

LXII INTERNATIONAL COUNCIL MEETING

WORKING MATERIALS

Batumi, Georgia

4th - 11th of November 2012



English Language Partner of ELSA International



Corporate Partner of ELSA International



Partner of ELSA Moot Court Competition



Auditing Partner of ELSA International



The European Law Students' Association

GENERAL INFORMATION

FOREWORD

Dear ELSA family,

Once again has come the time for us to open the Working Materials for the Council Meeting of ELSA. This time for the LXII International Council Meeting that will be held in the magical location of Batumi, Georgia.

This ICM will be special in many cases: we, as a Network, will be deciding upon the upcoming International Focus Programme, which will determine the topic for many of the events that will be held all around Europe on the following years. We will also take numerous steps towards adopting Strategic Goals 2018, which will determine how we will strive towards a common direction – our vision. In addition to those, what makes this Council meeting even more historical, are the elections of the eight board member for the International Board – the Vice President Moot Court Competitions. A huge job for this moment has been done by the previous International Board and by the whole Network who voted on this statutory change in the previous Council Meeting in spring 2012 as one - unanimously. This shows the significant value of our Network – the determination to move on as one.

It goes without saying that together we can achieve more and be more than “just a drop, but an ocean”. Thus, let us, the ELSA officers, not forget the strength of our association and let’s use the opportunity here and now in this Council Meeting. Let’s work together to achieve our aims, to see our vision reaching people beyond the borders of our home country and lets do it in as a team. Sharing of ideas, visions and tools is a crucial part of ELSA. It is up to all of us to work side by side and make this an unforgettable week for everyone. An opportunity to work in an environment like this is brought to us twice during one term. Now is the first round! Do not miss it!

Last, but not least I would like to say my biggest “Thank you!” to my Seriously Amazing board! My dear Keys – Dena, Federica, Corinna and Vasco – you bring the light and liveliness to the office. My dear Supportive boys – this is exactly what you are. I have loved every bit of our eight-people-working-together-in-the-so-far-not-so-long-journey. With the big help of this family in compiling these Working Materials, I can now leave you to the preparations and waiting for The Best ELSA Event of this fall!

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://icm.elsa.ge/> and make sure you have taken note of all the Organising Committee's instructions;
- Make travel arrangements to be in Batumi, Georgia in time for the opening of the ICM at 14.00 on Sunday 4th of November;
- Bring smart clothes for the Plenary;
- Rehearse your performance for the ELSA VISION CONTEST!

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

- Consider being a Workshop Secretary;
- Consider being a Plenary Secretary;
- Consider hosting the IPM in Summer 2013;
- Consider hosting the ICM in Spring 2014;
- Consider running for the Vice President Marketing of the International Board 2012/2013;
- Consider running for the Vice President Moot Court Competitions of the International Board 2012/2013

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:
VICE PRESIDENT MARKETING
OF THE INTERNATIONAL BOARD 2012/2013;
is Monday, November 5th 2012, 23.59 (CET)

and

The deadline for nominations for
VICE PRESIDENT MOOT COURT COMPETITIONS
OF THE INTERNATIONAL BOARD 2012/2013;
is Monday, November 5th 2012, 23.59 (CET)

and

The deadline for nominations for:
INTERNATIONAL PRESIDENTS' MEETING HOST SUMMER 2013

AND

COUNCIL MEETING HOST SPRING 2014
is Tuesday 6th of November at 23:59 (CET)

and

for the deadline for nominations for:
COUNCIL GUESTS ICM COLOGNE 2013
is Friday 9th of November 23:59 (CET)

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 Director for Marketing of ELSA International and attended by National Marketing officers.

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

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

Student Trainee Exchange Programme (STEP) – supervised by the Vice President for STEP 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 document to the Secretary General of ELSA International. Please make sure that the SotN Inquiry on behalf of your National Group is delivered 7 (seven) 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.

Call for Vice President Marketing of the International Board 2012/2013



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?

Ever dreamt of living in the ELSA House?

This is your opportunity:
Join the International Team!

MAKE A DIFFERENCE FOR ELSA:

RUN FOR THE POSITION OF

**VICE PRESIDENT MARKETING
OF**

INTERNATIONAL BOARD 2012/2013!

**Call for Vice President Moot Court Competitions of the International Board
2012/2013**



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MAKE A DIFFERENCE FOR ELSA:

RUN FOR THE POSITION OF

**VICE PRESIDENT MOOT COURT COMPETITIONS
OF
INTERNATIONAL BOARD 2012/2013!**

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



The European Law Students' Association

**SUMMER IPM 2013
SPRING ICM 2014**

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

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?

Have you just woken up one day thinking that it was maybe time to give
something back to the Association?

**This is it:
APPLY FOR HOSTING AN ICM OR AN IPM!**

SEE THE DRAFT AGREEMENTS ANNEXED TO THESE WORKING MATERIALS!

Pre-call for Supporting Area Meeting Host and Key Area Meeting Host summer 2013



The European Law Students' Association

Do you want to host an International Meeting
with participants from all over Europe?

Then check soon the mailing lists because the International
Board will send a call for AREA MEETINGS soon!

This will be your opportunity to host

Supporting Area Meeting

or

Key Area Meeting!

MAKE A DIFFERENCE FOR ELSA!

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 or 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 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.

Election of the Vice President Marketing and the Vice President Moot Court Competitions of the International Board 2012/2013.**I) Description of the Candidate for Vice President Marketing:**

The Vice President Marketing is responsible for the overall planning, co-ordination and supervision of Marketing in the ELSA Network. As Vice President Marketing, you will develop the marketing area in the ELSA Network and communicate and cooperate with the National Groups and support them regarding issues that arise in the area of Marketing. The overall responsibility for producing Synergy Magazine, ensuring the use of Corporate Identity and coordinating the external part of the ELSA website is also a responsibility for Vice President Marketing. Vice President Marketing has also to make sure that ELSA International fulfils its obligations toward externals in accordance with running contracts.

II) Description of the Candidate for 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, Panelists/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.

A person running for the Vice President Marketing or Vice President Moot Court Competitions 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 for candidates 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 Mid-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 Mid-Plenary the nominees are all given 5 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

Election of Host for the International Council Meeting Spring 2014

The hosts for the next two upcoming ICMs have been appointed. The Spring ICM 2013 will take place in Cologne, Germany, organised by ELSA Germany and the Autumn ICM 2013 will take place in Opatja, Croatia, organised by ELSA Croatia.

If you are thinking about organising an ICM in your National Group in spring 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.

DRAFT TIMETABLES AND AGENDAS**ICM TIMETABLE****PLENARY****Draft Agenda**

ICM Batumi									
Draft Timetable									
Time	Sun 4 th	Mon 5 th	Tue 6 th	Wed 7 th	Thu 8 th	Fri 9 th	Sat 10 st	Sun 11 th	
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
08:30									
09:00									
09:30									
10:00									
10:30	Workshops	Workshops	Workshops	Conference	Workshops	Final Plenary	Departure of the Participants		
11:00									
11:30									
12:00									
12:30									
13:00	Letters of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch			
13:30									
14:00									
14:30									
15:00	Opening Plenary							Workshops	Mid-Plenary
15:30									
16:00									
16:30									
17:00									
17:30	Opening Workshops	Reporting Time	Reporting Time	Free time	Dressing Time	Transport			
18:00									
18:30	Officers & Freshers								
19:00									
19:30									
20:00		HoD	Dinner	Dinner	Dinner	Dinner			
20:30									
21:00									
21:30	Party	Party					Party	Party	Party
22:00									
22:30									
23:00									
23:30									

Opening Plenary, Sunday, November 4th, 2012 (14.00 – 17.30)

- 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**
Beka Dzamashvili, Head 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**
- 14.25 **Welcoming of Council Guests and Externals**
Bartosz Balewski
- 14.35 **Presentation and information by the Organising Committee of the Council Meeting**
Beka Dzamashvili, Head of Organising Committee
- 14.45 **Presentation of ICM Sponsors and Partners**
Beka Dzamashvili, Head 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**
Chair

- 16.20 **Approval of the Minutes of the LXII International Council Meeting in Algarve, Spring 2012**
Chair
- 16.30 **Report from the XLV International Presidents' Meeting in Paris, France**
Chair of the International Presidents' Meeting in Paris
- 16.40 **Reports from the II Supporting Area Meeting in Uppsala, Sweden**
Chairs of the II Supporting Area Meeting
- 16.55 **Reports from the II Key Area Meeting in Brno, Czech Republic**
Chairs from II Key Area Meeting
- 17.10 **Presentation of the Workshops during the ICM by members of ELSA International**
Chair and the International Board
- 17.25 **Information regarding the Officers' and Freshers' Training**
Anette Aav
- 17.30 **End of Plenary session**

Mid-Plenary, Tuesday, November 6th (15.00 – 20.00)

- 15.00 **Revision of the list of votes**
 Anette Aav
- 15.20 **Information from the Organising Committee**
 Organising Committee
- 15.30 **Announcement of Nominations**
 Nominations Committee
- 15.40 **Presentation and approval of IM Workshop related proposals**
 Chair and Workshop Chair
- 15.50 **Presentation of the work of the working groups for new IFP topic**
 Chair and working groups
- 16.50 **Questions and Answers, ELSA International**
 Chair
- 17.50 **Presentation IE Law School**
- 18.00 **Presentation of ALSA**
 Melinda Mae Lapus
- 18.10 **Presentation and Question and Answer time for the candidates for the
 position of Vice President Marketing of ELSA International 2012/2013**
 Chairs and Candidates
- 18.25 **Presentation and Question and Answer time for the candidate(s) for the
 position of Vice President Moot Court Competitions 2012/2013**
 Chair(s) and Candidate(s)
- 18.40 **Presentation of the voting procedure**
 Chair
- 18.50 **Handing out of ballot sheets**
 Anette Aav
- 19.00 **Break**
- 19.15 **Casting of the votes**
- 19.25 **Presentations of International Events**
-

Organising Committees of respective events

19.35 **Presentation of BEST**

Tadej Stepišnik Perdih

19.50 **Announcement of the results of the elections**

Chair

19.55 **End of Plenary Session**

Chair

Final Plenary, Saturday, November 10th (10.00 – 20.00)

- 10.00 **Revision of the List of Votes**
Anette Aav
- 10.20 **Announcement of Nominations**
Nominations Committee
- 10.30 **Presentation and approval of the STEP Workshop Report and recommendations**
Chair and Workshop Chair
- 10.45 **Presentation and approval of the AA Workshop Report and recommendations**
Chair and Workshop Chair
- 11.00 **Presentation and approval of the S&C Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 11.50 **Presentation by the Council of Europe**
- 12.10 **Break**
- 12.30 **Presentation and approval of the Final Accounts of ELSA International 2011/2012**
Internal and External Auditors' Reports 2011/2012
Chair, Ricardo Gomes, Auditors and the Financial Management Workshop Chair
- 13.00 **Presentation and approval of the Final Account of ELSA Development foundation 2011/2012**
Chair, Ricardo Gomes, Auditors and the Financial Management Workshop Chair
- 13.30 **Lunch Break**
- 15.00 **Revision of the List of Votes**
Anette Aav
- 15.10 **Report from the President of the International Board 2011/2012**
Niousha Nademi
- 15.40 **Relief of Responsibility of the International Board 2011/2012**
Chair

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- | | |
|-------|--|
| 16.00 | Break |
| 16.15 | Revision of the list of votes
Anette Aav |
| 16.20 | Presentation and approval of the MKT Workshop Report and recommendations
Chair and Workshop Chair |
| 16.35 | Presentation and approval of the FM Workshop Report and related proposals and recommendations
Chair and Workshop Chair |
| 16.50 | Presentation and approval of the IM Workshop Report and related proposals and recommendations
Chair and Workshop Chair |
| 17.05 | Presentation and approval of the BEE Workshop Report and recommendations
Chair and Workshop Chair |
| 17.20 | Presentation of ELSA Day
Federica Toscano |
| 17.30 | Presentation of Partners of ELSA International
Bartosz Balewski |
| 17.40 | Presentation of the IPM Host Candidate(s), Summer 2013
Chair and Candidate(s) |
| 17.50 | Questions and Answers to the IPM Host Candidate(s), Summer 2013
Chair and Candidate(s) |
| 18.00 | Presentation of the ICM Host Candidate(s), Spring 2014
Chair and Candidate(s) |
| 18.10 | Questions and Answers to the ICM Host Candidate(s), Summer 2014
Chair and Candidate(s) |
| 18.20 | Presentation of the Council Guests for the Spring ICM 2013
Nominations Committee |
| 18.25 | Presentation of the voting procedure
Chair |
-

- 18.30 **Handing out ballot sheets**
Anette Aav
- 18.40 **Break**
- 18.55 **Casting the votes**
- 19.05 **Presentation of ELS**
ELS Executive Committee and ELS members
- 19.15 **Presentation of the IFP Final Conference**
Organising Committee
- 19.20 **Presentation**
- 19.30 **Announcement of the results of the elections**
Chair
- 19.35 **Miscellaneous**
- 19.55 **Closing of the LXII International Council Meeting**
Bartosz Balewski

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

Time	Sun 4 th	Mon 5 th	Tue 6 th	Wed 7 th	Thu 8 th	Fri 9 th			
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast			
08:30									
09:00									
09:30									
10:00									
10:30	BEE, AA, S&C & STEP: New IFP Topic	BEE & STEP: Implementing the STEP Calendar	BEE, IM & MKT: Identifying ELSA	Conference	BEE & S&C: ELSA Day				
11:00									
11:30									
12:00									
12:30									
13:00	Letters of A. & Payments	Lunch	Lunch	Lunch	Lunch				
13:30									
14:00									
14:30									
15:00	Opening Plenary					BEE & FM: Budget Structure	Mid-Plenary	Training	Sightseeing
15:30		BEE & FM: Budget							
16:00		BEE & FM: Final Accounts							
16:30		Misc.							
17:00		Strategic Goals 2018	Closing						
17:30	Opening Workshops			Reporting Time	Free time	Dressing Time			
18:00									
18:30							Officers & Freshers	Reporting Time	Transport
19:00									
19:30									
20:00	HoD	Dinner	Dinner	Dinner	Gala Ball				
20:30									
21:00									
21:30	Party					Party	Party	Party	
22:00									
22:30									
23:00									
23:30									

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 send it to the BEE mailing list;
- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXI Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 36th Edition;
- Read the Minutes of the Board Management, External Relations and Expansion Workshop in the LX Council Meeting in Palermo and LXI Council Meeting in Algarve;
- Read the minutes from XLV International Presidents' Meeting in Paris, France;
- Read the One Year Operational Plan (OYOP) of ELSA International 2012/2013;
- Please read the Breakdown of Market Research results 2012, you can download it from: http://files.elsa.org/MKT/ELSA_Market_Research_2012_breakdown_results.pdf.

