of ELSA Ireland.

Article 10 – Appointment of Directors and Organising Committees

The National Board may appoint any person to carry out a specific task and will be accountable to the National Council Meeting for the activities of this person.

The National Board may empower one of the Board Members to form an Organising Committee for the carrying out of a particular task; that Board Member shall possess discretion in the composition of that Organising Committee and the National Board will be accountable to the National Council Meeting for the activities of this Organising Committee.

Members & Observers

Section VIII – Observers

Article 11

An initiator group is a group present at a law faculty, or law students and young lawyers, that has formed within a third level institution in Ireland.

An initiator group, which supports the aims and activities of ELSA, may become an Observer of ELSA Ireland provided the following requirements are met:

- (i) in the University or institution of the initiator group that is applying for Observership there is no existing Member or Observer; and
- (ii) a written application for Observership is submitted to the National Board in which the local organisation states that it supports the aims and activities of ELSA; and
- (iii) the local organisation submits its Statutes and Standing Orders or Constitution to the National Board and these documents are compatible with those of ELSA; and
- (iv) the application for Observership is approved at a National Council Meeting with a two thirds majority.

An initiator group must submit an application for Observership to the National Board not less than the required amount of days, set by the National Board and found in Article 19 of the Standing Orders, prior to the National Council Meeting.

Section IX – Members

Article 12

Membership of ELSA Ireland is open to Observers of ELSA Ireland that have proved to support and work for the aims and activities of ELSA providing the following conditions are met:

- (i) the Observer can apply for Membership no earlier than at the second National Council Meeting immediately following the Council Meeting where the status of Observership was attained; and
- (ii) a written application for Membership is submitted to the National Board in which the Observer states the methods and means by which it has been supporting the aims and activities of ELSA thus far; and
- (iii) the Observer submits its Statutes and Standing Orders or Constitution to the National Board and these documents are compatible with those of ELSA; and
- (iv) the application for Membership is approved by the National Council Meeting with a two thirds majority.

An Observer group must submit an application for Membership to the National Board not less than the required amount of days, set by the National Board and found in Article 19 of the Standing Orders, prior to the National Council Meeting.

Section X – Demotion

Article 13

Members of ELSA Ireland can be demoted to Observers of ELSA Ireland with a two third majority vote by the National Council Meeting if that Member has either:

- (i) not paid any of the fees or amounts due to ELSA Ireland for two (2) consecutive National Council Meetings; or
- (ii) ceased to support the aims and core activities of ELSA.

Section XI – Termination

Article 14

Membership or Observership immediately ends if:

- (i) an Observer did not apply for Membership or was rejected as Member for four (4) consecutive National Council Meetings following the National Council Meeting at which the Observer can first apply for Membership;
- (ii) a Member or Observer notifies the National Board in writing that it wishes to terminate its Membership or Observership;
- (iii) a Member or Observer is expelled in accordance with Article 15 of these Statutes.

Section XII– Expulsion

Article 15

A Member or Observer can be expelled from ELSA Ireland on a two-thirds majority vote by the Council if that Member or Observer has either:

- (i) violated these Statutes, the Standing Orders, decisions taken by National Council Meeting or the interests of ELSA; or
- (ii) not paid any fees or amounts due to ELSA Ireland referred to in Article 16 for four (4) consecutive National Council Meetings; or
- (iii) caused considerable harm to ELSA Ireland, any of its Members or Observers or anyone within their responsibility; or
- (iv) ceased to support the aims and activities of ELSA Ireland or to otherwise satisfy the requirements of Article 3 and 4 above; or
- (v) ceased to take appropriate measures in case anyone within the Member's or Observer's responsibility violates point i, iii, and iv above.

Section XIII – Fees for Observers and Members

Article 16

Observers and Members must pay fees, to be decided at the Autumn National Council Meeting, annually to ELSA Ireland.

These fees must be paid no later than one (1) month after the Treasurer sends out an invoice for fees.

The Treasurer must send out an invoice for fees no later than seven (7) days after the Autumn National Council Meeting.

Section IVXX – Membership

Article 17

Members of ELSA Ireland shall constitute such Local Groups as have been successful in obtaining Membership of ELSA Ireland in accordance with these Statutes and Standing Orders.

Article 17.1

Until such time as there are in existence three (3) Members of ELSA Ireland as outlined in Article 11, all ordinary members of Observer Local Groups in ELSA Ireland shall have a right to vote. Thereafter each Member of ELSA Ireland will exercise three (3) votes in respect of any matter under these Statutes and Standing Orders calling for a vote.

Article 17.2

It is provided that no memberships shall be issued or renewed at any moment following the commencement of a National Council Meeting, and until it is brought to a close.

Article 18 – Honorary Membership

An invitation of honorary membership may be extended to a person so proposed if:

- (i) the proposal is submitted by any member of ELSA Ireland; and
- (ii) the proposal is passed by the National Council Meeting by way of vote; which
- (iii) is of not less than two thirds majority

The Electoral Process

Section XV - The Electoral Process

Article 19

To be eligible for a post on the National Board a person must be nominated and seconded in accordance with Article 11 of the Standing orders of ELSA Ireland on a Nomination Sheet.

Each candidate has the right to contest up to two posts on the ELSA Ireland National Board.

Article 20

Nominations of candidates contesting elections for the posts on the National Board, as stipulated in Article 22 of these Statutes, shall be submitted to the Secretary General of ELSA Ireland.

It is provided that if the Secretary General intends to contest elections, the National Board shall appoint any other person to receive such nominations, so long as such person is not contesting the elections.

Nominations will be received at any time between notification of the National Council Meeting according to Article 12 of the Statutes and 24 hours prior to the appointed time for this National Council Meeting.

Article 21

The elections will be held during the Spring National Council Meeting and will start with the reading out of all nominations, by the Chairman of the National Council Meeting.

It is provided that if at the time of the Autumn National Council Meeting, a post on the National Board shall be vacant, an election may take place for the purpose of filling the vacant post, and in accordance with the statutory provisions regulating the election of the members of the National Board.

Article 22 – Voting Process

Each candidate shall be given time for a short presentation to the Council regarding the post/s that such candidate is contesting. After each presentation the Council shall be given opportunity to question the candidate.

Once all the presentations are made the Council shall proceed to vote on the various posts. The voting must occur by way of secret ballot on ballot sheets purposely prepared by the Secretary General of ELSA Ireland.

One ballot sheet including all the posts on the board and the names of each candidate contesting these posts shall be handed over to each Member present and voting at the Spring National Council Meeting, shall then vote by indicating the candidate of their preference for each respective post on the ballot sheet.

It is provided that if a candidate is contesting more than one post, such person may only be indicated once on the ballot sheet. In default, the vote will be considered invalid.

A person will be elected to the National Board if he/she obtains a majority of the votes cast.

Section XVI – Positions on the National Board

Article 23 – Vacancies following Election

If a post on the National Board remains vacant after regular elections, the other newly elected National Board members will be jointly responsible for the activities of the vacant National Board post until the next National Council Meeting, whereupon an election for the post in question shall be held. Such election will last until the end of the current term of the National Board.

This does not however affect the right of the National Board to appoint a person to perform the said duties.

Article 24 – Resignation from National Board

If a National Board Member resigns from his or her place on the National Board, the vacated post shall remain vacant until the next elections and it will be the responsibility of the other National Board Members to perform the duties pertaining to the vacant post.

This does not however affect the right of the National Board to appoint a person to perform the said duties, as provided for under Article 30 of these Statutes.

Article 25 – Dismissal from the National Board

A National Board member may be dismissed by a National Council Meeting by a majority of two-thirds of the votes cast, if either: -

- (i) that Board Member does not satisfactorily perform his/her tasks; or
- (ii) that Board member violates these Statutes, the Standing Orders or the interests of ELSA Ireland;
- (iii) that Board member acts in any way that is detrimental to the name and image of ELSA as an international organisation.

Finance

Section XVII – Source of Funding

Article 26

The costs of running the activities of ELSA Ireland are to be funded by annual membership fees, sales and advertisements, any levies approved by the National and International Council Meetings, fund-raising from private and public bodies and organisations, public subsidies and donations, whether in cash or in kind, provided, however, that such funds must not be accepted if they are tied to conditions contrary to the aims and principles of ELSA and ELSA Ireland or if they are not in the interests of ELSA and ELSA Ireland.

Article 27 - Annual Membership Fee

Each Member of ELSA Ireland is obliged to pay an annual membership fee, established by the National Board from time to time, valid from the beginning of the academic year to the beginning of the following academic year.

Article 28 – Management of Funds

All funds raised for the benefit of, or payable to, ELSA Ireland, shall be managed by the Treasurer.

Without prejudice to the foregoing section, the Secretary General of ELSA Ireland shall be responsible for the administration of memberships, and together with the Treasurer, shall be jointly responsible for the collection of membership fees.

Article 29 – The Financial Year

The financial year of ELSA Ireland shall be from the 1st June to the 31st May.

Section XVIII – Account Management

Article 30 – Presentation of Accounts

Interim accounts are to be presented by the treasurer to the Spring National Council Meeting.

Final accounts are to be presented by the Treasurer at the Autumn National Council Meeting and are to have been approved by the auditor who is to have been appointed by the Spring National Council Meeting.

Article 31 – Presentation of Budget

The Treasurer of ELSA Ireland is to submit a budget for the following financial year to the Autumn National Council Meeting after having worked on it with the Treasurer of the board-elect.

The Autumn National Council Meeting is to decide upon this Budget, which is to be revised in the following Spring National Council Meeting.

Section XIX – Bank Account

Article 32 – Bank Account Signatories

The bank account of ELSA Ireland is to have as signatories:

- (i) the President,
- (ii) the Secretary General, and
- (iii) the Treasurer.

Funds may not be withdrawn from the bank account with fewer than two (2) of their signatures, and funds may only be withdrawn by means of cheque.

Article 33 – Changeover of Signatories

Following the election of a National Board-elect at the Spring National Council Meeting, the changeover of signatories on the account is to be completed no later than seven (7) days after the conclusion of the Spring National Council Meeting.