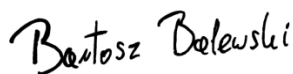
Links to these documents can be found from the same e-mail as these Working Materials. Please read them carefully. This is of great importance for the discussions and outcome of the Workshop sessions.

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 LXII Council Meeting.

Welcome to the BEE Workshop!

Yours,
Bartosz Balewski



Draft Agenda

Sunday, 4th November (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 everyone's 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, 5th November (10.00 – 13.30)

10.00 – 13.30

Joint Workshop BEE, AA, S&C and STEP: New IFP Topic**Aims:**

To discuss the outcome of the research of Working Groups, to discuss each potential IFP Topic, to discuss the duration of the next IFP Topic.

Means:

- Presentation by ELSA International
- Presentation of the four topics by Working Groups
- Discussion

Preparations: It is essential to have a clear idea of what are the potential topics BEFORE the beginning of the ICM. You can find in this Working Materials the general overview of each topic, prepared by Working Groups and an Input paper on the length of the IFP prepared by ELSA International. Please read these documents carefully and prepare your questions in advance.

You can find the proposals for topics by ELSA International on pages 169, 171, 173, 175.

You can find the proposal for duration by ELSA International on page 177.

You can read the Input Papers for topics by Working Groups starting from the pages 203, 206, 211, 214.

13.30 – 15.00

LUNCH

Monday, 5th November (15.00 – 19.00)

15.00 – 16.30

Joint Workshop BEE & FM: Budget structure**Aims:**

To discuss the topic of restructuring the account structure of ELSA International. To present and vote upon the proposal regarding structure of the budget and financial reports of ELSA International by ELSA International.

Means:

- Presentation of the proposal regarding structure of the accounts of ELSA International by ELSA International
- Discussion
- Voting on the proposal.

Preparation:

Read the input paper of ELSA International regarding grant-situation of ELSA International.

16.30 – 19.00

Strategic Goals 2018**Aim:**

To conduct first reading of strategic Goals 2018. To decide on goals which we want to develop until IPM Yalta.

Means:

- Discussion on outcome of the work of the Working Group on Strategic Goals 2018
- Decision on which goals we will develop and which we will drop.

Comments:

According to the Decision Book a first reading of Strategic Goals shall take place during the autumn International Council Meeting of the last year of the Strategic Plan in force. By this Workshop we will fill this provision. Members of the Working Group will present the results of their work together with the President of ELSA International. Based on that National Presidents will decide which ideas we want to develop in the future during the time before the IPM Yalta.

Preparations:

Read the conclusions from the Market Research. Read the work of the Working Group that will be sent to BEE mailing list before the beginning of the ICM.

Tuesday, 6th November (10.00 – 13.30)

10.00 – 13.30

BEE & STEP Joint WS: Implementing the STEP Calendar**Aim:**

To improve the cooperation between STEP and BEE in order to achieve better results in STEP during the upcoming term.

Means:

- Presentation by ELSA International
- Q&A

Comments:

As it is in the scope of responsibilities of BEE to place special focus on STEP, this workshop session is supposed to give further details on how exactly it should be done. This especially taking into account the recent changes in STEP.

Wednesday, 7th November (10.00 – 13.30)

10.00 - 13.30

Joint Workshop BEE, IM & MKT: Identifying ELSA – why and how?**Aim:**

To improve and discuss how we describe ELSA to potential members.

Means:

Part 1:

- Introduction to the topic - presentation by ELSA International
- Q&A
- Discussion on the necessity on identifying ELSA

Part 2:

- Group assignments
- Presentations and conclusions

Part 3:

- Discussion on the implementation of the results
- Conclusions.

Comments:

Today, we don't have a clear definition of what ELSA is and how we define ELSA when we talk face to face with potential members. It is very important to explain ELSA in a way that is understandable and to make people understand what we are doing in our Association. During this Workshop we will go through the results of the questionnaire which was sent to the all the officers mailing lists on the 19th of September. These results will be a base for the new recruitment strategy on which we will be working with during this year. The outcome of the Workshop will be a useful tool for officers to make ELSA understandable.

Preparations:

Think of how you define ELSA when talking to potential members. Think of how we can improve our strategy when presenting ELSA in a face to face meeting.

13.30 – 15.00

LUNCH

Wednesday, 7th November (15.00 – 19.00)

15.00 – 19.00

Training on “How to sell ELSA?”**Mean:**

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

Friday, 9th November (10.00 – 13.30)

10:00 – 13.30

Joint Workshop BEE and S&C: The ELSA Day**Aim:**

To share ideas on the promotion and realisation of the project. To give a concrete structure to the project

Means:

- The discussion will be divided in slots:
- Internal Promotion: Communication of the idea to Local Groups and National Network
- The ELSA Day in concrete: what to organise?
- External Promotion: How to advertise the ELSA Day

Each slot will be introduced by ELSA International and will be discussed with national representatives.

Preparation:

It is important to be ready to share the concrete plans that each national group is implementing at National Level to realise the ELSA Day. Please, prepare the structure of the contribution that you will be asked to share. Please read the Input paper on page 200.

13.30 – 15.00

LUNCH

Friday, 9th November (15.00 – 18.30)

15.00 – 16.00

Joint Workshop BEE & FM: Budget**Aim:**

To revise the current budget of ELSA International 2012/2013 according to the updated financial situation and structure of the budget approved earlier in the Mid-Plenary.

Means:

- Presentation of the proposal on the revision of the budget of ELSA International 2012/2013 by ELSA International
- Q&A
- Discussion
- Amendments
- Voting

Comments:

While the structure of the budget of ELSA International is discussed and approved earlier in the ICM, the substance changes to the budgeted entries are discussed and voted upon separately in this workshop. ELSA International will draft the final proposal on the budget according to the decision on the structure of the budget in the Mid-Plenary and distribute it on BEE and FM mailing lists at least 24 hours before the workshop.

16.00 – 17.00

Joint Workshop BEE & FM: Approval of the Final Accounts 2011/2012**Aim:**

To vote upon the Final Accounts for the financial year of 2011/2012

Means:

- Presentation by the Treasurer of ELSA International 2011/2012
- Presentation by the Auditors of ELSA International 2011/2012
- Q&A
- Voting

Preparations:

Read through the Final Accounts 2011/2012 as well as the Auditors' Reports in the Working Materials.

17.00 – 18.00

Miscellaneous**Aims:**

To allocate time to topics not covered in the sessions during the week.

Means:

- Discussion.

18.00 – 18.30

Closing

Aims:

To evaluate the week and the workshops and to close the Board Management, External Relations and Expansion Workshop.

Means:

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

INTERNAL MANAGEMENT WORKSHOP**Timetable**

Time	Sun 4 th	Mon 5 th	Tue 6 th	Wed 7 th	Thu 8 th	Fri 9 th					
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast					
08:30											
09:00											
09:30											
10:00											
10:30	Training, part 1	IM, FM & MKT: New IFP	BEE, IM & MKT: Identifying ELSA	Conference	Information in ELSA						
11:00					Human Resources Strategy						
11:30					Secretary General in the Board	Transition					
12:00											
12:30	Letters of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch					
13:00											
13:30	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch					
14:00											
14:30											
15:00							Training, part 2	Mid-Plenary	Online tools	Sightseeing	NSS
15:30									Proposals		
16:00	AR & OYOP	Mid-Plenary	IM & FM: Area Meetings	Sightseeing	ITP and trainings						
16:30											
17:00	Opening Workshops	Mid-Plenary	Alumni	Free time	Misc. & Closing						
17:30											
18:00	Officers & Freshers	SotN	Reporting Time	Free time	Dressing Time						
18:30											
19:00	HoD	Reporting Time	Reporting Time	Free time	Transport						
19:30											
20:00	Dinner	Dinner	Dinner	Dinner	Dinner	Gala Ball					
20:30											
21:00	Party	Party	Party	Party	Party	Gala Ball					
21:30											
22:00											
22:30											
23:00											
23:30											

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 LXI Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 36th Edition;
- Read the Minutes of the Internal Management Workshop in the LX Council Meeting in Palermo and LXI Council Meeting in Algarve;
- 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](http://files.elsa.org/Area%20Meetings/II%20Supporting%20Area%20Meeting%20Minutes.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 LXII Council Meeting.

Welcome to the IM Workshop!

Yours,
Anette Aav



Draft Agenda

Sunday, 4th November (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 everyone's 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, 5th November (10.00 – 13.30)

10.00 – 13.30

Training on knowledge management, part I**Aim:**

To educate the officers on knowledge management, to give the participants a basis to work on.

Mean:

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

13.30 – 15.00

LUNCH

Monday, 5th November (15.00 – 19.00)

15.00 – 16.30

Training on Knowledge Management, part II**Aims:**

To educate the officers on Knowledge Management, to give the participants a basis to work on.
To continue the training that was started before lunch.

Mean:

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

16.30 – 18.00

Activity Reports and OYOP**Aims:**

To present the status quo of Internal Management in the National Groups through Activity Reports sent to the Internal Management mailing list before the International Council Meeting and to discuss topics brought up in the Activity Reports. To present the One Year Operational Plan of ELSA International and National Groups.

Means:

- Presentation of Activity Report by ELSA International
- Presentation of Activity Reports of National Groups
- Q&A

- Presentation of the One Year Operational Plan of ELSA International
- Presentation of the One Year Operational Plans of National Groups
- Discussion.

Comments:

During this Workshop the participants will share the status quo of the Internal Management area in each National Group based on their Activity Reports. The participants will share their aims in their One Year Operational Plan in the Internal Management area and present the means to execute these plans.

Preparations:

Prepare your Activity Report and send it to the Internal Management mailing list before the start of the ICM on the following address: ELSA-IM@LISTSERV.ELSA.ORG. Prepare to present the Internal Management part from the OYOP of your National Board. Prepare questions about the OYOP of ELSA International. Read the OYOP of ELSA International 2012/2013.

18.00 – 19.00

State of the Network**Aims:**

To present the results of the 12th State of the Network inquiry conducted before the LXI International Council Meeting in Algarve in spring 2012 and the 13th State of the Network inquiry conducted before the LXII International Council Meeting in Batumi. To discuss the proposal by ELSA international.

Means:

- Presentation of the results of 12th SotN inquiry
- Q&A
- Presentation of the results of 13th SotN inquiry
- Q&A
- Discussion
- Presentation of the proposal by ELSA International
- Discussion on the proposal
- Voting on the proposals.

Comments:

During the session the participants will get an overview about the current status of the Network. The participants will have a chance to compare the results of the inquiries conducted in the past. This will give an overview of the development of the Network.

Preparations:

Please read the 11th SotN and the 12th SotN and prepare the questions for ELSA International and other National Groups regarding the results. Please fill in the 13th SotN questionnaire. Read the proposal by ELSA International on pages 163.

You can download the inquiries from the following links:

11th SotN: http://files.elsa.org/SotN/11th_SotN.pdf.

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

Tuesday, 6th November (10.00 – 13.30)

10.00 – 11.30

Joint Workshop IM, FM & MKT: New IFP**Aims:**

To discuss the outcome of the research of Working Groups, to discuss each potential IFP Topic, to discuss the duration of the next IFP Topic.

Means:

- Presentation by ELSA International
- Presentation of the four topics by Working Groups
- Discussion

Preparations: It is essential to have a clear idea of what are the potential topics BEFORE the beginning of the ICM. You can find in this Working Materials the general overview of each topic, prepared by Working Groups. You can read the Input Papers for topics by Working Groups starting from the pages 203, 206, 211, 214.

11.30 – 13.30

Secretary General in the Board**Aim:**

To talk about the main responsibilities and the role of the Secretary General within the Board.

Means:

- Presentation by ELSA International
- Groupwork
- Presentations by participants
- Conclusion.

Comments:

The session will cover not just the written tasks of the Secretary General but also the role he or she has within the board and the team. The participants will get an overview about the main elements of motivating the board members and board management as well as tips and tricks on communication and teambuilding.

Preparations:

Think about your role in the board and be ready to share your ideas and experiences.

Wednesday, 7th November (10.00 – 13.30)

10.00 - 13.30

Joint Workshop BEE, IM & MKT: Identifying ELSA – why and how?**Aim:**

To improve and discuss how we describe ELSA to potential members.

Means:

Part 1:

- Introduction to the topic - presentation by ELSA International
- Q&A
- Discussion on the necessity on identifying ELSA

Part 2:

- Group assignments
- Presentations and conclusions

Part 3:

- Discussion on the implementation of the results
- Conclusions.

Comments:

Today, we don't have a clear definition of what ELSA is and how we define ELSA when we talk face to face with potential members. It is very important to explain ELSA in a way that is understandable and to make people understand what we are doing in our Association. During this Workshop we will go through the results of the questionnaire which was sent to the all the officers mailing lists on the 19th of September. These results will be a base for the new recruitment strategy on which we will be working with during this year. The outcome of the Workshop will be a useful tool for officers to make ELSA understandable.

Preparations:

Think of how you define ELSA when talking to potential members. Think of how we can improve our strategy when presenting ELSA in a face to face meeting.

13.30 – 15.00

LUNCH

Wednesday, 7th November (15.00 – 19.00)

15.00 – 16.00

Online tools**Aims:**

To present the online solutions that ELSA International and the IT Team of ELSA International has been working on. To gather inputs and feedback from the officers.

Means:

- Presentation by ELSA International
- Discussion.

Comments:

The session will focus on the online tools that ELSA International has been working on since the beginning of the term. The participants will have a chance to give feedback on the current tools and express their expectations on the tools needed for everyday work as an ELSA officer.

Preparations:

Gather inputs from your board members about the current online tools in use and find out if there is anything else they need.

16.00 – 17.30

Joint Workshop IM & FM: Area Meetings**Aim:**

To discuss the proposals by National Groups.

Means:

- Presentation of the proposals
- Discussion
- Voting on proposals.

Preparations:

Read the National Groups proposals starting from page 179, 180, 182, 186, 188 and Input Paper on the page 202.

17.30 – 19.00

Alumni**Aims:**

To discuss about the alumni systems in different National Groups. To talk about the benefits of an alumni network and how to keep them active. To share ideas and experiences and to follow up on the developments since II Supporting Area Meeting.

Means:

- Presentation by ELSA International
- Presentations by National Groups
- Roundtable
- Discussion.

Preparations:

Be prepared to give an overview of the alumni system you have in your National or Local group. Be prepared to share ideas how to keep alumni close to the Network and how to keep them active.

Friday, 9th November (10.00 – 13.30)

10.00 – 11.00

Information in ELSA**Aims:**

To talk about the difference in the information we share in the Network and to discuss about the different tools and ways of doing it.

Means:

- Discussion
- Presentation by ELSA International
- Roundtable and discussion

Preparations:

Please read the Input Paper by ELSA International on page 191 and be ready to share your ideas.

11.00 – 12.30

Human Resources Strategy**Aims:**

To present the follow-up from the II Supporting Area Meeting. To evaluate the implementation of the Human Resources Strategies of the National Groups.

Means:

- Presentation by ELSA International
- Work in groups
- Conclusions
- Preparing the next steps.

Comments:

Evaluating and developing the Human Resources Strategy of ELSA is one of the goals for ELSA International during this term. For that the beginning of the workshops will focus in the follow-up from II SAM where the participants were discussing about the different key factors of the Human Resources Strategy. After that the participants will have a chance to share their ideas on a more deepened level in a group work and plan the up-coming steps for the development.

Preparations:

Read the Human Resources Strategy and Recruitment Workshop minutes from II SAM. Read the minutes from the Recruitment Strategy workshop in ICM Palermo (ICM Palermo Minutes, page 205) and the minutes from workshop of ICM Algarve (ICM Palermo Minutes, page 270) on Human Resources of ELSA.

12.30 – 13.30

Transition**Aims:**

To present the Transition Manual compiled by the working group.

Means:

- Presentation by the working group
- Q&A.

13.30 – 15.00

LUNCH

Friday, 9th November (15.00 – 18.30)

15.00 – 15.30

Network Support System**Aims:**

To talk about the Networks Support System, to introduce the idea behind it and to talk about on-going projects and the outcomes.

Means:

- Presentation by ELSA International
- Presentation by National Groups
- Discussion.

15.30 – 16.00

Proposal

Aim:

To discuss the proposal by ELSA International

Means:

- Presentation of proposal
- Discussion
- Voting on proposal

Preparations:

Read the proposal by ELSA International on the page 159, 161 and proposal from National Groups on page 188.

16.00 – 17.30

International Trainers Pool and trainings**Aims:**

To raise the awareness about ITP, to share the ideas in the development of the ITP.

Means:

- Presentation by ELSA International
- Roundtable
- Conclusions.

Comments:

ELSA International will share ideas of developing ITP. The National Groups with National Trainers pool have the chance sharing ideas about the establishment of a National Trainers Pool.

Preparations:

Prepare to present how does your National Trainers Pool functions and how was it established. Be prepared to share your ideas about the development of the ITP.

17.30 – 18.30

Miscellaneous and 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 4 th	Mon 5 th	Tue 6 th	Wed 7 th	Thu 8 th	Fri 9 th
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30						
09:00						
09:30						
10:00						
10:30	Training on Leadership and Negotiation Skills	IM, FM & MKT: New IFP	FM & AA: Project Planning	Conference	Grant Challenge	
11:00						
11:30		Accounting Programs	EDF		Grant Strategy	
12:00						
12:30	Letters of A. & Payments	Lunch	Lunch	Lunch	Lunch	
13:00						
13:30	Opening Plenary	BEE & FM: Budget Structure	Mid-Plenary	FM Regulations	Sightseeing	BEE & FM: Budget
14:00						
14:30						
15:00		Activity Reports		IM & FM: Area Meetings	BEE & FM: Final Accounts	
15:30						
16:00		Opening Workshops		Grant Challenge	Treasurer in the board	Misc., evaluation & closing
16:30						
17:00		Officers & Freshers		Reporting Time	Reporting Time	Dressing Time
17:30						
18:00	HoD	Dinner	Dinner	Dinner	Dinner	
18:30						
19:00	Party	Party	Party	Party	Party	
19:30						
20:00	Party	Party	Party	Party	Party	
20:30						
21:00	Party	Party	Party	Party	Party	
21:30						
22:00	Party	Party	Party	Party	Party	
22:30						
23:00	Party	Party	Party	Party	Party	
23:30						

Preparations and reminders for the Financial Management Workshop

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

- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXI Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 36th Edition;
- Read the Minutes of the Financial Management Workshop in the LX Council Meeting in Palermo and LXI Council Meeting in Algarve;
- 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.

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 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 LXII Council Meeting.

Welcome to the FM Workshop!

Yours,
Alpo Lahtinen



Draft Agenda

Sunday, 4th November (17.30 – 20.00)

17.30 - 18.30

Introductory 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 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
- Secretary training is delivered by the Secretary General of ELSA International
- Tellers and Nomination Committee training is delivered by ELSA International

19.00 - 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, 5th November (10.00 – 13.30)

10.00 – 13.30

Training on Leadership and Negotiation Skills**Aim:**

To provide the treasurers with tools for active participation in projects and administration of ELSA.

Mean:

- Training delivered by an ITP Trainer

Monday, 5th November (15.00 – 19.00)

15.00 – 16.30

Joint Workshop BEE & FM: Budget structure**Aims:**

To discuss the topic of restructuring the account structure of ELSA International. To present and vote upon the proposal regarding structure of the budget and financial reports of ELSA International by ELSA International.

Means:

- Presentation of the proposal regarding structure of the accounts of ELSA International by ELSA International
- Discussion
- Voting on the proposal

Preparation:

Read the Input Paper of ELSA International regarding grant-situation of ELSA International on page 192.

16.30 – 18.00

Activity Reports**Aims:**

To get an impression of the status of Internal Management in National Groups through Activity Reports presented in the Workshop and to discuss topics brought up in the Activity Reports.

Means:

- Presentation of the Activity Report of ELSA International
- Presentation of the Activity Reports of National Groups
- Q&A

18.00 – 19.00

Grant Challenge

Aims:

To present the Grant Challenge of the ICM and to form working groups for the challenge.

Means:

- Presentation of the Grant Challenge by ELSA International
- Q&A
- Teamwork: Grant Challenge begins

Comments:

There will be a Grant Challenge taking place during the FM Workshop of ICM Batumi. In this first workshop, treasurers will be divided into teams and given a team task to draft a grant application for a fictional grant. Grant Challenge will be followed-up on Friday morning in a session, where the grant applications are evaluated and the grant is distributed among the applicants.

Tuesday, 6th November (10.00 – 13.30)

10.00 – 11.30

Joint Workshop IM, FM & MKT: New IFP

Aims:

To discuss the outcome of the research of Working Groups, to discuss each potential IFP Topic, to discuss the duration of the next IFP Topic.

Means:

- Presentation by ELSA International
- Presentation of the four topics by Working Groups
- Discussion

Preparations: It is essential to have a clear idea of what are the potential topics BEFORE the beginning of the ICM. You can find in this Working Materials the general overview of each topic, prepared by Working Groups. You can read the Input Papers for topics by Working Groups starting from the pages 203, 206, 211, 214.

11.30 – 13.30

Accounting Programs**Aims:**

To present some accounting programs in use in the Network and to discuss the benefits of using an accounting software

Means:

- Presentations on JFS Bokföring, Tappio and Lexware
- Discussion

Comments:

Accounting programs are one of the most useful tools of a treasurer. They provide structure for bookkeeping and make drawing the reports a lot easier. When the amount of bookkeeping exceeds certain level, a well-functioning accounting program becomes mandatory, but simple programs are useful for any treasurer doing double entry bookkeeping. In this workshop, the treasurers will compare solutions already in use in the Network and share their experiences on these systems.

Wednesday, 7th November (10.00 – 13.30)

10.00 – 12.00

Joint Workshop FM & AA: Project planning**Aims:**

To improve the cooperation of FM and AA; to introduce elements of financial planning and risk management for AA officers and to increase treasurers' knowledge of AA activities.

Means:

- Discussion on financial planning of projects
- Working groups: event planning

Comments:

Fluent cooperation of Key Area Officers and Treasurers is important for successful and financially stable events. This practical Workshop focuses on the cooperation of AA officers and treasurers in organizing AA and general ELSA events.

12.00 – 13.30

EDF**Aim:**

To present the application procedure and the follow up after the acceptance of the application by the Board of Directors of EDF.

Means:

- Presentation by ELSA International
- Discussion
- Q&A

Comments:

ELSA Development Foundation was created in order to overcome structural weaknesses in the Network. The aim of this workshop is to uniform the procedures that ELSA Groups follow when applying for EDF grants in order to implement an effective procedure. Special focus will be on the reporting after the activities supported by the grant.

Preparations:

Please familiarise yourself with the Application form:

(http://files.elsa.org/EDF/National_Group_EDF_Application_Form_2012.docx) and with the application procedure.

Wednesday, 7th November (15.00 – 19.00)

15.00 – 16.00

Financial Management Regulations**Aim:**

To discuss and vote upon the opinion of the FM Workshop on the proposed changes

Means:

- Presentation of the proposal on EDF section by ELSA International
- Discussion
- Voting
- Presentation of the proposal on Responsibilities section by ELSA International
- Discussion
- Voting

Comments:

There has been a discussion of definition of a National Group in EDF regulations recently. ELSA International proposes the definition to clarify the topic and enforce the current interpretation of the regulations. Responsibilities section of the FM part of the decision book contains an outdated responsibility of EDF contribution by ELSA International. Another proposed amendment is removal of reasons of National Groups debts towards ELSA International. Reason for this proposal is, that ELSA International does not have full knowledge of National Groups' subjective reasons of debts and thus including such an explanation in the working materials would be misleading.

Preparations:

Read the Financial Management proposals by ELSA International on pages 165 and 167; and discuss them with your National Group.

16.00 – 17.30

Joint Workshop IM & FM: Area Meetings

Aim:

To discuss the proposals by National Groups.

Means:

- Presentation of the proposals
- Discussion
- Voting on proposals.

Preparations:

Read the National Groups proposals starting from page 179, 180, 182, 186, 188 and Input Paper on the page 202.

17.30 – 19.00

Treasurer in the board

Aims:

To discuss the role of a treasurer within a board and to practically address the challenge of unequal information.

Means:

- Session on communication by ELSA International
- Discussion

Friday, 9th November (10.00 – 13.30)

10.00 – 12.00

Grant Challenge

Aims:

To conclude the Grant Challenge of ICM Batumi and to choose the winning team.