The incumbent office-holders will be personally liable for any costs associated with a changeover of account after the expiration of this seven (7) day period.

Article 34 – Account Status

ELSA Ireland may hold only a checking account accessed by means of a cheque book and deposit book, and it may neither have an overdraft facility nor a credit facility with any financial institution.

Statutes & Standing Orders

Section XX - Standing Orders

Article 35

The National Council Meeting will further regulate the internal affairs of ELSA Ireland in its Standing Orders.

In the event of any conflict, the Statutes are to take precedence over the Standing Orders.

Section XXI - Amendment of Statutes and Standing Orders

Article 36

Any proposed amendment or addition to these Statutes or Standing Orders is to be sent to the National Board at least three (3) running days before the National Council Meeting.

Article 37

Any amendments or additions to these Statutes and Standing Orders may be made if supported by two-thirds of the members present and voting; with the exception of this Article 49 and Article 50 which require a four-fifths majority of members present and voting in order to be amended.

Article 38

Any amendments to these Statutes and Standing Orders come into force at the end of the National Council Meeting during which they were accepted, unless the National Council Meeting decides otherwise.

Dissolution & Liquidation

Section XXII - Dissolution and Liquidation

Article 39 - Dissolution

ELSA Ireland may be dissolved by way of unanimous decision of the National Council Meeting.

In order to be valid, a decision by the National Council Meeting to dissolve ELSA must be preceded by a proposal to that effect on the Council Meeting agenda.

It is provided that such dissolution and liquidation is communicated to the International Board of ELSA in due course; in this manner ELSA Ireland will withdraw its membership from ELSA.

Article 40 - Liquidation

The National Council Meeting, upon a decision to dissolve ELSA Ireland, shall elect two liquidators and shall decide about the destination of the net assets and property of ELSA Ireland, if any.

Article 41

The liquidators appointed by the National Council Meeting as specified in the Statutes, shall make an inventory of all assets, property, debtors and creditors of ELSA Ireland, claim outstanding debts and pay debts due, they shall thereafter divide the net assets and property according to the directions given by the National Council Meeting.

Standing Orders

In order to clarify and explain the statutes of ELSA Ireland, the members thereof agree to adopt the following Standing Orders:

The National Council Meeting

Section I - The National Council Meeting

Article 1

A National Council Meeting is opened by the President of ELSA Ireland, or any other person authorised by him/her to do so.

Article 2 – Appointment of Officers

After the opening of the National Council Meeting, the following officers are appointed:-

- (i) Chairperson
- (ii) Secretary
- (iii) Two tellers

Article 3 – Roles of Officers

The role of the Chairperson of the National Council Meeting is to ensure that the National Council Meeting agenda is respected and adhered to, to invite persons to address the National Council Meeting, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to bring the meeting to order and to resolve any question concerning the procedure of the National Council Meeting;

It is provided that he/she shall also possess, where it is necessary for him/her to fulfil the above-mentioned duties, the power to expel anybody from the National Council Meeting.

The role of the tellers of the National Council Meeting shall be to verify the number of members present and voting at any time during such meeting, to count the number of votes cast, to compare the results of the counting process and inform the Chairman of the result.

Article 4 – Adoption of Agenda

After the appointment of the officers of the National Council Meeting, the agenda as proposed by the national Board, shall be accepted and adopted, although it may, where necessary, be amended by a majority vote.

Where the National Council Meeting deems fit, by a simple majority, any reports or minutes may be taken as read.

Article 5 – Voting Procedure in Relation to Statutes & Standing Orders

The voting procedure for any proposals, motions, amendments or additions to the Statutes and Standing Orders shall be as follows:-

(i) the Chairperson shall ask for any arguments in favour or against the proposal, motion, amendment or addition to be presented, as well as any proposed amendments thereto; following a list of speakers, he/she shall possess discretion whether or not to call for speakers subsequently;

(ii) if any amendments thereto are proposed, the Chairperson shall ask the Council to vote on the amendments. The Chairperson shall ask for votes in favour, against and abstentions, and will announce the result of the vote;

(iii) the original proposal, motion, amendment or addition and any amendment thereto, which has been accepted, will then be proposed to the Council for voting, the same process as above being adopted.

(iv) if there are two or more proposals, amendments, motions, or additions, regarding the same issue and none of them obtains an absolute majority in the first vote, the Chairperson may ask for a new vote on the two proposals, amendments, motions or additions that obtained the highest number of votes.

Any member present and voting at the National Council Meeting may request that a secret vote be taken. In all other cases, voting in the National Council Meeting will be carried out by a show of hands.

Article 6

No member of ELSA Ireland shall be permitted to enter or leave the National Council

Meeting whilst any matter that is to be put to a vote is being discussed and during the vote thereon.

Article 7 – Effect of Council Decisions

Council decisions, including amendments to the Statutes and Standing Orders come into force at the end of the National Council Meeting during which they were made, unless the National Council Meeting decides, by a four-fifths majority of members present and voting, to the contrary.

Article 8 – Working Materials

All reports by National Board members, as well as copies of these Statutes and Standing Orders and minutes of the previous National Council Meeting, are to be made available to all members during the National Council Meeting.

National Council Meeting working materials, which must be read at the beginning of every National Council Meeting, are to include:-

- (i) National Board members' reports;
- (ii) any other report submitted to the National Council Meeting;
- (iii) all proposals, motions, amendments and additions submitted to the National Council Meeting together with the results of the voting process;
- (iv) any other documents deemed to be necessary by the Secretary General.

It is provided that in the Autumn National Council Meeting the minutes shall also include the Auditor's Report.

Article 9 – National Council Meeting Minutes

The National Council Meeting minutes are to be drawn up by the Secretary General in conjunction with the secretary appointed by the National Council Meeting. It is not permitted that the Secretary General be appointed secretary of the National Council Meeting.

Article 10 – Extraordinary National Council Meeting

Where it appears necessary for the efficient running of ELSA Ireland, the National Board shall call an extraordinary National Council Meeting for the purposes of the stipulations mentioned hereunder, and if this necessity arises during a National Council Meeting, that National Council Meeting itself shall, by a majority of four-fifths of the members present and voting, be able to suspend these Statutes and Standing Orders for a specific period of time established by the National Council Meeting, in order to enable proceedings. Such a vote shall be called for at the discretion of the Chairperson.

The National Board

Section II – The National Board

Article 11 – Status of National Board Contestants

A person contesting for a post on the National Board must be nominated and seconded by any paid-up members of a Member or Observer of ELSA Ireland;

Such person contesting must have been a paid-up member of a Member or Observer of ELSA Ireland for a period of two months prior to the date of the nominations.

Article 12 – Non Political Affiliation of Board Members

No person who holds an executive post on a board or committee of a political movement will be permitted to hold a post on the National Board of ELSA Ireland.

Article 13 – The President of ELSA Ireland

The President is in charge of the overall co-ordination of ELSA Ireland work, planning and direction of the work of the National Council Meeting and the National Board.

The President is the Chairperson of the National Board.

The President has the supreme right to represent ELSA Ireland. In default of this, the remaining board members will themselves appoint an acting President.

Where the President is to be temporarily unable to fulfil the functions of his office, he shall appoint another Board Member to fulfil these duties.

Article 14 – The Secretary General of ELSA Ireland

The Secretary General shall act as the Secretary of the National Board meetings.

The Secretary General is *inter alia* in charge of the internal management of ELSA Ireland, responsible for human resources and responsible for ensuring ELSA Ireland is fully compliant with these statutes and standing orders.

Article 15 – The Treasurer of ELSA Ireland

The Treasurer is in charge of the finances of ELSA Ireland, being responsible for book-keeping, preparation of the accounts, property, payments and fund-raising, as is specified elsewhere in these Statutes and Standing Orders.

The Treasurer shall be responsible for billing and collecting the annual membership fees together with any other amounts due to ELSA Ireland.

Article 16 – Other Officers of the National Board

The other officers serving on the National Board are responsible for the overall planning, co-ordination and supervision of their fields of activity; they are responsible for the propagation and execution of the specific programmes and projects that the Council Meeting initiated within their field of activity.

Article 17 - Appointment of Directors

When appointing a person in terms of Article 10 of the Statutes of ELSA Ireland, the Secretary General, in the name of the National Board shall deliver a letter to the appointee, which letter shall contain the following:

- a. the name and surname of the appointee;
- b. the title of the post;
- c. a description of the tasks assigned;
- d. the term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;
- e. the name of the National Board member responsible for the appointee; the accountability of the National Board towards the National Council Meeting remaining unaffected.

Upon termination of office, appointees shall present the National Board with a written report of their performance.

Article 18 – Appointment of Organising Committee

When appointing an Organising Committee in terms of Article 10 of the Statutes of ELSA Ireland, the relevant Board Member shall present the National Board with a list of names and surnames of all the persons constituting this Organising Committee, together with a general description of the tasks assigned.

The relevant Board Member, in the name of the National Board, shall deliver a letter to the appointees, which letter shall contain the following:

- a. the name and surname of the appointee;
- b. the title of the post;
- c. a description of the tasks assigned;
- d. the term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;
- e. the name of the Board member responsible for the appointee; the accountability of the National Board towards the National Council Meeting remaining unaffected.

Upon termination of office, appointees shall present the National Board with a written report of their performance.

Members & Observers

Section III - Organisation

Article 19

Any application for Membership or Observership as referred to in Articles 11 and 12 of the Statutes must be submitted to the National Board at least seven (7) days prior to the opening of a National Council Meeting.

Article 20 – Observership Application Documents

An application for Observership must include the documents referred to in Article 11 (ii) and Article 11 (iii) of the Statutes.

The written application referred in Article 11 (ii) of the Statutes must include:

- (i) a declaration by means of which the applicant group expresses its commitment to the aims and activities of ELSA and its will to become an Observer;
- (ii) a report stating by whom the state of the organisation that is applying for Observership is recognised.

Article 21 – Membership Application Documents

An application for Membership must include the documents referred to in Article 12 (ii) and

Article 12 (iii) of the Statutes.