Means:

- Presentation of the grant applications
- Drafting advisory opinion on grant application
- Distribution of the grant (awards)
- Discussion

12.00 – 13.30

Grant Strategy

Aims:

To discuss the requirement of international grants and possibilities to finance ELSA projects through grants.

Means:

- Presentation of granting instances and their priorities
- Discussion on the grant strategy

Friday, 9th November (15.00 – 18.30)

15.00 – 16.00

Joint Workshop BEE & FM: Budget

Aim:

To revise the current budget of ELSA International 2012/2013 according to the updated financial situation and structure of the budget approved earlier in the Mid-Plenary.

Means:

- Presentation of the proposal on the revision of the budget of ELSA International 2012/2013 by ELSA International
- Q&A
- Discussion
- Amendments
- Voting

Comments:

While the structure of the budget of ELSA International is discussed and approved earlier in the ICM, the substance changes to the budgeted entries are discussed and voted upon separately in this workshop. ELSA International will draft the final proposal on the budget according to the decision on the structure of the budget in the Mid-Plenary and distribute it on BEE and FM mailing lists at least 24 hours before the workshop.

16.00 – 17.00

Joint Workshop BEE & FM: Approval of the Final Accounts 2011/2012

Aim:

To vote upon the Final Accounts for the financial year of 2011/2012

Means:

- Presentation by the Treasurer of ELSA International 2011/2012

- Presentation by the Auditors of ELSA International 2011/2012
- Q&A
- Voting

Preparations:

Read through the Final Accounts 2011/2012 as well as the Auditors' Reports in the Working Materials.

17.00 - 18.30

Miscellaneous, evaluation, Q&A, closing of the Workshop**Aims:**

To raise any questions by National Groups not yet answered during the week, and to discuss any questions left unanswered relating to any topic, to evaluate the FM Workshop and the International Council Meeting in general as well as to close the FM Workshop.

Means:

- Q&A
- Miscellaneous
- Evaluation
- Closing of the workshop

Comments:

The floor is open for all participants to ask questions to ELSA International or the other participants regarding unresolved matters.

MARKETING WORKSHOP**Timetable**

Time	Sun 4 th	Mon 5 th	Tue 6 th	Wed 7 th	Thu 8 th	Fri 9 th
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30						
09:00						
09:30						
10:00						
10:30	AR & MKT dos and don'ts	IM, FM & MKT: New IFP	BEE, IM & MKT: Identifying ELSA	Conference	Information in ELSA	
11:00	Social Media Strategizing	IFP & MKT			STEP & MKT WS I	
11:30		MKT & AA: Promotion of EC			STEP & MKT WS II	
12:00						
12:30						
13:00	Letters of A. & Payments					
13:30	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch
14:00						
14:30						
15:00						
15:30						
16:00	Advertising in ELSA	Mid-Plenary	Training on time management	Sightseeing	Corporate Identity	
16:30						
17:00						
17:30						
18:00	Opening Workshops	Candidates			Misc, Q&A, closing	
18:30	Officers & Freshers	Reporting Time	Reporting Time	Free Time	Dressing Time	
19:00						
19:30						Transport
20:00	HoD					Gala Ball
20:30	Dinner	Dinner	Dinner	Dinner	Dinner	
21:00						
21:30	Party	Party	Party	Party	Party	
22:00						
22:30						
23:00						
23:30						

Preparations and reminders for the Marketing Workshop

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

- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXI Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 36th Edition;
- Read the Minutes of the Marketing Workshop in the LX Council Meeting in Palermo and LXI Council Meeting in Algarve;
- 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.

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 Director for Marketing of ELSA International at marketing@elsa.org.

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

Welcome to the MKT Workshop!

Yours,
Anders Liljeberg



Draft Agenda

Sunday, 4th November (17.30 – 20.00)

17.30 - 18.30

Introductory Workshop

Aims: To open the Marketing Workshop of the International Council meeting, to elect Workshop officers and to get to know each other a little bit.

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
- Deciding on the Workshop rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable discussion: 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.

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, 5th November (10.00 – 13.30)

10.00 – 11.00

Activity Report and VP Marketing dos and don'ts**Aims:**

To present the Activity Reports of National Officers. To evaluate the work so far in order to learn from each other about working and non-working concepts within the field of Marketing in ELSA.

Means:

- Presentation of Activity Report, Director for Marketing of ELSA International
- Q&A
- Roundtable: Present the Activity Reports of the National Officers attending the Workshop
- Evaluation of Activity Reports, VP Marketing dos and don'ts
- Open discussion

Comments:

To learn from each other is very crucial in order to develop our work. We will not only focus on what we have done during our terms in office, also what officers have done good and what we could have done better. We will get the opportunity to share our experiences and not only what we have been doing during the year.

Preparations:

Write an Activity Report (maximum one A4 page) of your work during your term in office so far. Send it to the marketing mailing list before the ICM. Be prepared to evaluate and to tell the Workshop participants what has been working good and what has not been working that good during your term in office so far.

11.00 – 13.30

Social Media Strategizing**Aims:**

To provide Marketing with necessary tools for social media marketing and to work on a social media strategy for Local Groups in ELSA.

Means:

- Background information and presentation of the social media work from ELSA International
- Open discussions on factors to take into consideration when drafting a social media strategy
- Group assignments on drafting social media strategies
- Final conclusion by ELSA International and participants

Comments:

Social Media is becoming a bigger part of the work of the Marketing Officer in ELSA and social media is becoming a more powerful promotion tool. In order to secure a more efficient marketing through social media, we need to set up a social media strategy to provide the Network with. The outcome of this Workshop will be to contribute to the Social Media Strategy for Local Groups that will be presented after the International Council Meeting.

Preparations:

Think of important aspects that we need to take into consideration when using social media. Think of what kind of guidelines we need to provide Local and National Officers with in order to improve our promotion through social media.

13.30 – 15.00

LUNCH

Monday, 5th November (15.00 – 19.00)

15.00 – 18.00

Advertising in ELSA**Aims:**

To present the relevant EU regulations within the advertising sector, make sure the Marketing Officers are aware of advertising sales principals and procedure in ELSA. To provide the participants with the general principles for effective marketing and business communication. To organise a simulation of typical problematic situations in the negotiation procedure, develop an active discussion and brainstorm on legal and practical advertising issues.

Means:

- Presentation of relevant EU regulation on advertising issues
- Simulation of the court. Providing participants with examples of potential violations asking to decide and provide arguments whether they can detect the violation in the particular situation

- Additional Q&A

Scheduled break for 15 minutes

- Presentation of advertising sales in ELSA International (up to 30 minutes)
- Q&A
- Presentation of general principles for effective marketing business communication
- Simulation of typical problematic situations in the negotiation procedure, providing participants with the relevant cases and asking to think about the solutions individually (maybe in a written form), later on asking to provide the other participants with their suggestions and encouraging an interactive discussion on the best solutions
- Interactive discussion covering legal and practical advertising issues, brainstorming on possible improvements
- Closing Q&A

Comments:

This workshop's aim is not only to raise the common knowledge of advertising services provided by ELSA International, but to also focus on relevant EU regulatory framework and general advice for success in advertising sales industry. Additionally, this workshop is aimed to involve participants in active brainstorming, accordingly, aiming to target and form a group of interested and motivated students who will be eager to engage in marketing and advertising activities of ELSA International during the upcoming terms.

Preparations:

Review of the recent regulations in the advertising sector. Get familiar with the ELSA Media Card and the advertising opportunities within ELSA provided in the website of ELSA International:

http://www.elsa.org/fileadmin/user_upload/elsa_international/PDF/ELSA_Media_Card_2012.pdf

Be prepared to contribute with innovative advertising suggestions.

18.00 – 19.00

Candidates Workshop

Aim:

To receive a presentation and to give the Workshop participants a possibility to ask questions to the candidate(s) for the position of Vice President Marketing of ELSA International.

Means:

- Presentation of the candidate(s)
- Questions and answers to the candidate(s)

Comments:

Since no Vice President for Marketing was elected at the LXI ICM Algarve, there is a possibility to run for this position during LXII ICM Batumi. During the Workshop, the participants will receive a presentation from the candidate(s) and will be given the possibility to ask questions.

Preparations:

Read the candidature materials of the candidate(s) and be prepared to ask questions.

Tuesday, 6th November (10.00 – 13.30)

10.00 – 11.30

Joint Workshop IM, FM & MKT: New IFP**Aims:**

To discuss the outcome of the research of Working Groups, to discuss each potential IFP Topic, to discuss the duration of the next IFP Topic.

Means:

- Presentation by ELSA International
- Presentation of the four topics by Working Groups
- Discussion

Preparations: It is essential to have a clear idea of what are the potential topics BEFORE the beginning of the ICM. You can find in this Working Materials the general overview of each topic, prepared by Working Groups. You can read the Input Papers for topics by Working Groups starting from the pages 203, 206, 211, 214.

11.30 – 12.00

The Marketing Officer and The new IFP Topic**Aims:**

To discuss and evaluate the proposed IFP Topics from a marketing point of view.

Mean:

- Short presentations of given assignments
- Open discussions

Comments:

The IFP topic does not only affect the Key Area Officers in ELSA. With this Workshop we will get the opportunity to have a short discussion on the proposed IFP topics and evaluate them from a marketing point of view.

Preparations:

Participate in the IFP Workshop and take part of the, on beforehand, given assignments.

12.00 – 13.30

Joint Workshop MKT & AA: Promoting Essay Competitions – Strengths and weaknesses**Aims:**

To discuss the promotion of Essay Competitions arranged by ELSA and to define Essay Competition as a product to promote. To discuss possible solutions on how to make these competitions more attractive for our audience.

Means:

- Short presentation from ELSA International
- Group work on the characteristics of an essay competition
- Conclusions of the group work
- Discussion on promotion of Essay Competitions
- Final conclusion by ELSA International and participants

Comments: It could be hard to attract participants to Essay Competitions and to promote the concept. We will discuss the characteristics of Essay Competitions and analyse the concept in order to distinguish its strengths and weaknesses. Before we decide on how to promote the essay competitions, we need to discuss what to promote. The outcome of this workshop will be more confident officers with confident and knowledge on how to promote Essay Competitions.

Preparations: Think about the strengths and weaknesses of Essay Competitions and how you think can we attract more students to participate. Please read the Input Paper by ELSA International on page 193.

Wednesday, 6th November (10.00 – 13.30)

10.00 - 13.30

Joint Workshop BEE, IM & MKT: Identifying ELSA – why and how?**Aim:**

To improve and discuss how we describe ELSA to potential members.

Means:Part 1:

- Introduction to the topic - presentation by ELSA International
- Q&A
- Discussion on the necessity on identifying ELSA

Part 2:

- Group assignments

- Presentations and conclusions

Part 3:

- Discussion on the implementation of the results
- Conclusions

Comments:

Today, we do not have a clear definition of what ELSA is and how we define ELSA when we talk face to face with potential members. It is very important to explain ELSA in a way that is understandable and to make people understand what we are doing in our Association. During this Workshop we will go through the results of the questionnaire which was sent to the officers mailing lists on the 19th of September. These results will be a base for the new recruitment strategy on which we will be working with during this year. The outcome of the Workshop will be a useful tool for officers to make ELSA understandable.

Preparations:

Think of how you define ELSA when talking to potential members. Think of how we can improve our strategy when presenting ELSA in a face to face meeting.

13.30 – 15.00

LUNCH

Wednesday, 7th November (15.00 – 19.00)

15.00 – 19.00

Training on time management and promotion planning

Aim:

To develop our skills on time management and promotion planning.

Means:

- Training given by an ITP Trainer.

Friday, 9th November (10.00 – 13.30)

10.00 – 11.00

Information in ELSA

Aims:

To talk about the difference in the information we share in the Network and to discuss about the different tools and ways of doing it.

Means:

- Discussion

- Presentation by ELSA International
- Roundtable and discussion

Preparations:

Please read the Input Paper by ELSA International on page 191 and be ready to share your ideas.

11.00 – 12.00

STEP & Marketing Joint WS I: STEP Promotion – What?**Aims:**

To make the cooperation between STEP and Marketing deeper and define STEP as an subject of promotion.

Means:

- Presentation by ELSA International
- Discussion
- Q&A

Comments: It is necessary to know the area well before beginning with its promotion. This workshop will focus on defining the characteristics of STEP and what can be done for its successful promotion. It is utterly important to start using a continuous and innovative promotion strategy for making STEP more appealing, as for possible employers, and also for potential applicants.

12.00 – 13.30

STEP & Marketing Joint WS II: STEP Promotion – How?**Aim:**

To brainstorm on possible promotion strategies on the STEP Calendar.

Means:

- Presentation by ELSA International
- Discussion
- Q&A

Comments:

It is utterly important to start using a continuous and innovative promotion strategy for making STEP more appealing, as for possible employers, and also for potential applicants.

13.30 – 15.00

LUNCH

Friday, 9th November (15.00 – 18.30)

15.00 – 17.30

Corporate Identity and its future

Aims:

To present the background of the ELSA Corporate Identity and to raise the discussion of its future use within ELSA.

Means:

- Short presentation on the background of the ELSA Corporate Identity
- Q&A
- Discussion on how we can develop the concept and how it should be conducted

Comments:

The ELSA Corporate Identity was implemented in 2008 and since that we have not worked actively on the development on corporate Identity. The outcome of this Workshop will be to come to a conclusion on what we want to do with the Corporate Identity in the future.

Preparations:

Study the ELSA Identity Handbook that can be found in the ELSA Officers' Portal (www.officers.elsa.org). Think of how you would like to develop the Corporate Identity and if you would like to work on this during your term in office.

17.30 – 18.30

Miscellaneous, Q&A and closing

Aims:

To discuss topics that were not brought up during the Workshop sessions. To give the participants the opportunity to ask questions to ELSA International. To close the Marketing Workshop of the LXII International Council Meeting.

Means:

- Miscellaneous
- Q&A
- Closing

Comments:

This will be the time where you can bring up topics that were not in the agenda or that you think were not discussed enough during the week. You will also get the opportunity to ask questions to ELSA International. Closing will be a short evaluation and instructions for further evaluation of the workshop session online.

ACADEMIC ACTIVITIES WORKSHOP**Timetable**

Time	Sun 4 th	Mon 5 th	Tue 6 th	Wed 7 th	Thu 8 th	Fri 9 th	
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
08:30							
09:00							
09:30							
10:00							
10:30	BEE, AA, S&C, STEP: New IFP topic	Developing Soft Skills	FM & AA: Project Planning	Conference	EMC2		
11:00					National MC		
11:30					Legal Research Groups		
12:00							
12:30							
13:00	Letters of A. & Payments	MKT & AA: Promotion of EC	Legal Courses				
13:30	Lunch						
14:00							
14:30							
15:00							
15:30		Opening Plenary	HRMCC	Mid-Plenary	Training Leadership & Motivation	Sightseeing	AA, S&C & STEP: ELSA and CoE
16:00	Fairy Tale MC Role Play						
16:30			AA projects				
17:00							
17:30	Introductory Session		Candidates				
18:00	Officers & Freshers	Reporting Time		Transport			
18:30			HoD		Dinner	Dinner	Dinner
19:00	Dinner						
19:30		Party	Party	Party	Party	Party	Gala Ball
20:00							
20:30	Party	Party	Party	Party	Party	Gala Ball	
21:00							
21:30	Party	Party	Party	Party	Party	Gala Ball	
22:00							
22:30							
23:00							
23:30							

Preparations and reminders for the Academic Activities Workshop

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

- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXI Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 36th Edition;
- Read the Minutes of the Academic Activities Workshop in the LX Council Meeting in Palermo and LXI Council Meeting in Algarve;
- 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 International Focus Programme Handbook from: <http://officers.elsa.org/>;
- 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 Director 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 LXII Council Meeting.

Welcome to the AA Workshop!

Yours,

Vasco Silva and Corinna Mückenheim



Draft Agenda

Sunday, 4th November (17.30 – 20.00)

17.30 - 18.30

Introductory 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, 5th November (10.00 – 13.30)

10.00 – 13.30

Joint Workshop BEE, AA, S&C and STEP: New IFP Topic**Aims:**

To discuss the outcome of the research of Working Groups, to discuss each potential IFP Topic, to discuss the duration of the next IFP Topic.

Means:

- Presentation by ELSA International
- Presentation of the four topics by Working Groups
- Discussion

Preparations:

It is essential to have a clear idea of what are the potential topics BEFORE the beginning of the ICM. You can find in this Working Materials the general overview of each topic, prepared by Working Groups and an Input paper on the length of the IFP prepared by ELSA International. Please read these documents carefully and prepare your questions in advance.

You can find the proposals for topics by ELSA International on pages 169, 171, 173, 175.

You can find the proposal for duration by ELSA International on page 177.

You can read the Input Papers for topics by Working Groups starting from the pages 203, 206, 211, 214.

13.30 – 15.00

LUNCH

Monday, 5th November (15.00 – 19.00)

15.00 – 16.00

The European Human Rights Moot Court Competition**Aims:**

To introduce the 1st edition of the new Human Rights Moot Court Competition. This project has been developed with the cooperation of ELSA International, was launched on the 15th of July 2012 and the European Final will take place in February 2013 at the Council of Europe and the European Court of Human Rights in Strasbourg.

Means:

- Presentation by ELSA International
- Working Groups and Roundtable

Comments:

It is important for our officers to know the new project of ELSA International in cooperation with the Council of Europe in order to promote it and gather teams to make the first edition a success.

Preparations:

Please look at our webpage <http://humanrightsmootcourt.org> and get familiar with the competition.

16.00 – 18.00

Fairy Tale Moot Court Role Play**Aims:**

To simulate a Moot Court Competition for and with the officers in order to get to know the substance of an oral pleading and the feeling of the competition in general.

Means:

- Presentation by ELSA International
- Hand out of the necessary documents
- Role play

Comments:

Officers mostly did not participate in a Moot Court themselves and thus, this session is intended to let them understand how a Moot Court pleading looks like.

Preparations:

Read the MCC Organizers Manual in order to understand the procedural part.

18.00 – 19.00

Presentation of the candidate(s) for the position of Vice President for Moot Court Competitions of ELSA International 2012/2013**Aim:**

To receive a presentation and to interview candidates for the position of Vice President for Moot Court Competitions of ELSA International.

Means:

- Presentation of the candidate(s);
- Questions and answers to the candidate(s).

Comments:

During this session Academic Activities officers are given an opportunity to interview candidate(s) for the position of Vice President for Moot Court Competitions exclusively before the Mid Plenary.

Tuesday, 6th November (10.00 – 13.30)

10.00 – 12.00

Interactive session on developing soft skills for lawyers**Aims:**

To enhance the importance of soft skills for law students and young lawyers. To motivate the Academic Activities officers to develop projects that provide ELSA members with soft skills.

Mean:

- Session provided by IE Law School, LL.M. Partner of ELSA International

12.00 – 13.30

Joint Workshop MKT & AA: Promoting Essay Competitions – Strengths and weaknesses**Aims:**

To discuss the promotion of Essay Competitions arranged by ELSA and to define Essay Competition as a product to promote. To discuss possible solutions on how to make these competitions more attractive for our audience.

Means:

- Short presentation from ELSA International
- Group work on the characteristics of an Essay Competition
- Conclusions of the group work
- Discussion on promotion of Essay Competitions
- Final conclusion by ELSA International and participants

Comments:

It could be hard to attract participants to Essay Competitions and to promote the concept. We will discuss the characteristics of Essay Competitions and analyse the concept in order to distinguish its strengths and weaknesses. Before the decision on how to promote the Essay Competitions, we need to discuss what to promote. At the end of the workshop officers will be more confident and they will have a better awareness and knowledge on how to promote Essay Competitions.

Preparations:

Think about the strengths and weaknesses of Essay Competitions and how you think we can attract more students to participate. Please read the Input Paper on page 193.

13.30 – 15.00

LUNCH

Wednesday, 7th November (10.00 – 13.30)

10.00 – 12.00

Joint Workshop FM & AA: Project planning

Aims:

To improve the cooperation between FM and AA; to introduce elements of financial planning and risk management for AA officers and to increase treasurers' knowledge of AA activities.

Means:

- Discussion on financial planning of projects
- Working groups: event planning

Comments:

Fluent cooperation of key area officers and treasurers is important for successful and financially stable events. This practical workshop focuses on the cooperation of AA officers and treasurers in organizing AA and general ELSA events.

12.00 – 13.30

Legal Courses

Aims:

To encourage the AA officers to develop new opportunities to provide the necessary practical skills to complement the education received by law students during their studies. To discuss and decide upon the structure of the Legal Courses in ELSA.

Means:

- Presentation by ELSA International
- Q&A
- Roundtable discussion
- Approval of the structure for the ELSA Legal Courses

Comments:

Taking part in trainings focused on law students and young lawyers practical necessities is one of the major priorities for our members nowadays. During the Key Area Meeting, the AA workshop had the chance, for the first time, to discuss the general concept of these new projects.

At the ICM, we will be able to finalise the structure of the Legal Courses and start their implementation in ELSA Network.

Preparations:

Please read the documents sent to the mailing list regarding this topic and the Input Paper on the page 196.

13.30 – 15.00

LUNCH

Wednesday, 7th November (15.00 – 19.00)

15.00 – 19.00

Training on Leadership and Motivation

Mean:

- Training provided by a member of the International Trainers' Pool

Comment:

To provide the AA officers with the means to improve their organisational skills by leading their project's team and resources and to motivate them during their term, while facing the challenges of the organisation of complex international projects.

Friday, 9th November (10.00 – 13.30)

10.00 – 10.30

The ELSA Moot Court Competition on WTO law**Aims:**

To present the ELSA Moot Court Competition on WTO Law in cooperation with the World Trade Organization, to give an overview of the past 10 editions, the upcoming 11th edition and the structural changes.

Means:

- Presentation by ELSA International
- Roundtable

Comments:

It is very important for officers to understand the importance of the flagship project of ELSA International and to promote it to their national and local officers.

Preparations:

Please look on the webpage <http://www.elsamootcourt.org/> and get familiar with the competition itself.

10.30 – 11.30

Moot Court Competitions in General – National Moot Courts

Aims:

To give officers the chance to exchange their experiences, past and future Moot Court Competitions projects on national and local levels. The focus will especially be on the organization of National Moot Court Competitions.

Means:

- Presentation by ELSA International
- Roundtable and Discussion

Comments:

It is important for officers to share their knowledge and experience in the Moot Court Area in order to raise the awareness on it, educate our members and to develop the competitions.

Preparations:

Please inform yourself about the on-going Moot Court Projects on the national and local level in your Member Country.

11.30 – 13.30

Legal Research Groups

Aims:

To encourage the organisation of Legal Research Groups and to raise their relevance in the Network. To discuss the planning of the Legal Research Groups. To discuss their development and the possibilities of cooperation with other NGOs and institutions.

Means:

- Presentation by ELSA International
- Q&A
- Simulation

Comments:

Please read the LRG section in the Decision Book and the LRG Document sent on the mailing list.

13.30 – 15.00

LUNCH**Friday, 9th November (15.00 – 19.00)**

15.00 – 17.00

Joint Workshop AA, S&C & STEP: ELSA and Council of Europe**Aims:**

To raise awareness about the importance of Human Rights projects in ELSA and the need of a strategy at national and international level. To inform about the status of the current cooperation with Council of Europe. To discuss about the new international strategy.

Means:

- Presentation by ELSA International
- Discussion

Comments:

Preserving Human Rights is one of the core values of mankind. Taking into consideration the role of Human Rights in ELSA's regulations and our philosophy statement the recognition of Human Rights as one of our main focus areas will help us in fulfilling our vision. By highlighting and implementing Human Rights in our Key Areas we can provide our members with opportunities in this field of law, as well as contribute to the development of Human Rights in the form of academic results. The realisation of the international strategy can help us in a coordinated fulfilment of the Vision, but also in the promotion of the image of ELSA at the European level.

17.00 – 18.00

Academic Activities projects**Aims:**

To give an introduction to different projects in AA area that were not introduced during the previous Workshop sessions. To give the National Groups the possibility to present their projects.

Means:

- Presentation by ELSA International
- Q&A
- Presentations by NGs planning to organise a local/ regional/ national academic activities
- Q&A
- Open Discussion

Comments:

During this session ELSA International will update the AA officers about its next international projects. The session is meant to be an opportunity for the National Groups to share the events that they are planning that might be of the interest of the rest of the participants.

Preparations:

The National Groups interested in giving a presentation on their projects shall inform the Vice President for Academic Activities of ELSA International prior to the ICM.

18.00 – 18.30

Closing session**Aims:**

To evaluate the week; to close the AA Workshop of the ICM.

Means:

- Discussion led by the Chair
- Roundtable
- Final words
- Closing of the AA Workshop

Comments:

If the workshop ran out of time for discussing some questions, and if there are topics to be further talked through, this session may be used for those topics. The evaluation during this session will be done during the roundtable. After the ICM, all the participants will be provided with the electronic evaluation form.

SEMINARS AND CONFERENCES WORKSHOP**Timetable**

Time	Sun 4 th	Mon 5 th	Tue 6 th	Wed 7 th	Thu 8 th	Fri 9 th			
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast			
08:30									
09:00									
09:30									
10:00									
10:30	BEE, AA, S&C, STEP: New IFP topic	Have you met ELSA?	Training: How to be funded by grants	Conference	BEE & S&C: ELSA Day				
11:00									
11:30									
12:00									
12:30						Quality in S&C			
13:00	Letters of A. & Payments	Lunch	Lunch	Lunch	Lunch				
13:30									
14:00									
14:30									
15:00	Opening Plenary					The current IFP: Health Law	Strategic Planning and S&C	Sightseeing	AA, S&C and STEP: ELSA and CoE
15:30									
16:00									
16:30		New regulations for S&C?	Mid-Plenary	Knowledge management	Miscellanea				
17:00									
17:30	Introductory Workshop					Reporting Time	Reporting Time	Reporting Time	
18:00									
18:30									Officers & Freshers
19:00									
19:30		HoD	Dinner	Dinner	Dinner				
20:00									
20:30									
21:00									
21:30	Party					Party	Party	Party	Gala Ball
22:00									
22:30									
23:00									
23:30									

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:

- Read these Working Materials;
- Write and take with you your Activity Report with detailed information on the past and upcoming S&C Projects on Local, National and International level;
- Read the Statutes and Standing Orders in force after the LXI Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 36th Edition – with particular attention to: decision relating to ELSA in general, to S&C and to BEE part (Institutional Relations);
- Read the Minutes of the Seminars and Conferences Workshop in the LX Council Meeting in Palermo and LXI Council Meeting in Algarve;
- Read the minutes from II Key Area Meeting in Brno, Czech Republic;
- Read the One Year Operational Plan (OYOP) of ELSA International 2012/2013;
- Read the S&C guidelines and handbooks, you can find them: <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.