The written application referred in Article 12 (ii) of the Statutes must include:

- (i) a declaration in which the applicant group expresses its commitment to the aims and activities of ELSA and its will to become a Member;
- (ii) a report stating the applicant group's activities during its period as an Observer;
- (iii) a report on the organisational structure of the Observer that is applying for Membership, including guarantees for continuity;
- (iv) a report stating by whom the state of the organisation that is applying for Membership is recognised.

Article 22 – Recommendations by the National Board

The National Board shall recommend to the National Council Meeting whether to accept or decline an application for Observership or Membership. The National Board shall consider the organisation's statutes' or constitution's compliance with the Statutes and Standing Orders of ELSA and shall present a report regarding this to the Council.

Article 23 – Termination of Membership

A termination of Membership as referred to in Article 8 (ii) of the Statutes shall be effective when the National Board receives either:

- (i) a written notification, signed by all elected Board Members, of the decision stating the intention of termination taken in accordance with the Member's or Observer's Statutes;
- or
- (ii) a notification of the Member's or Observer's dissolution, as decided by the Local Council of the Member or Observer in accordance with its Statutes; or
- (iii) a notification of the Member or Observer's dissolution, as decided by an administrative decision-maker whereby the dissolution takes effect according to the rules of the institution in which the Local Group is established.

Article 24 – Validity of Demotion or Expulsion

In order for a demotion or expulsion to be valid in accordance with Article 13 and Article 15 of the Statutes, the Member or Observer must be given adequate opportunity to explain its acts and to reply to any allegation made against it.

The National Board must prove to the National Council Meeting that a letter of invitation was sent to the Member or Observer no later than ten (10) days before the National Council Meeting, thereby giving it adequate opportunity to attend the Meeting and defend itself.

International Finance

Section IV – International Finance

Article 25

ELSA Ireland shall pay the annual membership fee as established from time to time by the International Council of ELSA at International Council Meetings.

Article 26

ELSA Ireland shall ensure that where fees of levies are due to ELSA International as a result of any of the members of ELSA Ireland participating in any international event, these fees of levies will be paid to ELSA International.

ANNEXES

Annex 1 – Interim Accounts of ELSA International 2012/2013

Treasurer's Report

Overview of the financial situation

After the first half of the term 2012/2013 the financial situation of ELSA International is stable. During the reporting period in question cash and deposits of the association have been sufficient to cover short term liabilities at any given moment. The return of the Youth in Action operational grant 2010 remains as the only major external debt of ELSA International. This debt has been shortened with a EUR 7,000.00 instalment but due to accumulated interest the balance of the return remains at EUR 13,000.00.

Receivables from both Members and Externals form a significant part of the assets of the association. The levels of both receivables are particularly high at the closing date of the first interim period due to on-going invoicing processes of ELSA Online Fee from Members, Moot Court fees from participating teams and several big partnership contributions from Externals. Severely overdue receivables amount to roughly one fourth of the Receivables from Externals and two-thirds of Receivables from Members.

A significant amount of current assets of ELSA International are in the possession of the association due to prepayments of grants. These assets are conditional income and require the final reports to be completed before they can be considered unlimited equity. The largest payment at the closing of the interim accounts is the EUR 21,600.00 Youth in Action 2011 operational grant, which is pending for the approval of the final report of the grant.

The profit of EUR 58,235.80, realized at closing of the reporting period, is very large due to the stage of on-going projects. Historically this is a normal phenomenon in the interim accounts of ELSA International and the profit tends to balance out towards the end of the term when major expenses of the on-going projects occur.

Significant changes in income and expenditures

All items of the general income have developed as expected considering the time of the term. On project income, the partnership income of EMC² is lower than expected and will not reach the budgeted level. The HRMCC Final Oral Round participation fee income will also remain under the original estimation due to the additional grant of EUR 15,632.00 provided through Council of Europe by voluntary contributions of CoE Member Countries. This contribution will only show on the grant income of the competition once ELSA International reports the expenses, because it will be transferred against receipts. There are no other significant changes in the project income.

The financing expenses are larger than expected due to the omission of the interest expenses of the return of the Youth in Action operational grant 2010 from the annual budget of the association.

The expenses related to the ELSA House are overall developing as planned. Minor savings compared to the budgeted expenditure were achieved in electricity and repairs. Miscellaneous office and communication expenditures have been in accordance with the annual budget. Travel and meeting attendance expenditures have also been within the budget limits except for the fall ICM, which was 30% more expensive than estimated. Other deviations from the budget are the loss of one of the International Board laptops due to theft and additional unforeseen expenses related to the previous financial year, which exceeded the budget estimate of the ICM Batumi by 40%. The development of the online system should be treated as construction of asset according to IFRS and thus, the expenditure planned during the ICM Batumi will not take place as such in profit and loss statement.

Project expenses are accumulating as expected considering the time of the financial year. HRMCC expenses are taking place in January-February while the majority of the EMC² Final Oral Round expenses only occur later in the spring.

Prognosis for the following reporting period

The most important financial questions regarding the rest of the term 2012/2013 as well as the following term 2013/2014 are the results of the pending operational grant applications for the Youth in Action and European Youth Foundation grant as well as the pending decision of the final balance of the Youth in Action operational grant for 2011. The results of these grants will have a huge impact on the finances of ELSA International in either positive or negative way.

The major projects of ELSA International, HRMCC and EMC², are still to take place this year. The International Board has prepared project budgets for these events and they should not pose significant unforeseen changes to the annual budget.

In addition to the grant funding, new sources for private external income would be beneficial to maintain the diversity concerning the financing of ELSA International and provide security against dependency on grants, individual partnerships discontinuing and fluctuations in the advertisement income. Overall, the rest of the term 2012/2013 seems to be financially secured should no major grant-related problems arise.

Sincerely,



Alpo Olavi Lahtinen
Treasurer 2012/2013

Balance Sheet

ASSETS	31/01/2013	31/01/2012
Current Assets		
Cash at bank and in hand		
Current Account	27,055.08	30,611.08
EMCC Bank Account	13,974.51	13,879.49
PayPal	2,169.28	897.93
Petty Cash	214.35	1,674.88
Rent Deposit Account	14,263.52	14,139.28
Savings Account	7,581.96	5,533.34
Total Cash at bank and in hand	65,258.70	66,736.00
Accounts Receivable		
Receivables from Externals	35,894.21	19,811.49
Receivables from Members	19,661.84	16,493.62
Total Accounts Receivable	55,556.05	36,305.11
Total Current Assets	120,814.75	103,041.11
Fixed Assets		
Assets Under Construction	1,600.00	50,000.00
Software and Licenses	928.16	853.78
Office Equipment	5,044.37	5,962.06
Total Fixed Assets	7,572.53	56,815.84
TOTAL ASSETS	128,387.28	159,856.95

LIABILITIES & EQUITY	31/01/2013	31/01/2012
Liabilities		
Accounts Payable	12,495.77	2,766.54
Credit Card	2,735.32	400.66
Deferred Revenue	11,961.05	0.00
Payable for EDF	31,736.41	25,649.55
Provisions	4,602.55	19,398.32
Total Liabilities	63,531.10	48,215.07
Capital and Reserves		
Prior Period Adjustment	927.23	0.00
Restricted Funds	31,600.00	40,944.00
Unrestricted Past Surplus	-25,906.85	12,957.75
Profit for the Year	58,235.80	57,740.13
Total Capital and Reserves	64,856.18	111,641.88
TOTAL LIABILITIES & EQUITY	128,387.28	159,856.95

Profit and Loss Account

INCOME	01/08/2012 - 31/01/2013	Budget rev. Batumi	Difference
Finance Income			
<u>Bank Interest</u>	<u>213.33</u>	<u>400.00</u>	<u>-186.67</u>
Total Finance Income	213.33	400.00	-186.67
General Income			
<u>ELS Contribution</u>	<u>130.00</u>	<u>2,000.00</u>	<u>-1,870.00</u>
<u>Grants</u>	<u>0.00</u>	<u>3,000.00</u>	<u>-3,000.00</u>
<u>Income from Members</u>			
ELSA ONLINE Fee	15,000.00	15,000.00	0.00
Membership Fee	18,000.01	18,000.00	0.01
Observer Administration Fee	250.00	250.00	0.00
<u>Total Income from Members</u>	<u>33,250.01</u>	<u>33,250.00</u>	<u>0.01</u>
<u>Marketing Income</u>			
Online Advertisement Sales	15,295.44	18,700.00	-3,404.56
Synergy Autumn Edition	13,160.00	13,200.00	-40.00
Synergy Spring Edition	0.00	20,000.00	-20,000.00
<u>Total Marketing Income</u>	<u>28,455.44</u>	<u>51,900.00</u>	<u>-23,444.56</u>
<u>Partnership Income</u>	<u>35,209.68</u>	<u>32,500.00</u>	<u>2,709.68</u>
<u>Uncategorized Income</u>	<u>10.00</u>	<u>600.00</u>	<u>-590.00</u>
Total General Income	97,055.13	123,250.00	-26,194.87
Project Income			
<u>Christmas Cocktail</u>	<u>675.00</u>	<u>0.00</u>	<u>675.00</u>
<u>EMCC Income</u>			
EMCC FOR Participation Fee	0.00	16,000.00	-16,000.00
EMCC Registration Fee	17,700.00	16,500.00	1,200.00
EMCC Sponsorship	5,525.92	21,000.00	-15,474.08
<u>Total EMCC Income</u>	<u>23,225.92</u>	<u>53,500.00</u>	<u>-30,274.08</u>
<u>HRMCC Income</u>			
HRMCC FOR Participation Fee	11,700.00	15,500.00	-3,800.00
HRMCC Grant Income	10,000.00	10,000.00	0.00
<u>Total HRMCC Income</u>	<u>21,700.00</u>	<u>25,500.00</u>	<u>-3,800.00</u>
<u>Visits to the House Income</u>	<u>1,370.00</u>	<u>2,000.00</u>	<u>-630.00</u>
<u>Transition BBQ Income</u>	<u>0.00</u>	<u>900.00</u>	<u>-900.00</u>
Total Project Income	46,970.92	81,900.00	-34,929.08
TOTAL INCOME	144,239.38	205,550.00	-61,310.62
Gross Profit	144,239.38	205,550.00	-61,310.62