In KAM we discussed about the efficiency of ICM Workshops. In order to have time to discuss the important issues that characterise this year, we all agreed that there will not be workshop on basic S&C Knowledge. During KAM we had sessions on what is S&C and what are S&Cers responsibilities. If you feel that you need to refresh this information, please read the Handbooks, take a look to presentations sent via email and ask directly to the VP S&C of ELSA International. Furthermore, read the minutes from at least the two previous International Council Meetings and of the 2nd KAM. If you bring your laptop with you, it is recommendable that you have these minutes downloaded on your computer.

Should you need any clarifications, please do not hesitate to contact the Vice President Seminars and Conferences of ELSA International at vpssc@elsa.org.

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

Welcome to the S&C Workshop!

Yours,
Federica Toscano



Draft Agenda

Sunday, 4th November (17.30 – 20.00)

17.30 - 18.30

Introductory 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, 5th November (10.00 – 13.30)

10.00 – 13.30

Joint Workshop BEE, AA, S&C and STEP: New IFP Topic**Aims:**

To discuss the outcome of the research of Working Groups, to discuss each potential IFP Topic, to discuss the duration of the next IFP Topic.

Means:

- Presentation by ELSA International
- Presentation of the four topics by Working Groups
- Discussion

Preparations:

It is essential to have a clear idea of what are the potential topics BEFORE the beginning of the ICM. You can find in this Working Materials the general overview of each topic, prepared by Working Groups and a proposal on the length of the IFP prepared by ELSA International. Please read these documents carefully and prepare your questions in advance.

You can find the proposals for topics by ELSA International on pages 169, 171, 173, 175.

You can find the proposal for duration by ELSA International on page 177.

You can read the Input Papers for topics by Working Groups starting from the pages 203, 206, 211, 214.

13.30 – 15.00

LUNCH

Monday, 5th November (15.00 – 19.00)

15.00 – 16.30

The current IFP, Health Law**Aim:**

To raise awareness of the status of implementation of Health Law as International Focus Programme. To raise awareness on the status of implementation of Strategic Goals. To share good offices and ideas.

Means:

- Presentation by ELSA International
- Working Groups
- Discussion

Comments:

It is of great importance to come prepared to speak about how you are working at national level to improve the number of IFP events and projects.

Preparations:

Please read the newly updated IFP Handbook. Prepare the Activity report on IFP as required by Decision Book. Read the minutes of IPM Paris and of KAM Brno.

16:30 – 19:00

New Regulations for S&C?**Aims:**

To discuss the status of the S&C Part of the Decision Book; to brainstorm on what is lacking; to brainstorm on how to change the situation during ICM Cologne

Means:

- Presentation by ELSA International on
- Timeline
- Structure of work
- Working Groups
- Discussion

Preparation:

Read carefully the Decision Book and KAM Minutes on the Workshop on Responsibilities for S&Cers. It is important that you come prepared and with not only a good knowledge of the Decision Book, but also good ideas!

Tuesday, 6th November (10.00 – 13.30)

10.00 – 12.00

Have you met ELSA?**Aim:**

To define the main characteristic of ELSA. To find an homogeneous way to define ELSA.

Means:

- Presentation by ELSA International

- Simulation
- Discussion

Comments:

Officers face very often a huge problem: to describe ELSA. To describe our Association in few second is a problem itself. However, it becomes even more complicated when we realise that our description should be modulated on the person that we have in front of us.

In this workshop we will discuss about how to prepare an effective presentation and how to give it.

12.00 – 13.30

Quality in S&C**Aims:**

To understand which externals can be approached from S&Cers. To understand what they expect from ELSA, and in particular from S&Cers.

Means:

- Presentation by ELSA International
- Working Groups
- Discussion

Comments:

When an S&Cer prepare a plan for the upcoming years, or when he/she prepare a project, they need to approach different persons and institutions. Actually, an S&Cer works with the widest range of externals. WE will try to understand, together, how to strategise the approaches and how to raise the quality of projects, in order to build strong partnership with involved externals.

13.30 – 14.30

LUNCH

Wednesday, 7th November (10.00 – 13.30)

10.00 – 13.30

Training “How to be funded by grants?”**Mean:**

Training provided by a member of the International Trainers’ Pool

Comment:

To give S&Cers important information on how to sustain their projects with funds from Institutions.

Wednesday, 7th November (15.00 – 19.00)

15:00 – 17:00

Strategic Planning and S&C**Aims:**

To evaluate the achievement of Strategic Goals 2013 in S&C. To discuss about what will be the role of S&C in Strategic Goals 2018.

Means:

- Presentation by ELSA International
- Discussion
- Working Groups
- Presentation of Working Groups and discussion

Comments:

During ICM Cologne, The Council will vote on the new Strategic Planning. This planning will include the achievements that S&Cers will have to strive for in the next 5 years. Only through a realistic evaluation of results achieved today, we can start the discussion about it and we can identify the structure of them, to be implemented in the next months.

Preparations:

Please read the Input Paper by ELSA International on page 198.

17.00 – 19.00

Knowledge Management**Aims:**

To raise awareness of the importance of this new concept for the development of ELSA in a positive way. To continue the discussion started in KAM.

Means:

- Presentation by ELSA International
- Working Groups
- Presentation of Working Groups and discussion

Preparation:

During KAM we said that Transition should start today, and today was in September. You will be asked to share how you are managing the Knowledge that you are building during your term in office, and you will be asked to elaborate concrete strategies to foster an effective management. Be prepared to speak!

Friday, 9th November (10.00 – 13.30)

10.00 – 13.30

Joint Workshop BEE and S&C: The ELSA Day**Aim:**

To share ideas on the promotion and realisation of the project. To give a concrete structure to the project

Means:

- The discussion will be divided in slots:
- Internal Promotion: Communication of the idea to Local Groups and National Network
- The ELSA Day in concrete: what to organise?
- External Promotion: How to advertise the ELSA Day

Each slot will be introduced by ELSA International and will be discussed with national representatives.

Preparation:

It is important to be ready to share the concrete plans that each national group is implementing at National Level to realise the ELSA Day. Please, prepare the structure of the contribution that you will be asked to share. Please read the Input Paper by ELSA International on page 200.

13.30 – 15.00

LUNCH

Friday, 9th November (15.00 – 18.30)

15.00 – 17.00

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

To raise awareness about the importance of Human Rights projects in ELSA and the need of a strategy at national and international level. To inform about the status of the current cooperation with Council of Europe. To discuss about the new international strategy.

Means:

- Presentation by ELSA International
- Discussion

Comments:

Preserving Human Rights is one of the core values of mankind. Taking into consideration the role of Human Rights in ELSA's regulations and our philosophy statement the recognition of

Human Rights as one of our main focus areas will help us in fulfilling our vision. By highlighting and implementing Human Rights in our Key Areas we can provide our members with opportunities in this field of law, as well as contribute to the development of Human Rights in the form of academic results. The realisation of the international strategy can help us in a coordinated fulfilment of the Vision, but also in the promotion of the image of ELSA at the European level.

17:00 – 18:00

Miscellaneous

Aims:

To answer the questions that have arisen during the event, to give feedback of the event and to close the workshop.

Means:

Roundtable discussion

Preparations:

Think about issues that are unclear and try to give constructive feedback of the event.

18:00 – 18:30

Closing session

Means:

- Discussion led by the Chair
- Roundtable
- Final words
- Closing of the S&C Workshop

Comments:

The evaluation during this session will be done during a roundtable discussion. After the ICM, all the participants will be provided with the electronic evaluation form.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP**Timetable**

Time	Sun 4 th	Mon 5 th	Tue 6 th	Wed 7 th	Thu 8 th	Fri 9 th
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30						
09:00						
09:30						
10:00						
10:30	BEE, AA, S&C & STEP: New IFP Topic	BEE & STEP: Implementing the STEP Calendar	Innovations in STEP	Conference	Penalty system	
11:00						Student Hunting and Matching
11:30			STEP & MKT WS II			
12:00						
12:30						
13:00	Letters of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch
13:30						
14:00						
14:30						
15:00	Opening Plenary					
15:30		Action Plan				
16:00						
16:30	Opening Workshops	STEP Tools	Mid-Plenary	Free time	Misc. and Closing	
17:00						
17:30	Officers & Freshers	Reporting Time	Reporting Time	Dressing Time		
18:00						
18:30	HoD	Dinner	Dinner	Dinner	Dinner	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						

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 LXI Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 36th Edition;
- Read the Minutes of the Student Trainee Exchange Programme Workshop in the LX Council Meeting in Palermo and LXI Council Meeting in Algarve;
- 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 LXII Council Meeting.

Welcome to the STEP Workshop!

Yours,
Dena Dervanović



Draft Agenda

Sunday, 4th November (17.30 – 20.00)

17.30 - 18.30

Introductory 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, 5th November (10.00 – 19.00)

10.00 – 13.30

Joint Workshop BEE, AA, S&C and STEP: New IFP Topic**Aims:**

To discuss the outcome of the research of Working Groups, to discuss each potential IFP Topic, to discuss the duration of the next IFP Topic.

Means:

- Presentation by ELSA International
- Presentation of the four topics by Working Groups
- Discussion

Preparations: It is essential to have a clear idea of what are the potential topics BEFORE the beginning of the ICM. You can find in this Working Materials the general overview of each topic, prepared by Working Groups and an Input paper on the length of the IFP prepared by ELSA International. Please read these documents carefully and prepare your questions in advance.

You can find the proposals for topics by ELSA International on pages 169, 171, 173, 175.

You can find the proposal for duration by ELSA International on page 177.

You can read the Input Papers for topics by Working Groups starting from the pages 203, 206, 211, 214.

13.30 – 15.00

LUNCH

Monday, 5th November (15.00 – 19.00)

15.00 – 17.00

Introduction to STEP**Aims:**

To present the short introduction of the Programme; to provide participants of the workshop with basic knowledge on the STEP Procedure.

Means:

- Presentation of STEP by ELSA International

- Q&A

Comments:

In the light of the upcoming changes of structure in STEP, it is imperative to increase the knowledge and awareness of every STEP Officer in the Network. The session will be focused on STEP and its characteristics, as well as new changes.

17.00 – 19.00

STEP Tools**Aim:**

To present the main tools an officer should use in STEP – The Handbook, Forms and the Newsletter.

Means:

- Presentation of the STEP Tools by ELSA International
- Q&A

Comments:

In order to have effective workshops during the ICM, and a productive term in office, the participants will be introduced to the main STEP Tools.

Tuesday, 6th November (10.00 – 13.30)

10.00 – 13.30

Joint Workshop BEE & STEP: Implementing the STEP Calendar**Aim:**

To improve the cooperation between STEP and BEE in order to achieve better results in STEP during the upcoming term.

Means:

- Presentation by ELSA International
- Q&A

Comments:

As it is in the scope of responsibilities of BEE to place special focus on STEP, this workshop session is supposed to give further details on how exactly it should be done. This especially taking into account the recent changes in STEP.

Wednesday, 7th November (10.00 – 13.30)

10.00 – 11.30

Innovations in STEP

Aim:

To discuss possible innovations in STEP for making the system more reliable, updated and contemporary.

Means:

- Discussion
- Q&A

Preparations:

Please read the Input Paper by National Groups on page 217.

11.30 – 13.30

Student Hunting Strategy and Matching

Aims:

To give insight on how to do Student Hunting; to show the process of Matching in order to have more transparency.

Means:

- Presentation by ELSA International
- Q&A

Comment:

This session is vital for the implementation of STEP, as we aim to increase the number of traineeships, thus, the number of student applications must follow in a balanced way.

13.30 – 15.00

LUNCH

Wednesday, 7th November (15.00 – 19.00)

15.00 – 19.00

Training

Mean:

- Training provided by a member of the International Trainers' Pool

Comment:

To provide STEP officers with an overview on how STEP and the communication in it work.

Friday, 9th November (10.00 – 19.00)

10.00 – 11.00

Penalty system**Aim:**

To discuss the current state of the Penalty system and its' implementation.

Mean:

- Discussion

Preparation:

Please read the Penalty system part of STEP in the Decision Book.

11.00 – 12.00

STEP & Marketing Joint WS I: STEP Promotion – What?**Aims:**

To make the cooperation between STEP and Marketing deeper and define STEP as an subject of promotion.