EXPENSE	01/08/2012 - 31/01/2013	Budget rev. Batumi	Difference
Financial Expenses			
Bank Charges	170.46	300.00	-129.54
Interest Expense	625.83	0.00	625.83
Total Financial Expenses	796.29	300.00	496.29
General Expense			
Annual Report	0.00	500.00	-500.00
Depreciation Expense	1,011.86	2,000.00	-988.14
ELSA House			
Electricity	1,223.96	3,300.00	-2,076.04
Heating	1,551.61	3,000.00	-1,448.39
Insurance	294.44	430.00	-135.56
Rent of House	14,354.28	29,000.00	-14,645.72
Repairs	20.85	1,000.00	-979.15
Water	557.64	800.00	-242.36
Total ELSA House	18,002.78	37,530.00	-19,527.22
ELSA Online	0.00	4,000.00	-4,000.00
Impairment Loss	780.05	0.00	780.05
Internal Audit	1,560.76	2,000.00	-439.24
Internal Meetings			
Autumn ICM	3,771.88	2,900.00	871.88
Other Internal Meetings	1,851.30	2,000.00	-148.70
Spring ICM	316.00	1,700.00	-1,384.00
Total Internal Meetings	5,939.18	6,600.00	-660.82
International Board Allowance	16,800.00	28,800.00	-12,000.00
Marketing Expense			
General Marketing Expense	0.00	1,000.00	-1,000.00
Synergy Autumn Edition	16,806.83	17,000.00	-193.17
Synergy Spring Edition	0.00	16,000.00	-16,000.00
Total Marketing Expense	16,806.83	34,000.00	-17,193.17
Office and Communication			
Housing of Server	127.50	800.00	-672.50
Internet	174.70	500.00	-325.30
Office Supplies	971.86	1,750.00	-778.14
Phone and Fax	346.12	900.00	-553.88
Postage and Delivery	48.56	200.00	-151.44
Upgrade of Office Facilities	0.00	500.00	-500.00
Total Office and Communication	1,668.74	4,650.00	-2,981.26
Previous Term Expenses	1,993.47	1,400.00	593.47
Representation	33.40	500.00	-466.60
Statutes Amendments	1,219.16	1,219.16	0.00

EXPENSE	01/08/2012 - 31/01/2013	Budget rev. Batumi	Difference
<u>Trainings</u>	<u>1,742.74</u>	<u>2,500.00</u>	<u>-757.26</u>
<u>Travel Expenses</u>			
Directors' Travel Expenses	335.08	2,000.00	-1,664.92
Meetings with Externals	974.91	2,000.00	-1,025.09
Meetings within the Network	1,037.25	3,000.00	-1,962.75
<u>Total Travel Expenses</u>	<u>2,347.24</u>	<u>7,000.00</u>	<u>-4,652.76</u>
<u>Uncategorized Expenses</u>	<u>0.00</u>	<u>3,000.00</u>	<u>-3,000.00</u>
Total General Expense	69,906.21	135,699.16	-65,792.95
Project Expense			
<u>Christmas Cocktail</u>	<u>571.08</u>	<u>0.00</u>	<u>571.08</u>
<u>EMCC Expenses</u>			
EMCC Administration	389.55	4,400.00	-4,010.45
EMCC FOR Administration	1,205.60	5,000.00	-3,794.40
EMCC FOR Meals	0.00	19,500.00	-19,500.00
EMCC FOR Panellists	0.00	6,000.00	-6,000.00
EMCC FOR Transportation	0.00	5,000.00	-5,000.00
EMCC Support for Rounds	0.00	8,000.00	-8,000.00
EMCC Travels	2,419.21	5,600.00	-3,180.79
<u>Total EMCC Expenses</u>	<u>4,014.36</u>	<u>53,500.00</u>	<u>-49,485.64</u>
<u>HRMCC Expenses</u>			
HRMCC Accommodation	7,857.00	10,500.00	-2,643.00
HRMCC Administration	1,557.04	4,000.00	-2,442.96
HRMCC Meals	0.00	6,000.00	-6,000.00
HRMCC Panellists	727.87	2,500.00	-1,772.13
<u>Total HRMCC Expenses</u>	<u>10,141.91</u>	<u>25,500.00</u>	<u>-15,358.09</u>
<u>Visits to the House Expense</u>	<u>560.92</u>	<u>2,000.00</u>	<u>-1,439.08</u>
<u>OYOP Weekend</u>	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>
<u>Train the Trainers week</u>	<u>0.00</u>	<u>1,000.00</u>	<u>-1,000.00</u>
<u>Transition BBQ</u>	<u>0.00</u>	<u>900.00</u>	<u>-900.00</u>
Total Project Expense	15,288.27	83,400.00	-68,111.73
Total Expense	85,990.77	219,399.16	-133,408.39
Net Ordinary Income	58,248.61	-13,849.16	72,097.77
Other Income/Expense			
Currency change loss	12.81	0.00	12.81
Net Other Income	-12.81	0.00	-12.81
Profit for the Year	58,235.80	-13,849.16	72,084.96

Annex 2 – Auditing Report on the Interim Accounts of ELSA International 2012/2013

We, Sven Eifert and Olga Sendetska, have audited the Interim Accounts of ELSA International 2012/2013 in Brussels on the 8 and 9 February 2013. They were prepared and presented to us by the Treasurer of the International Board 2012/2013, Alpo Lahtinen, who was available and able to answer all our questions.

We have been provided with access to all the documents related to the financial situation of the Association: bank statements, credit card bills, PayPal statements, invoices, claim forms, agreements, grant documentation, board meeting minutes, etc. The Treasurer presented us with the balance sheet, profit and loss accounts, budget overview, debtor's and creditor's details as well as the inventory list.

All the material was well structured and organized efficiently. We were happy to see that the Treasurer has changed the bookkeeping software that required renewal for a long time now.

General

We were satisfied that after the problems related to financing of EMC2 and return of the European Commission grant for 2010 year, ELSA International has been able to stabilize the situation and optimize the expenses.

We were happy to see that the Treasurer has granted access to the accounts to two other board members who have the possibility to control the transactions, additionally the Treasurer occasionally shows the transactions list to another board member for control. This way, we found the internal financial controls of the actions of the Treasurer and of the other board members to be to our satisfaction.

Decision making on financial issues was done well in advance the expense and discussed in detail during board meetings. Purchases were supported by prior research on the best offers on the market.

Income

The income achieved so far and is in accordance with the budgetary estimations.

We were happy to see that the new Human Rights Moot Court project is not creating loses for the Association and its financing is well-structured and secured.

Expenditures

So far the expenditures remain within the limits of the budget. The expenditures were made in accordance with the internal regulations of the Association and connected to the activities related to the work of ELSA International.

We have noticed that there were a few receipts lost in total not exceeding 500 Euro. Due to this we would like to advise to provide cover letters for the missing receipts and in the future to make sure that this situation does not occur again.

We suggest that the Treasurer analyse the situation with the position of the “Previous Term Expenses”, since the amount of expenditures is higher than expected. In order to illustrate the real financial situation of the financial year we believe it would be better to make prior period adjustments on such amounts if the number of invoices and claims is of considerable number and amount.

Claim forms

When checking the claim forms we noticed that some of them were not signed and we would like to advise that for the future Treasurer does not provide the reimbursement unless the formal requirements have been met. The Treasurer should also continue the previous practice of having another board member co-sign his own claim forms.

During the audit we have noticed that some claims on expenses that were based on decisions approved by the previous International Board 2011/2012 related to travel budget have been refused and not paid out or recorded. At the same time other expenses related to travel budget and also based on decisions of the previous International Board 2011/2012 have been paid by ELSA International 2012/2013 (travel expenses of the current President to the EMC2 FOR Montpellier). The expenses not paid out and not recorded were the travel home expenses of the International Board 2011/2012. Moving out of the ELSA House as well as moving into the ELSA House is a valid expense made in connection to the work of the International officer. This is based on the simple reasoning that an elected officer would not be moving to Brussels without an obligation to work for the International Board and connected responsibilities. We would therefore advice the International Board 2012/2013 to abstain from the practice of “cherry picking” and pay out all outstanding claims that are based on binding decisions of ELSA International 2011/2012.

Grants

We were happy to see that the Treasurer has applied for a project grant with the European Youth Foundation, which has been granted. This opens the eligibility for ELSA International towards the European Youth Foundation operational grant that will contribute to the stability of the financial situation of ELSA. We are also satisfied that the past-due report for the grant of European Commission for 2011 has now been submitted, as well as the application for the upcoming Youth in Action financing period.

Miscellaneous

We have noticed that most of the time there is a lot of money on the current bank account of ELSA and it would be more beneficial to keep the funds on the savings account, rather than on the current bank account. Transfers between the accounts do not create additional costs, which should therefore not affect the everyday finance. We would strongly recommend transferring all

the possible funds to the savings account and only keep the necessary amount on the current account.

Conclusion

We recommend the Council to approve the Interim Accounts 2012/2013.

Best regards to the Council,

Sven Eifert and Olga Sendetska
Internal Auditors of ELSA International 2012/2013

Annex 3 – Interim Accounts of ELSA Development Foundation 2012/2013

Balance Sheet

ASSETS	31/01/2013
Current Assets	
Receivables from ELSA	31,736.41
Accounts Receivable	535.08
Total Current Assets	32,271.49
TOTAL ASSETS	32,271.49
LIABILITIES & EQUITY	
Current Liabilities	
Provision for Grants	2,000.00
Total Current Liabilities	2,000.00
Capital and Reserves	
Funds	24,139.98
Profit for the Year	6,131.51
Total Capital and Reserves	30,271.49
TOTAL LIABILITIES & EQUITY	32,271.49

Profit and Loss Account

INCOME	01/08/2012 - 31/01/2013
National Group Contributions	9,603.32
TOTAL INCOME	9,603.32
EXPENSE	
Granting Expense	
(A) Project Support	300.00
(B) Training Support	342.51
(C) Network Support	2,654.74
Total Granting Expense	3,297.25
Administrative Expense	
Commune Tax	106.80
Transfer Fees	67.76
Total Administrative Expense	174.56
TOTAL EXPENSE	3,471.81
<u>Profit for the Year</u>	<u>6,131.51</u>

Annex 4 – Auditing Report to the Interim Accounts of ELSA Development Foundation 2012/2013

We, Sven Eifert and Olga Sendetska, have audited the Interim Accounts of ELSA Development Foundation 2012/2013 in Brussels on 8 and 9 February 2013. They were prepared and presented to us by the Chairman of the Board of Directors, Alpo Lahtinen, who was available and able to answer all our questions.

We have been provided with access to all the documents related to the financial situation of the Foundation as well as the balance sheet, profit and loss accounts, etc.

The material was well structured and organized efficiently. We were happy to see that the Chairman has changed the bookkeeping software that required renewal for a long time now.

General

We are satisfied that the Treasurer 2012/2013 has drafted the Final Accounts for the previous financial year 2011/2012 of the Foundation and retrieved all the missing documents filling the gap in the financial reporting of EDF.

The financial situation of EDF is without changes and stable.

Income

The income of the Foundation remains on the normal level and as expected.

Expenditures

The decisions taken by the Board of Directors on granting of the applications were well motivated, fair and according to the spirit, purpose and regulations of the Foundation.

The reports that the payment of the balance was based on were also well-structured and contained the supporting documents and receipts for the expenses made in connection to the activity granted.

Administration

We were happy to see that the Treasurer has made steps towards the registration of the Board of Directors 2012/2013 with the Belgian authorities in order to have an official change of the management of the Foundation.

Conclusion

We recommend the Council to approve the Interim Accounts of EDF 2012/2013.

Best regards to the Council,
Sven Eifert and Olga Sendetska
Internal Auditors of ELSA International 2012/2013

Annex 5 – Proposed Revision of Budget of ELSA International 2012/2013

Ordinary Income/Expense	01/08/2012 - 31/01/2013	Approved Batumi	Proposal Cologne
INCOME			
Finance Income			
Bank Interest	213.33	400.00	300.00
Total Finance Income	213.33	400.00	300.00
General Income			
ELS Contribution	130.00	2,000.00	2,000.00
Grants	0.00	3,000.00	3,000.00
Income from Members			
ELSA ONLINE Fee	15,000.00	15,000.00	15,000.00
Membership Fee	18,000.01	18,000.00	18,000.01
Observer Administration Fee	250.00	250.00	250.00
Total Income from Members	33,250.01	33,250.00	33,250.01
Marketing Income			
Online Advertisement Sales	15,295.44	18,700.00	18,700.00
Synergy Autumn Edition	13,160.00	13,200.00	13,160.00
Synergy Spring Edition	0.00	20,000.00	13,722.68
Total Marketing Income	28,455.44	51,900.00	45,582.68
Partnership Income	35,209.68	32,500.00	28,000.00
Uncategorized Income	10.00	600.00	600.00
Total General Income	97,055.13	123,250.00	112,432.69
Project Income			
Christmas Cocktail	675.00	0.00	675.00
EMCC Income			
EMCC FOR Participation Fee	0.00	16,000.00	16,000.00
EMCC Registration Fee	17,700.00	16,500.00	17,700.00
EMCC Sponsorship	5,525.92	21,000.00	10,525.92
Total EMCC Income	23,225.92	53,500.00	44,225.92
HRMCC Income			
HRMCC FOR Participation Fee	11,700.00	15,500.00	11,700.00
HRMCC Grant Income	10,000.00	10,000.00	16,000.00
Total HRMCC Income	21,700.00	25,500.00	27,700.00
Visits to the House Income	1,370.00	2,000.00	3,000.00
Transition BBQ Income	0.00	900.00	900.00
Total Project Income	46,970.92	81,900.00	76,500.92
TOTAL INCOME	144,239.38	205,550.00	189,233.61

EXPENSE	01/08/2012 - 31/01/2013	Approved Batumi	Proposal Cologne
Financial Expenses			
Bank Charges	170.46	300.00	350.00
Interest Expense	625.83	0.00	1,000.00
Total Financial Expenses	796.29	300.00	1,350.00
General Expense			
Annual Report	0.00	500.00	0.00
Depreciation Expense	1,011.86	2,000.00	2,000.00
ELSA House			
Electricity	1,223.96	3,300.00	2,500.00
Heating	1,551.61	3,000.00	3,000.00
Insurance	294.44	430.00	400.00
Rent of House	14,354.28	29,000.00	28,973.40
Repairs	20.85	1,000.00	200.00
Water	557.64	800.00	1,000.00
Total ELSA House	18,002.78	37,530.00	36,073.40
ELSA Online	0.00	4,000.00	0.00
Impairment Loss	780.05	0.00	780.05
Internal Audit	1,560.76	2,000.00	2,100.00
Internal Meetings			
Autumn ICM	3,771.88	2,900.00	3,771.88
Other Internal Meetings	1,851.30	2,000.00	1,851.30
Spring ICM	316.00	1,700.00	1,700.00
Total Internal Meetings	5,939.18	6,600.00	7,323.18
International Board Allowance	16,800.00	28,800.00	28,800.00
Marketing Expense			
General Marketing Expense	0.00	1,000.00	400.00
Synergy Autumn Edition	16,806.83	17,000.00	16,806.86
Synergy Spring Edition	0.00	16,000.00	16,800.00
Total Marketing Expense	16,806.83	34,000.00	34,006.86
Office and Communication			
Housing of Server	127.50	800.00	500.00
Internet	174.70	500.00	400.00
Office Supplies	971.86	1,750.00	1,750.00
Phone and Fax	346.12	900.00	700.00
Postage and Delivery	48.56	200.00	150.00
Upgrade of Office Facilities	0.00	500.00	200.00
Total Office and Communication	1,668.74	4,650.00	3,700.00
Previous Term Expenses	1,993.47	1,400.00	1,993.47
Representation	33.40	500.00	300.00

EXPENSE (continued)	01/08/2012 - 31/01/2013	Approved Batumi	Proposal Cologne
Return of Grants	0.00	0.00	2,391.13
Statutes Amendments	1,219.16	1,219.16	1,219.16
Trainings	1,742.74	2,500.00	2,500.00
Travel Expenses			
Directors' Travel Expenses	335.08	2,000.00	1,500.00
Meetings with Externals	974.91	2,000.00	2,000.00
Meetings within the Network	1,037.25	3,000.00	3,000.00
Total Travel Expenses	2,347.24	7,000.00	6,500.00
Uncategorized Expenses	0.00	3,000.00	1,000.00
Total General Expense	69,906.21	135,699.16	130,687.25
Project Expense			
Christmas Cocktail (exp)	571.08	0.00	571.08
EMCC			
EMCC Administration	389.55	4,400.00	1,800.00
EMCC FOR Administration	1,205.60	5,000.00	4,000.00
EMCC FOR Meals	0.00	19,500.00	18,000.00
EMCC FOR Panelists	0.00	6,000.00	3,000.00
EMCC FOR Transportation	0.00	5,000.00	2,000.00
EMCC Support for Rounds	0.00	8,000.00	8,000.00
EMCC Travels	2,419.21	5,600.00	4,000.00
Total EMCC	4,014.36	53,500.00	40,800.00
HRMCC Expenses			
HRMCC Accommodation	7,857.00	10,500.00	10,279.40
HRMCC Administration	1,557.04	4,000.00	4,000.00
HRMCC Meals	0.00	6,000.00	4,500.00
HRMCC Panelists	727.87	2,500.00	4,000.00
Total HRMCC Expenses	10,141.91	25,500.00	22,779.40
Visits to the House Expense	560.92	2,000.00	2,000.00
OYOP Weekend	0.00	500.00	500.00
Train the Trainers week	0.00	1,000.00	1,000.00
Transition BBQ	0.00	900.00	900.00
Total Project Expense	15,288.27	83,400.00	68,550.48
TOTAL EXPENSE	85,990.77	219,399.16	200,587.73
Net Ordinary Income	58,248.61	-13,849.16	-11,354.12
Other Income/Expense			
Other Expense			
Currency change loss	12.81	0.00	20.00
Total Other Expense	12.81	0.00	20.00
Net Other Income	-12.81	0.00	-20.00
PROFIT OF THE YEAR	58,235.80	-13,849.16	-11,374.12

Annex 6 – Proposed Budget of ELSA International 2013/2014

Ordinary Income/Expense	Approved Batumi	Proposal 1 2013/2014	Proposal 2 2013/2014
INCOME			
Finance Income			
Bank Interest	400.00	400.00	400.00
Total Finance Income	400.00	400.00	400.00
General Income			
ELS Contribution	2,000.00	2,000.00	2,000.00
Grants	3,000.00	15,000.00	15,000.00
Income from Members			
ELS ONLINE Fee	15,000.00	0.00	0.00
Membership Fee	18,000.00	23,000.00	23,000.00
Observer Administration Fee	250.00	250.00	250.00
Total Income from Members	33,250.00	23,250.00	23,250.00
Marketing Income			
Online Advertisement Sales	18,700.00	19,000.00	20,000.00
Synergy Autumn Edition	13,200.00	14,000.00	0.00
Synergy Spring Edition	20,000.00	14,000.00	0.00
Total Marketing Income	51,900.00	47,000.00	20,000.00
Partnership Income	32,500.00	31,000.00	34,000.00
Uncategorized Income	600.00	600.00	600.00
Total General Income	123,250.00	118,850.00	94,850.00
Project Income			
Christmas Cocktail	0.00	700.00	700.00
EMCC Income			
EMCC FOR Participation Fee	16,000.00	16,000.00	16,000.00
EMCC Registration Fee	16,500.00	17,000.00	17,000.00
EMCC Sponsorship	21,000.00	15,000.00	15,000.00
Total EMCC Income	53,500.00	48,000.00	48,000.00
HRMCC Income			
HRMCC FOR Participation Fee	15,500.00	10,000.00	10,000.00
HRMCC Grant Income	10,000.00	15,000.00	15,000.00
Total HRMCC Income	25,500.00	25,000.00	25,000.00
Visits to the House Income	2,000.00	2,500.00	2,500.00
EYF Project Grant	0.00	15,000.00	15,000.00
Transition BBQ Income	900.00	1,000.00	1,000.00
Total Project Income	81,900.00	92,200.00	92,200.00
TOTAL INCOME	205,550.00	211,450.00	187,450.00