Means:

- Presentation by ELSA International
- Discussion
- Q&A

Comments:

It is necessary to know the area well before beginning with its promotion. This workshop will focus on defining the characteristics of STEP and what can be done for its successful promotion. It is utterly important to start using a continuous and innovative promotion strategy for making STEP more appealing, as for possible employers, and also for potential applicants.

12.00 – 13.30

STEP & Marketing Joint WS II: STEP Promotion – How?**Aim:**

To brainstorm on possible promotion strategies on the STEP Calendar.

Means:

- Presentation by ELSA International
- Discussion
- Q&A

Comments:

It is utterly important to start using a continuous and innovative promotion strategy for making STEP more appealing, as for possible employers, and also for potential applicants.

13.30 – 15.00

LUNCH

Friday, 9th November (15.00 – 18.30)

15.00 – 17.00

Joint Workshop AA, S&C & STEP: ELSA and Council of Europe**Aims:**

To raise awareness about the importance of Human Rights projects in ELSA and the need of a strategy at national and international level. To inform about the status of the current cooperation with Council of Europe. To discuss about the new international strategy.

Means:

- Presentation by ELSA International
- Discussion

Comments:

Preserving Human Rights is one of the core values of mankind. Taking into consideration the role of Human Rights in ELSA's regulations and our philosophy statement the recognition of Human Rights as one of our main focus areas will help us in fulfilling our vision. By highlighting and implementing Human Rights in our Key Areas we can provide our members with opportunities in this field of law, as well as contribute to the development of Human Rights in the form of academic results. The realisation of the international strategy can help us in a coordinated fulfilment of the Vision, but also in the promotion of the image of ELSA at the European level.

17.00 – 17.30

Action Plan**Aims:**

To inspect the aims, expectations and plans of each officer; to discuss possibilities and find solutions for the future; to examine what has been done so far and what can be done in the upcoming months.

Mean:

- Discussion

17.30 – 18.30

Miscellaneous, Evaluation and Closing Workshop

Aims:

To discuss all postponed topics; to evaluate the week; to close the STEP Workshops of the ICM.

Means:

- Discussion led by the Chair
- Evaluation
- Final words
- Closing the STEP Workshop

Comments:

If the workshop ran out of time for discussing some questions, and if there are topics to be further talked through, this is the session that can be allocated to those topics. Furthermore, there will be the evaluation of the week.

ACTIVITY REPORTS

THE INTERNATIONAL BOARD 2012/2013

Bartosz Balewski, President

My activity report will mainly focus on the external contacts in which I was dealing from the beginning of the term in office.

On the 28th of August I attended together with Corinna Mückenheim, Director for Moot Court Competitions, a meeting with World Trade Organisation (WTO) in Geneva, Switzerland. During two hours we were discussing with the staff of WTO the future of our competition, especially the Final Oral Round of EMC2. We got the valuable contacts of WTO experts who were approached in order to create the advisory board of EMC2.

On the 1st of September I attended century celebrations of the London School of English in London. I had a chance to evaluate our current cooperation, as well as make new contacts. I got a contact for the Managing Director of LSE for the Nordic countries and he is interested in contacting the Nordic ELSA Groups. The information has already been passed to the Presidents of ELSA Finland, ELSA Denmark and ELSA Sweden.

On the 2nd of September I had a meeting with the Advocates for International Development (A4ID), and I met with their Principal. They are open for future cooperation, especially for exploring the possibility for ELSA to become their development partner. You can find information about them on the following website: <http://a4id.org/>. During the meeting we discussed possibilities of providing professional trainings for students outside of UK in cooperation with ELSA. So far that kind of opportunity exists only in London.

The same day I had a meeting with Queen Mary School of Law. They were really pleased with the participation in IPM in Paris, as well as participation in Summer Law School in Vienna. They decide to continue our cooperation on the level of 10 000 euro of contribution. During the meeting we also discussed possible cooperation with ELSA UK, which was accepted by the representative of the school. Till now members of ELSA UK have had a chance to give a presentation in QMSL to recruit new members.

On the 3rd of September I attended the seminar of Allen & Overy together with Kamal Jafarov, Director for Alumni. We made following contacts:

- LexisNexis in London – At the moment we are in a process of discussing possible partnership. In the past they were our webpage development partner.
- Allen & Overy – Since they are not having cooperation on global or regional level, I made contacts with the national representatives, which have been passed to interested National Presidents.

From London I went to Strasburg, France to represent ELSA at the Capacity Building Workshop organised by the Council of Europe (CoE). I gave a presentation about ELSA for

Children Legal Research Group to the participants of the Workshop. During the event I made contacts with the following associations:

- Child Rights International Network (www.crin.org) – Together with Vasco Silva, VP Academic Activities, we are discussing the possibility to develop the cooperation of the legal issues connected with children rights
- Agenda 21 (www.agenda21.org.ro) – They which were interested in cooperation with ELSA Romania. The contact has already been passed to the President of this National Group.
- ECPAT France (www.ecpat-france.org) - Representative from this organisation was interested in joint projects with ELSA Paris and ELSA France in general. The contact has already been passed to the officers of ELSA France.

On the 13th of September I attended a meeting with IE Law School together with Anders Liljeberg, Director for Marketing, in Madrid. During the meeting we discussed our current cooperation and ways of developing the cooperation in the future. Possibilities of organising sample classes in Universities all over the Europe in cooperation with National Groups as well as sending speakers to various ELSA events.

On the 14th of September, together with Federica Toscano, VP Seminars and Conferences, I had a meeting in Rotterdam with the representative from our IFP Partner – Erasmus Observatory on the Health Law. Main topic of our meeting was the Final IFP publication. We looked through the possibilities of publishing it. Most probably that will be a published book which will be used in universities all over the Europe. Two members of ELSA will be members of the Editorial Board. The book will contain a part with ELSA-s achievements in field of implementation of International Focus Programme.

During the upcoming months I'm planning to make some new external contacts, both with the companies with which we never had a cooperation on international level, as well as with those, with whom the cooperation has stopped in the past. Besides contacting externals myself, I am in constant contact with my other board members who are also contact persons for externals.

Anette Aav, Secretary General

Transition

Transition for me started exactly 10.00 am on Sunday morning on 1st of July. The whole month was filled with a combination of session on General ELSA knowledge, where the previous International Board introduced us with the general state of ELSA International, and Area Transition, where my predecessor Jaana Saarijärvi gave me an overview of the Internal Management officer's tasks in the International Board.

I got an overview of the main tasks such as administrating the mailing list, compiling the International Council Meeting Working Materials, the work with the International Trainers Pool, working with the Network on NSS projects, etc.

During the 3 days at the end of the Transition, we drafted our One Year Operational Plan with the help of an ITP trainer Giovanni Jaerish.

Pre-ICM visit to Georgia and Batumi

During Transition I also took a trip to Georgia with my predecessor to visit the venue of the LXII International Council Meeting that will be held in Batumi. We spend almost a week discussing the organisational side with the Organising Committee of the ICM; we visited the venue of the ICM and also the venues for the social programme.

II Supporting Area Meeting

From the beginning of my term in office I started planning for the II Supporting Area Meeting, which was held between the 29th of August and 2nd of September in Uppsala, Sweden. The preparations meant being in contact with the OC, sending out the call for a training, preparing working materials and preparing the workshops.

During the event I was responsible for the content of the Internal Management Workshop. We had sessions on ITP, NSS, Online tools, Human Resources Strategy, NCM-s and ICM. After that I revised and compiled the minutes from all the Workshops.

Coaching Countries

Since my term in office I have been in contact with my Coaching Countries that are ELSA Albania, ELSA Bosnia and Herzegovina, ELSA Cyprus, ELSA Germany, ELSA Portugal and ELSA Slovakia.

Director for Training:

Like in the last year, the International Board of ELSA decided to send out a call for Director for Training. This year we appointed Jenny Hjalmarson from Sweden to be working on this position. With her I have been planning for her transition and we have had Skype meetings for planning of the year. Together with Jenny we have taken a focus on developing the ITP and trainings system, developing the archive of trainings, increasing the number of trainings and promoting ITP for the trainers recruitment on the upcoming Train the Trainers Week.

Board registration and Statutes changes:

One of my tasks since mid-July to end of August was to deal with both the registration of the International Board of ELSA for 2012/2013 as well as to assist the lawyers and notaries by providing final necessary documents for the deeds on changing the Statutes of ELSA that was decided by the Council in the ICM in Algarve, in spring 2012.

ICM Batumi

A big amount of my time in September after coming back to the ELSA House from SAM has been spent on preparations for the ICM Batumi. Meaning I have been drafting the timeline for the tasks that need to be done for the preparations, I have been in constant contact with the OC, I have drafted the Working Materials for the Internal Management Workshop and the Plenaries and some other parts in the Working Materials. With the ICM preparations I have also compiled the questions in the 13th State of the Network questionnaire.

Meeting with AEGEE

In September I attended a meeting with Bartosz Balewski, the President of ELSA International 2012/2013 with AEGEE – the Association des Etats Généraux des Etudiants de l'Europe. The meeting was about general cooperation between our associations and on some specific fields. Among the topics covered were trainings and Human Resources strategy.

Meeting with ELSA Belgium and EHTW

At the end of September I had a meeting with the officers of ELSA Belgium to discuss the organisation of ELSA House Training Week 2013. We set ourselves some timelines for actions and agreed on the main points of cooperation.

Miscellaneous

My task within the board is to administer the general ELSA e-mail account, meaning replying to general e-mails, forwarding them to members in the board, also replying to the enquiries that come in through the web-page of ELSA. I have up-dated the contact information data of the National Boards and up-dated the e-mail accounts for appointed directors. I have also been in contact with the Dutch lawyer, who is helping ELSA in legal matters, to get some extra information to the requests from the Network regarding domicile change process. I attended a Skype meeting with Vasco Silva and ELSA Ireland to talk about the membership status.

If you have any questions, do not hesitate to contact me.

Alpo Lahtinen, Treasurer

My year in ELSA International began already on the 1st of July with the transition month in the ELSA House. My individual transition was delivered by Treasurer of 2011/2012, Ricardo Gomes. Focus in the individual part was on planning of the year as well as accounting, invoicing and practicalities of running the international office of ELSA. In the common parts of the transition we focused in the projects of ELSA International, activities in the Network, focuses of the upcoming year and in teambuilding. The transition month finished with 4 days of OYOP weekend, where the new board drafted operational plan for the upcoming year.

Once in the office I started with the practicalities of invoicing, booking travels, financial planning of projects and running the financial administration of ELSA International. My work, however, is not only running the finances of ELSA International, but I also planned the FM workshop of the II Supporting Area Meeting in Uppsala, where the focus was on covering the basic tasks of a treasurer and to learn about risk management and its implementation in ELSA.

Outside of FM, I have been focusing on IT of ELSA International and already implemented some simple tools like Officers' Portal at <http://officers.elsa.org> and fileserver at <http://files.elsa.org>. Major improvement in the IT is the creation of the international IT Team, consisting of five ELSA members with good IT knowledge and willingness to develop solutions for the whole Network.

Projects of ELSA International, especially EMC2 and Human Rights Moot Court Competition, have also been part of my work. Size of these projects require careful financial planning, I have to be involved in them to secure the financial stability of these activities. With other activities I have researched possibilities for grants from the European Youth Foundation and working with the key areas to increase the possibilities for successful grant applications.

One final part of my work has been the ELSA Development Foundation. As the chairman of EDF it is my responsibility to receive and analyze the grant applications and reports as well as advice the applicants and collect the EDF contributions.

Anders Liljeberg, Director for Marketing

On the 1st of July it was time to take off, time to prepare for the term in office as Director for Marketing of ELSA International 2012/2013. The individual part of transition together with Kaisa Kimmel, VP Marketing of ELSA International 2011/2012, gave me the opportunity to develop my ideas for the upcoming year and to become familiar with my tasks as Director for Marketing.

Communication is one of the key words for ELSA International 2012/2013. Communication was also a key word for the beginning of the year. Together with my board, I have been participating in the administrative work of ELSA. I also started the ELSA year with the Marketing Officers and my coaching groups. We set up guidelines for the co-operation between the Marketing Officers and we started to communicate a lot through social media in order to gain a better day to day communication and to have an easy way to share links and useful marketing ideas. The Marketing mailing list is used for the more formal communication and requests.

During August, I participated and gave Workshop sessions in the International Presidents' Meeting and, of course, on the Supporting Area Meeting in Uppsala, Sweden. At the IPM, the session was focused on Market Research and on pointing out the necessity to know the targets of our association. At SAM, we put extra efforts into the branding of ELSA, Market Research, the use of social media and the future of our Corporate Identity.

Synergy Magazine has been produced during August and September. The work has mostly been about gathering articles, making the layout of the magazine and to work on advertisements together with Viltė Kristina Steponėnaitė, Director for Advertisements. The topic of the autumn edition is the Arab Spring and a focus on Human Rights. The layout has some new elements in order to make Synergy more appealing and a bit easier to read.

The results of the Market Research were announced in the beginning of August. I have been analysing the Market Research results together with Petra Podgoršek, Assistant for Market Research of ELSA International 2011/2012, and educated our officers in Market Research analyses and encouraged the discussion on what law students in Europe are expecting from ELSA as a law students' association. I have also prepared the results to be communicated to ELSA officers on local and national level. The results will be summarized in order to provide our officers with easy statistics about our targets.

During August, ELSA International appointed the Directors for the term in office 2012/2013. For the Marketing area, three Directors were appointed: Viltė Kristina Steponėnaitė, Director for Advertisements; Klaudyna Krupa, Director for Public Relations and Martin Vogel, Assistant for Social Media. I have started the work together with the Directors. The positions of Director for Public Relations and Assistant for Social Media have not been existing in ELSA before or for several years. The work has therefore been to start the planning of the tasks of these positions.

With these special focuses, I hope to continue to bring other sustainable ways of marketing within ELSA.

Regarding External Relations I have worked mostly on advertising through ELSA. Together with the President of ELSA International I have worked with our current and potential partners. My responsibility has mostly been to secure that agreements are fulfilled and that our partners are satisfied with our co-operation.

Vasco Silva, Vice President Academic Activities

Transition

Transition period started on the 1st of July and it lasted for one month. During this time I had the chance to have a closer contact with the tasks of Academic Activities in the International level. Also during this period I had the opportunity to discuss several AA topics such as ELSA for Children Legal Research Group, Legal Writing, International Focus Programme Essay Competition, Online Law Web Portal, Legal Education, Human Rights, and External Relations in AA. There was also time for analysing the AA network and the communication tools, Knowledge and Quality management, Strategic Planning and Human Resources in AA. I joined my predecessor in the meeting with the Council of Europe. The Transition period contribute to the team spirit and to be prepared to face the beginning of our term in office. I would like to thank Ms. Khrystyna Brodych, my predecessor, for her patience, encouragement and honesty towards me. I also would like to thank the rest of the International Board 2011/2012 for their trust and support. For sure I learned a lot from all of them.

One Year Operation Plan

The term in office started after the training on One Year Operational Plan. During the training I had the chance to share with my colleagues the main priorities regarding the Academic Activities field for the upcoming year. Some of those issues are reflected in the OYOP, mainly when it comes to the focus on the development of Legal Education related projects. The OYOP reveals the necessity of reforming AA in ELSA with a new focus on the projects and events that aim to provide our members with skills that contribute to their personal development.

Second Key Area Meeting

During the first month in the office, I was in charge, together with Corinna Mückenheim, Director for Moot Court Competitions, of the preparations for the II Key Area Meeting in Brno, Czech Republic. The preparations involved the drafting of the Agenda and the Working Materials, the planning of the workshop sessions, the creation of new presentations and materials to support the AA officers.

The KAM was an extraordinary opportunity to meet personally the AA officers and to have a good start for our term, with concrete and also common goals. The AA sessions were focused on the following topics: AA tools (new Specification and Evaluation Forms, communication and new AA handbook), Strategic Goals for 2013 and for 2018, Legal Courses, Essay Competitions, Human Rights and ELSA, Health Law and the new IFP topic.

I would like to officially thanks to the AA workshop officers for their magnificent work during the whole event: Chair – Tino Boche, Vice Chair – Olav Engeland, Secretaries – Adriana Mocas and Julia Stock.

Directors and Human Rights Team

The International Board appointed Burcu Filiz as Director for Human Rights. We had the chance to have our first meeting where we discussed the how to plan our strategy for the upcoming year. We also discussed the creation of the Human Rights Team. The Human Right

Team was appointed by the International Board to support the Director for Human Rights in her tasks. This year, one of our main focuses as a board are Human Rights, since we want to raise the awareness of this topic, improve the number and quality of Human Rights related events in our Association and strengthen the current partnerships in this field.

The International Board has also appointed the new Director for Legal Writing, Tessa Mellia Borg, who will work close with me in exploring the existing possibilities for our members to publish their articles and essays. We have been also discussing the ways to provide our members with opportunities to develop their writing skills in the field of law.

Coaching Groups

I have been in permanent contact with all of my coaching groups: ELSA Czech Republic, ELSA Ireland, ELSA Montenegro, ELSA Spain, ELSA Switzerland and ELSA Ukraine. I am glad that the communication so far has been so positive. I am planning to attend some of their events and to provide them with proper support in all the different areas, thought the help of my fellow board members.

Internal communication and new tools

Since the beginning of my term, I have been trying to have a special focus concerning the main communication tools that shall be used by the AA Officers. Communication is a key concept for the development of our area this year. I have been encouraging the AA national and local officers subscribed to the AA mailing list to present themselves, to express their expectations, their ideas and concerns. The discussion in the mailing list regarding structural parts of the Academic Activities, such as Legal Writing and Studies Abroad, has been also part of my daily work. The main priority had been to brainstorm about possible solutions for the common problems found. The Facebook Group was also reactivated and has been used for short updates. I had the chance to have individual meetings with some of the National Officers. This experience has been so far very relevant for the understanding of the concrete realities of the National Groups. These meetings aim not only a closer communication between me and the officers but also the share of information and the main needs of each National Group regarding AA. Finally, I subscribed the new National Officers to the AA mailing list and to the Facebook group.

During the last months I also had the chance to draft the new Academic Activities Forms and new Handbook. These materials were sent to the AA mailing list for discussion and presented during KAM.

External communication

Regarding communication with externals, the International Board appointed me as the contact person for the Council of Europe, UNESCO and Advocates for International Development (A4ID).

So far, I have been taking care of the general communication with the Council of Europe, regarding the ongoing projects of ELSA in partnership with this institution. When it comes to

AA, particularly, the communication has been mostly related to the ELSA for Children Legal Research Group and the next edition of the International Focus Programme Essay Competition. We discussed the participation of ELSA in the World Forum for Democracy. Other important issue has been the next international campaign of the Council of Europe and ELSA's involvement. There are already two projects under development in the fields of Legal Writing and Legal Research, for 2013.

Concerning the contact with UNESCO, I have been studying the possibilities of cooperation with UNESCO and I started the preparation for the International NGOs Collective Consultation that will take place in October.

Finally, I have been in contact with A4ID. I was in charge of the preparations of our first meeting in London, in the beginning of September. I have also worked in the possibility of ELSA apply for the status of Development Partner of A4ID and studying other ways of cooperation.

International Projects

Since the beginning of August, I assumed the position of International Coordinator of the ELSA the ELSA for Children Legal Research Group, taking part in the meeting with the International Coordination Committee members and assuring a proper communication with the Council of Europe. The International Board decided upon the hosting group for the Final Conference of ELSA for Children that will be organised next spring by ELSA Finland. I also had to prepare the materials for a workshop held in the Council of Europe on the 5th and the 6th of September, regarding the involvement of ELSA in the "One in Five" Campaign. This meeting provided ELSA with valuable contacts for the current project and future ones.

I also finished the first draft for the Rules and Conditions and the outline for the 5th Edition of the IFP Essay Competition. I worked together with the President of ELSA International regarding the prizes for this edition and with the Director for Marketing about its promotion and new image.

Finally, I have been working on the new Human Rights Essay Competition and International Legal Research Group, together with the Human Rights Team and the Director for Human Rights.

Final Remarks

I would like to underline the importance of the improvement of the communication with the Network this year, especially with the AA officers. This is a task with clear goals that can be achieved if both sides work for it. Keep in mind that the International Board, as executive body of ELSA works for the whole association, according to the Council decisions. However, without the involvement of the Network itself, no decision will reach its purposes.

Corinna Mückenheim, Director for Moot Court Competitions

During the transition I started working on the big two competitions which are my tasks – the ELSA Moot Court Competition on WTO law and the new European Human Rights Moot Court Competition. Together with Ms. Liisa Oravisto, we developed the moot courts and discussed the upcoming editions.

The ELSA Moot Court Competition on WTO law (EMC²).

At the beginning of the term in office, I started looking for a case author and Prof. Dr. Herrmann from Germany finally agreed. I established the Case Review Board with WTO professionals. I was building up a new Academic Board with WTO expert from all over the world. I established a close contact with the Asian Law Students' Association for working together on the Asia-Pacific Regional Round of the EMC² and they agreed on working together with us to make it happen. I contacted several universities in America and I am in negotiations for finding the host of the All-American Regional Round. Furthermore, I together with the International Trade Law Institute Africa, I am trying to establish an Africa Regional Round. Several sponsors and governments have been contacted in order to establish a financial basis. I am in close contact with the two European Regional Round Organisers in Porto, Portugal and Cluj-Napoca, Romania. I had two meetings with the World Trade Organisation in Geneva, Switzerland. I established the contact to our sponsors and I had meetings with almost all of them. I contacted several possible sponsors all over the world for building up new stable partnerships. I renewed the website, drafted the new documents and set up a timeline. I work close together with Anders Liljeberg, the Director for Marketing of ELSA International, for a “facelift” of the EMC².

The European Human Rights Moot Court Competition (HRMCC)

After being involved in the launching of the 1st edition of the HRMCC, I was building up the basics for the competition. I contacted various Human Rights professors and experts in Europe for being Judges in the Jury to score the written submissions and the oral pleadings. More than 10 professionals and a whole human rights institute agreed on being in the Jury already. I worked closely with the Council of Europe to find accommodation and I am right now finalizing the contracts. My treasurer, Alpo Lahtinen, built up the website and I am working with him on keeping it updated and also the documents. I work close with the International Organising Committee for supporting the participants and registered teams, to do research on the possibilities for an opening and award ceremony. I established with them the venue for the competition. After making huge promotion, we could already gather more than 18 teams. I contacted various sponsors around Europe and I am negotiating with them.

Communication and cooperation with the network and teams

Since the beginning of my term I am working closely with the network when it comes to Moot Courts. I am helping and supporting the officers when it comes to the establishment of national or local moot courts in their respective country. In that regard, AAers are discussing on the mailing list their national moot court competitions and in the end I will draft a document with all their inputs.

Directors and Assistants

This year, there will be two assistants: Ana Parvu from Romania will be the general Assistant for EMC2 and Lars Raabe from Germany will be the Assistant for the EMC2 European Regional Rounds. I gave them a detailed introduction and explanation of their tasks and we work already close together. Since Lars' position is completely new established, we are working on it.

Area Meetings

I prepared the Moot Court part of the AA workshop during the II Key Area Meeting in Brno, Czech Republic. I was introducing the HRMCC to the officers, showing a SWOT Analysis of the EMC2 and showing the participants a real Moot Court by holding a fairy tale Moot Court role play.

Federica Toscano, Vice President Seminars and Conferences

Transition

During July, the month dedicated to transition, I had the possibility to explore in deep what are the duties of the VP S&C of ELSA International. Thanks to my predecessor, Zosya Stankovskaya, I had the possibility to discuss the development of the S&C Area, to be updated on the status of certain projects and policies, and to figure out how to improve the subareas. Moreover, I had the possibility to attend the first meeting with the Council of Europe in Strasbourg. During that meeting, I met with our contact person, and also with the representative of the European Department for the Social Charter, with whom we discussed the development of the cooperation on the current International Focus Programme, Health Law. I also met European Voice, to discuss the development of our partnership agreement and the cooperation for the EU Studies Fair 2013. During Transition I also visited the Summer Schools organised by ELSA Bucharest for four days.

Directors and Assistants

Due to the new challenges that we will face during this year, the pool of S&C resources has been strengthened. The traditional positions of Assistant for Study Visits, Director for IFP and for Delegations will be covered respectively by Ana Roce, Antonella Biasi and Ovidiu Nistor. For the first time, ELSA International has a directorship on Knowledge Management, which is covered by Paul Wermann.

This was not the only novelty for this year. The special challenges that IFP is facing this year required the creation of an IFP Team. The increase in the number of human resources will help the creation of tools to support Health Law, but also of the new tools for the new selected Topic. The members of the IFP team are Iva Šimková, Diana Correia de Sá and Shanveer Hare.

Communication and cooperation with S&C officers

As we all realised during Area Meetings, the status of the Network is not the best when it comes to internationality, realisation of Strategic Goals and implementation of IFP. As a member of the International Board, I consider essential to solve this problem to keep a good communication with the officers, to answer quickly to their request and to encourage discussions.

For these reasons, I cleaned S&C Communication Tools from contacts that are no longer ELSA officers, following the decisions taken during KAM, and I am working on keeping the Mailing List active and on being available for officers in case of need. I am also working, together with the IT Team, on the creation of a permanent S&C Forum, due to the fact that, in Brno, officers expressed the need of this additional innovative tool proposed last year.

In particular, this year S&C has a special attention on Knowledge Management. Since the beginning of the term, I have been working on a campaign to raise awareness on this topic. Other members of the IB also embraced this new essential challenge and are working in their areas to foster processes of evaluation, archiving and sharing information, too. The creation of the Officers Portal has been a first step towards reaching these important goals.

Area Meetings

I was invited by the President Bartosz Balewski to take part in the IPM in Paris, to raise awareness in the Network about two main aspects of ELSA: Human Rights and IFP. During the first workshop, on Human Rights, I presented the current international projects in the field and the new project, the ELSA Day. I am proud to say that the ELSA Day has been enthusiastically accepted by the represented 22 National Groups that unanimously recommended to the Network to take part in this activity.

During the workshop on International Focus Programme, we discussed the critical status of the implementation of Health Law and the related recent statistics. The New IFP Strategy has also been presented and discussed: some modifications to