EXPENSE	Approved Batumi	Proposal 1 2013/2014	Proposal 2 2013/2014
Financial Expenses			
Bank Charges	300.00	350.00	350.00
Interest Expense	0.00	800.00	800.00
Total Financial Expenses	300.00	1,150.00	1,150.00
General Expense			
Annual Report	500.00	500.00	500.00
Depreciation Expense	2,000.00	2,000.00	2,000.00
ELSA House			
Electricity	3,300.00	2,500.00	2,500.00
Heating	3,000.00	3,000.00	3,000.00
Insurance	430.00	400.00	400.00
Rent of House	29,000.00	29,400.00	29,400.00
Repairs	1,000.00	400.00	400.00
Water	800.00	1,000.00	1,000.00
Total ELSA House	37,530.00	36,700.00	36,700.00
ELSA Online	4,000.00	0.00	0.00
Internal Audit	2,000.00	2,000.00	2,000.00
Internal Meetings			
Autumn ICM	2,900.00	2,700.00	2,700.00
Other Internal Meetings	2,000.00	2,000.00	2,000.00
Spring ICM	1,700.00	2,500.00	2,500.00
Total Internal Meetings	6,600.00	7,200.00	7,200.00
International Board Allowance	28,800.00	28,800.00	28,800.00
Marketing Expense			
General Marketing Expense	1,000.00	400.00	680.00
Synergy Autumn Edition	17,000.00	17,000.00	0.00
Synergy Spring Edition	16,000.00	17,000.00	0.00
Total Marketing Expense	34,000.00	34,400.00	680.00
Office and Communication			
Housing of Server	800.00	500.00	500.00
Internet	500.00	400.00	400.00
Office Supplies	1,750.00	1,750.00	1,750.00
Phone and Fax	900.00	700.00	700.00
Postage and Delivery	200.00	150.00	150.00
Upgrade of Office Facilities	500.00	200.00	200.00
Total Office and Communication	4,650.00	3,700.00	3,700.00
Previous Term Expenses	1,400.00	500.00	500.00
Representation	500.00	300.00	300.00
Statutes Amendments	1,219.16	0.00	0.00
Trainings	2,500.00	2,500.00	2,500.00

EXPENSE	Approved Batumi	Proposal 1 2013/2014	Proposal 2 2013/2014
Travel Expenses			
Directors' Travel Expenses	2,000.00	1,500.00	1,500.00
Meetings with Externals	2,000.00	2,000.00	2,000.00
Meetings within the Network	3,000.00	3,000.00	3,000.00
Total Travel Expenses	7,000.00	6,500.00	6,500.00
Uncategorized Expenses	3,000.00	2,000.00	2,000.00
Total General Expense	135,699.16	127,100.00	93,380.00
Project Expense			
Christmas Cocktail	0.00	600.00	600.00
EMCC			
EMCC Administration	4,400.00	4,000.00	4,000.00
EMCC FOR Administration	5,000.00	5,000.00	5,000.00
EMCC FOR Meals	19,500.00	19,000.00	19,000.00
EMCC FOR Panelists	6,000.00	5,000.00	5,000.00
EMCC FOR Transportation	5,000.00	2,000.00	2,000.00
EMCC Support for Rounds	8,000.00	9,000.00	9,000.00
EMCC Travels	5,600.00	4,000.00	4,000.00
Total EMCC	53,500.00	48,000.00	48,000.00
HRMCC Expenses			
HRMCC Accommodation	10,500.00	11,000.00	11,000.00
HRMCC Administration	4,000.00	4,000.00	4,000.00
HRMCC Meals	6,000.00	6,000.00	6,000.00
HRMCC Panelists	2,500.00	4,000.00	4,000.00
Total HRMCC Expenses	25,500.00	25,000.00	25,000.00
Visits to the House Expense	2,000.00	2,000.00	2,000.00
OYOP Weekend	500.00	500.00	500.00
Train the Trainers week	1,000.00	0.00	0.00
ITP Refreshment Weekend	0.00	1,000.00	1,000.00
Online Hate Speech Conference	0.00	15,000.00	15,000.00
Transition BBQ	900.00	800.00	800.00
Total Project Expense	83,400.00	92,900.00	92,900.00
TOTAL EXPENSE	219,399.16	221,150.00	187,430.00
Net Ordinary Income	-13,849.16	-9,700.00	20.00
Other Income/Expense			
Other Expense			
Currency change loss	0.00	20.00	20.00
Total Other Expense	0.00	20.00	20.00
Net Other Income	0.00	-20.00	-20.00
Profit for the Year	-13,849.16	-9,720.00	0.00

Annex 7 –Final Accounts of ELSA Development Foundation 2011/2012

Balance Sheet

ASSETS	31/07/2012
Current Assets	
Receivables from ELSA	25,504.90
Accounts Receivable	535.08
Total Current Assets	26,039.98
TOTAL ASSETS	26,039.98
LIABILITIES & EQUITY	
Current Liabilities	
Provision for Grants	1,900.00
Total Current Liabilities	1,900.00
Capital and Reserves	
Prior Period Adjustment	500.00
Funds	13,603.71
Profit for the Year	10,036.27
Total Capital and Reserves	24,139.98
TOTAL LIABILITIES & EQUITY	26,039.98

Profit and Loss Account

	01/08/2011 - 31/07/2012
INCOME	
National Group Contributions	14,063.08
TOTAL INCOME	14,063.08
EXPENSE	
Granting Expense	
(A) Project Support	600.00
(B) Training Support	1,217.13
(C) Network Support	1,700.00
Total Granting Expense	3,517.13
Administrative Expense	
Transfer Fees	9.68
Total Administrative Expense	9.68
TOTAL EXPENSE	3,526.81
Profit for the Year	10,536.27

Annex 8 – Auditing Report to the Final Accounts of ELSA Development Foundation 2011/2012

2nd March 2013

We, Peter Christian Binau-Hansen and Aleksandra Wójcik, Auditors of the ELSA Development Foundation (EDF) for the operational year 2011/2012 have audited the Final Accounts 2011/2012 prepared and presented to us by the Chairman of EDF, Ricardo Gomes (hereafter referred to as “the Treasurer”). The Auditors examine the accounts in accordance with Chapter 12.2 under EDF in the Decision Book of ELSA.

This second audit has been carried out in the end of February 2013 fully through electronic means and is solely an audit of the documents and accounts forwarded to the Auditors by the current Treasurer on behalf of the Treasurer for the term 2011/2012 on 30th of January 2013. This report is to be read in connection with the previous Auditors’ report issued on 23rd September 2012, where the Auditors recommended not approving the accounts. The recommendation was given due to the fact that the Auditors did not have sufficient documentation to perform a proper audit.

The Council followed this recommendation at the ICM Batumi and the Final Accounts were not approved. Following this decision the Auditors have performed a second audit.

The Auditors were provided the following documents prior to the second audit: balance sheet, profit and loss account, transaction details by account, an overview of the applications and grants awarded. The Auditors were also provided 25 EDF applications, reports from granted groups and minutes from the Board of Directors’ meetings.

Accounts

The income of the ELSA Development Foundation has been much higher than the previous years. The total granted amount is € 5.610 and thus it certainly does not exceed the 94% limit as set by Art. 13.1 of the EDF regulations within the Decision Book. The Treasurer informed us that the added prior period adjustment in the balance sheet is made due to a payment of grant balance for a grant that did not take place in spring 2011 despite the bookings. The Auditors are satisfied with the current Treasurer’s suggestion to solve this conflict with a prior period adjustment in the upcoming accounts.

Debtors

The situation of debtors remains the same with ELSA International having the biggest amount of debt towards the ELSA Development Foundation, since the bank accounts for EDF as of 31st of July 2012 were still pending. We are pleased to see that apart from the old debt from ELSA Kazakhstan, the rest of the debts are too small to be considered problematic and have been pending from invoicing period 2010/2011.

EDF applications, reports and minutes

The Auditors have received 22 EDF applications for the term 2011/2012 and 3 open applications for the previous term. All the applications were filled in to the satisfaction of the Auditors except 3 applications submitted by ELSA International related to the use of trainers at internal meetings. The applications were missing information and the applicant submitted no reports. The Auditors found that in three other cases with different applicants reports were not submitted or currency conversations were missing.

The Auditors received 10 minutes from the meetings of the Board of Directors. Two minutes were not dated and the minutes dated during the last days of the term are labelled as minutes no. 15. The Auditors were therefore missing minutes from at least five more meetings. All minutes were in Word-format and not signed by any of the Directors. The Treasurer is urged to make sure all minutes are printed, signed and filed in the EDF achieve in the office in Brussels.

Separation of ELSA and EDF

In the last Auditing report dated 23rd of September 2012 we stated our dissatisfaction from lack of changes in establishing of a bank account for the Foundation due to the separation of ELSA and EDF. As we do not possess the knowledge of the present situation in this area, we believe that the issue is duly described in the auditing report for the Interim Accounts 2012/2013 presented by the current Auditors.

Conclusion

In accordance with above explanations we are pleased to inform the Council that we give a positive recommendation to approve the Final Accounts 2011/2012 of EDF. For the second audit the Auditors are satisfied with the documentation received and find it sufficient to support the numbers in the accounts. Though we do believe that the work, which will be performed by the Board of Directors, can be improved in accordance with the suggestions given above.

We **recommend** the Council to approve the EDF Final Accounts 2011/2012.

Best regards,



Peter Christian Binau-Hansen
Auditor ELSA Development Foundation



Aleksandra Wójcik
Auditor ELSA Development Foundation

Annex 9 – Debtors of ELSA International as of March 4th 2013

TYPE	DATE	BALANCE
ELSA Albania		
Over Payment	01/08/2012	-0.06
Total ELSA Albania		-0.06
ELSA Armenia (Former Member)		
Opening Balance 31/07/2011	31/07/2011	96.29
Total ELSA Armenia		96.29
ELSA Azerbaijan		
ELSA Online Fee 2012/2013	17/12/2012	226.11
Total ELSA Azerbaijan		226.11
ELSA Bosnia and Herzegovina		
ELSA Online Fee 2012/2013	17/12/2012	175.79
Total ELSA Bosnia and Herzegovina		175.79
ELSA Bulgaria (Payment Agreement)		
Opening Balance 31/07/2011	31/07/2011	1,704.04
ELSA Online Fee 2011/2012	08/12/2011	51.53
ELSA Online Fee 2012/2013	17/12/2012	50.31
Total ELSA Bulgaria		1,805.88
ELSA Croatia		
ELSA Online Fee 2012/2013	17/12/2012	230.67
Total ELSA Croatia		230.67
ELSA Czech Republic		
ELSA Online Fee 2012/2013	17/12/2012	257.58
Total ELSA Czech Republic		257.58
ELSA France (Payment Agreement)		
Opening Balance 31/07/2011	31/07/2011	4,150.00
Total ELSA France		4,150.00
ELSA Georgia		
ELSA Online Fee 2012/2013	17/12/2012	118.12
Total ELSA Georgia		118.12
ELSA Hungary		
ELSA Online Fee 2012/2013	17/12/2012	232.24
Total ELSA Hungary		232.24
ELSA Iceland		
Opening Balance 31/07/2011	31/07/2011	1,151.30
ELSA Online Fee 2011/2012	08/12/2011	80.10
Observer Administration Fee 2012/2013	16/07/2012	50.00
Total ELSA Iceland		1,281.40

ELSA Ireland		
Observer Administration Fee 2012/2013	16/07/2012	50.00
Total ELSA Ireland		50.00
ELSA Kazakhstan		
Opening Balance 31/07/2011	31/07/2011	1,492.67
Observer Administration Fee 2012/2013	16/07/2012	50.00
Total ELSA Kazakhstan		1,542.67
ELSA Latvia (Payment Agreement)		
Opening Balance 31/07/2011	31/07/2011	1,202.55
ELSA Online Fee 2012/2013	17/12/2012	53.40
Total ELSA Latvia		1,255.95
ELSA Luxembourg (Former Member)		
Observer Administration Fee 2011/2012	07/07/2011	50.00
Opening Balance 31/07/2011	31/07/2011	150.36
Total ELSA Luxembourg		200.36
ELSA Malta		
Membership Fee 2012/2013	16/07/2012	76.17
ELSA Online Fee 2012/2013	17/12/2012	63.47
Total ELSA Malta		139.64
ELSA Montenegro		
Membership Fee 2012/2013	16/07/2012	59.24
ELSA Online Fee 2012/2013	17/12/2012	49.37
Total ELSA Montenegro		108.61
ELSA Norway		
Over Payment	29/12/2011	-9.00
Total ELSA Norway		-9.00
ELSA Portugal		
ELSA Online Fee 2012/2013	15/12/2012	572.40
Total ELSA Portugal		572.40
ELSA Republic of Macedonia		
Membership Fee 2012/2013	16/07/2012	56.46
ELSA Online Fee 2012/2013	17/12/2012	47.05
Total ELSA Republic of Macedonia		103.51
ELSA Russia		
Observer Administration Fee 2011/2012	24/07/2011	50.00
Opening Balance 31/07/2011	31/07/2011	2,215.57
Total ELSA Russia		2,265.57
ELSA Serbia		
Membership Fee 2011/2012	07/07/2011	428.91
ELSA Online Fee 2011/2012	08/12/2011	343.48
Membership Fee 2012/2013	16/07/2012	230.09
Total ELSA Serbia		1,002.48

ELSA Slovakia		
ELSA Online Fee 2012/2013	17/12/2012	2.00
Total ELSA Slovakia		2.00
ELSA Spain		
ELSA Online Fee 2012/2013	17/12/2012	578.36
Total ELSA Spain		578.36
ELSA Sweden		
Over Payment	23/07/2012	-0.33
Total ELSA Sweden		-0.33
ELSA Turkey		
ELSA Online Fee 2012/2013	17/12/2012	1.27
Total ELSA Turkey		1.27
ELSA Ukraine		
ELSA Online Fee 2012/2013	17/12/2012	112.06
Total ELSA Ukraine		112.06
ELSA United Kingdom		
Membership Fee 2012/2013	16/07/2012	637.23
ELSA Online Fee 2012/2013	17/12/2012	531.02
Total ELSA United Kingdom		1,168.25
TOTAL		17,667.82

Annex 10 – Draft International Council Meeting Host Agreement

INTERNATIONAL COUNCIL MEETING HOST AGREEMENT

regarding

“ICM_____”

between

The Organising Committee of the LXVI International Council Meeting of ELSA
(Hereinafter the **OC**), represented by the Head of the OC

and

ELSA International
(Hereafter **EI**), acting by the members of the International Board
(Hereafter **IB**), represented by the Secretary General of ELSA International

Dates of the ICM

Article 1

- 1.1 The dates of the International Council Meeting (hereinafter the ICM) will be from ____ of _____ to ____ of _____ 2014.
- 1.2 EI authorizes the OC to host the ICM on the terms and conditions set out in this Agreement.

Venue and Logistics

Article 2

- 2.1 The venue of the ICM will be _____, _____.
- 2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.
- 2.3 The logistics of the ICM must be assured at the latest before the arrival of the IB.

Financial Implications

Article 3

- 3.1 The OC shall host the ICM on its own account. Any profit or loss arising from the organisation of ICM shall be kept by or covered by the OC.
- 3.2 No exclusivity can be proposed to any sponsor of an ICM since the sponsors of ELSA International have the right to be featured during the ICM.
- 3.3 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).
- 3.4 The OC shall comply with Council Decision FM 01/07 I “Maximum Participation Fee for Statutory Meetings and International Internal Meetings” when charging the participation fee.
- 3.5 The OC is not allowed to charge additional fees for accommodation, food or reception. However, a maximum special fee of 60€ per participant may be charged covering the

Gala Ball, Social Programme, Sightseeing and Transportation. It is under discretion of OC to decide how these four fees shall be split.

- 3.6 According to the IM Policies, the participation fee for 9 members of ELSA International shall be covered by the OC. This fee includes accommodation for ten nights, meals and special fees requested from other participants.
- 3.7 The OC shall cover accommodation for a maximum of two nights for two speakers.
- 3.8 The OC shall cover accommodation for a maximum of eight nights for the Chair and Vice-Chair of the plenary.
- 3.9 The OC shall cover the Gala Ball fees of 9 delegates of ELSA International, the Chair and the Vice-Chair.

Responsibilities of the OC

Article 4

The OC shall act in the utmost good faith in the organisation and management of the ICM on behalf of EI, and shall in particular be responsible for:

- 4.1 Appointing one person to be responsible for the communication and report to the IB before as well as during and after the ICM.
- 4.2 Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3 Fundraising for the ICM in order to have a sufficient financial basis for the event.
- 4.4 Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.5 Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.6 Providing adequate reception upon arrival of the participants and external guests.
- 4.7 Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the fees directly to the OC.
- 4.8 The OC shall not be limited by the Decision Book “Event Fees” and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.

- 4.9 Fulfilling the logistical requirements annexed to this agreement.
- 4.10 Arrange a sponsor's fair in which also the Sponsors of ELSA International can participate.
- 4.11 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.12 Submit financial report after the ICM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.
- 4.13 Stay available and responding to requests from the IB within one week from receiving the request.
- 4.14 To provide receipts, upon request, to all the participants.
- 4.15 Provide ELSA International with a risk management plan, containing an analysis of likely risks, as well as mitigation strategies.

The plan should at least include:

- Number of qualified first aid and security personnel;
- A plan to encounter identified high and low impact risks.

The plan has to be provided to ELSA International the latest 4 months before the beginning of the International council Meeting and is subject to continuous updates until the beginning of the International Council Meeting.

Responsibilities of EI

Article 5

EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the ICM.
- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the ICM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if requested.
- 5.4 Sending statutory invitations to the Member and Observer Groups.

- 5.5 Preparing the Working Materials and the plan for the Workshops and Plenary sessions of the ICM.
- 5.6 Ensuring the well-functioning of the Workshops during the ICM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.
- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in Annex I of this ICM Host Agreement Requirements.
- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests. EI shall cover all costs of specific arrangements, except the accommodation for the speakers
- 5.9 Staying available and responding to requests from the OC within one week from receiving the request.

Discharge of ICM Host/OC

Article 6

- 6.1 If any problems occur before, during or after the ICM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.
- 6.2 When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.
- 6.3 The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.4, 4.10 and 4.12.
- 6.4 Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within five days from the phone call was received.

Should the OC not send such report or the report should not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.

From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

Anette Aav
Secretary General
ELSA International

Head of OC
ELSA_____

_____, ____ of April 2013

Annex I to the ICM Host Agreement for the LXVI International Council Meeting**List of Logistical Requirements for International Council Meeting****Plenary hall**

- 1 hall, seating all participants and guests, approximately 9 delegates x 41 groups + externals = 400 persons;
- 1 head-table to accommodate 8 IB members + Chair + Vice-Chair - with appropriate name placards/place names;
- 1 table for Plenary secretaries (2 to 4 persons);
- 1 video projector to be used for PowerPoint presentations and/or Video presentations (compatible with Windows Vista/Windows 7/Mac operating system);
- 1 additional computer, attached to beamer projector, to be used for PowerPoint presentations (compatible with MS Office 2007 and Windows 7);
- 1 ELSA _____ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Council Meeting;
- 1 video player and CD player, connected to sound system;
- 1 sound system, which should include two fixed microphones on the head table, and a number of cordless microphones circulating amongst the floor

Note: Please bear in mind that ELSA International is obliged to hang banners and posters of its sponsors in the Plenary Hall. Please check with the IB beforehand on this point, and also check with the IB before hanging up sponsor banners of your own. Bear in mind the Fundraising Regulations when contacting sponsors of your own.

Workshops

- 7 rooms seating all participants around 35-50 people;
- 2 or 3 larger rooms to accommodate joint workshops composed of one, two or even three areas.

WS room should be equipped with:

- Enough tables to accommodate all workshop participants
- 1 flip-chart, flip-chart paper and markers
- Beamer for presentations
- Disposable cups
- Refreshments

Additional equipment

- 2 spare flipcharts on self-supporting stands (for externals)
- 1 printer
- Sufficient printing paper (for 1000 prints)
- Internet access

Note: It is also useful to have a number of spare flipcharts on self-supporting stands. These will almost certainly be used by externals that will come to give training sessions, and will probably prepare their charts beforehand. The stands will therefore be carried around from one workshop room to another.

IB Room

The IB room should be accessible three days before the ICM for the IB to use during preparations.

- 1 printer,
- Sufficient printing paper (for 1000 prints)
- 1 conference-table with possibility to accommodate the IB and NB's during meetings (i.e. approximately 14-18 people)
- 1 flip-chart on stand + coloured markers
- 1 telephone line, with possibility to make international calls
- Internet access.

VERY IMPORTANT NOTE:

Please ensure that all computers are virus-free and are equipped with updated virus protection, and that in case of emergency, virus protection may be reinstalled on location.

Annex II to the ICM Host Agreement for the LXVI International Council Meeting

The OC will also host the Refreshment Weekend (hereinafter RW) for the trainers of the International Trainers Pool if the International Board decides to have the RW in connection to the ICM.

Responsibilities of the OC:

1. Host the RW on the first or last weekend of the ICM;
2. Provide transportation from and to nearby stations, ports, and airports for participants and organizers of the RW;
3. Provide accommodation for the participants and organizers;
4. Provide an appropriate room for the meeting, with the same materials as the workshops rooms, mention in the previous annex;
5. Expect around 25 participants for the event;
6. Charge a participation fee not higher than 29 euros per night per participant.

Responsibilities of EI

1. Settle the dates of the RW before 15th of August if having the RW in connection to the ICM and tell the decision to the OC;
2. Ensure Financial Responsibility for the whole event, including participation fees;
3. Communicate with the OC;
4. Collect all the information from the participants;
5. Invite all the trainers from the International Trainers' Pool.

**Annex 11 – Draft International Presidents Meeting Host Agreement,
Summer 2013**

**INTERNATIONAL
PRESIDENTS’
MEETING HOST
AGREEMENT**

regarding

“IPM _____”

between

The Organising Committee of the XLVII International Presidents’ Meeting of ELSA
(Hereinafter the OC), represented by the Head of the OC

and

ELSA International
(Hereafter EI), acting by the members of the International Board
(Hereafter IB), represented by the Secretary General of ELSA International

Dates of the IPM**Article 1**

1.1 The dates of the International Presidents' Meeting (hereinafter the IPM) will be from the ____ to the ____ of August 2013.

1.2 EI authorizes the OC to host the IPM on the terms and conditions set out in this Agreement.

Venue and Logistics**Article 2**

2.1 The venue of the IPM will be _____, _____.

2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.

2.3 The logistics of the IPM must be assured at the latest before the arrival of the IB.

Financial Implications**Article 3**

3.1 The OC shall host the IPM on its own account. Any profit or loss arising from the organisation of IPM shall be kept by or covered by the OC.

3.2 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

3.3 The OC shall comply with Council Decision FM 01/07 I "Maximum Participation Fee for Statutory Meetings and International Internal Meetings" when charging the participation fee.

3.4 The OC shall cover all expenses for the President of EI and one extra IB member in connection to IPM, except for travel expenses. The accommodation and meals costs of the President and the extra IB member covered by the OC include the days of the IPM and maximum 3 extra nights per each one of them.

-
- 3.5** The OC shall cover all extraordinary fees of the President of EI and one extra IB member.

Responsibilities of the OC

Article 4

The OC shall act in the utmost good faith in the organisation and management of the IPM on behalf of EI, and shall in particular be responsible for:

- 4.1** Appointing one person to be responsible for the communication and report to the IB before as well as during and after the IPM.
- 4.2** Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3** Fundraising for the IPM in order to have a sufficient financial basis for the event.
- 4.4** Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.5** Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.6** Providing adequate reception upon arrival of the participants and external guests.
- 4.7** Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the fees directly to the OC.
- 4.8** The OC is not allowed to charge additional fees for accommodation, food or reception. However, a maximum special fee of 60€ per participant may be charged covering the Gala Ball, Social Programme, Sightseeing and Transportation. It is under discretion of OC to decide how these four fees shall be split.
- 4.9** The OC shall not be limited by the Decision Book “Event Fees” and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.9** Fulfilling the logistical requirements annexed to this agreement.
- 4.10** Send regular reports to the IB on the organisation before the aforementioned event.
- 4.11** Submit financial report after the IPM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.

-
- 4.12 Stay available and responding to requests from the IB within one week from receiving of the request.
- 4.13 To provide receipts, upon request, to all the participants.
- 4.14 To take into account the risk management when planning the International Presidents' Meeting.

Responsibilities of EI

Article 5

EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the IPM.
- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the IPM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if needed.
- 5.4 Sending invitations to the National Groups via e-mail.
- 5.5 Preparing the Working Materials and the plan for the workshop sessions of the IPM.
- 5.6 Ensuring the well-functioning of the workshops during the IPM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.
- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in Annex I of these IPM Host Agreement Requirements.
- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests.
- 5.9 Staying available and responding to requests from the OC within one week from receiving the request.

Discharge of IPM Host/OC

Article 6

- 6.1** If any problems occur before, during or after the IPM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.

When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.

- 6.2** The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.3, 4.4, 4.9 and 4.11.
- 6.3** Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within three days from the phone call was received.

Should the OC not send such report or should the report not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.

From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

_____, ____ of April 2013

Anette Aav
Secretary General
ELSA International

Head of OC
ELSA_____

Annex I to the IPM Host Agreement for the LXVII International Presidents' Meeting**List of Logistical Requirements for International Presidents' Meeting****Workshops**

- 1 room seating all participants around 35-50 people;
- 1 ELSA _____ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Presidents' Meeting

WS room should be equipped with:

- enough tables to accommodate all workshop participants;
- 1 flip-chart, flip-chart paper and markers;
- Beamer for presentations;
- Disposable cups;
- Refreshments

Additional equipment

- 1 spare flipcharts on self-supporting stands (for externals);
- 1 printer;
- Sufficient printing paper and ink;
- Internet access.

**Annex 12 – Draft International Presidents Meeting Host Agreement, Winter
2014**

INTERNATIONAL PRESIDENTS’ MEETING HOST AGREEMENT

regarding

“IPM _____”

between

The Organising Committee of the XLVIII International Presidents’ Meeting of ELSA
(Hereinafter the OC), represented by the Head of the OC

and

ELSA International
(Hereafter EI), acting by the members of the International Board
(Hereafter IB), represented by the Secretary General of ELSA International

Dates of the IPM**Article 1**

1.1 The dates of the International Presidents' Meeting (hereinafter the IPM) will be from the ____ of _____ to the ____ of _____ 2013.

1.2 EI authorizes the OC to host the IPM on the terms and conditions set out in this Agreement.

Venue and Logistics**Article 2**

2.1 The venue of the IPM will be _____, _____.

2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.

2.3 The logistics of the IPM must be assured at the latest before the arrival of the IB.

Financial Implications**Article 3**

3.1 The OC shall host the IPM on its own account. Any profit or loss arising from the organisation of IPM shall be kept by or covered by the OC.

3.2 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

3.3 The OC shall comply with Council Decision FM 01/07 I "Maximum Participation Fee for Statutory Meetings and International Internal Meetings" when charging the participation fee.

3.4 The OC shall cover all expenses for the President of EI and one extra IB member in connection to IPM, except for travel expenses. The accommodation and meals costs of the President and the extra IB member covered by the OC include the days of the IPM and maximum 3 extra nights per each one of them.

-
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Article 4

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- 4.2** Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3** Fundraising for the IPM in order to have a sufficient financial basis for the event.
- 4.4** Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.5** Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.6** Providing adequate reception upon arrival of the participants and external guests.
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- 4.8** The OC is not allowed to charge additional fees for accommodation, food or reception. However, a maximum special fee of 60€ per participant may be charged covering the Gala Ball, Social Programme, Sightseeing and Transportation. It is under discretion of OC to decide how these four fees shall be split.
- 4.9** The OC shall not be limited by the Decision Book “Event Fees” and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.9** Fulfilling the logistical requirements annexed to this agreement.
- 4.10** Send regular reports to the IB on the organisation before the aforementioned event.
- 4.11** Submit financial report after the IPM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.

-
- 4.12 Stay available and responding to requests from the IB within one week from receiving of the request.
- 4.13 To provide receipts, upon request, to all the participants.
- 4.14 To take into account the risk management when planning the International Presidents' Meeting.

Responsibilities of EI

Article 5

EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the IPM.
- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the IPM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if needed.
- 5.4 Sending invitations to the National Groups via e-mail.
- 5.5 Preparing the Working Materials and the plan for the workshop sessions of the IPM.
- 5.6 Ensuring the well-functioning of the workshops during the IPM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.
- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in Annex I of these IPM Host Agreement Requirements.
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Discharge of IPM Host/OC

Article 6

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- 6.3** Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within three days from the phone call was received.

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From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

Anette Aav
Secretary General
ELSA International

Head of OC
ELSA _____

_____, ____ of April 2013

Annex 13 – Letter of Authorisation for LXIII ICM**LETTER OF AUTHORISATION**

National Board of: _____

Address: _____

Tel: _____

Email: _____

Number of Local Groups: _____

(Please write their name on the back of the page clearly with CAPITAL letters)

The following delegates from ELSA _____ are hereby authorised to vote and speak on behalf of their National Group at the LXIII International Council Meeting in Cologne, Germany between 7th and 14th of April 2013.

1. _____
(*voting delegate name*)4. _____
(*name*)2. _____
(*voting delegate name*)5. _____
(*name*)3. _____
(*voting delegate name*)6. _____
(*name*)7. _____
(*name*)

On behalf of ELSA _____

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature: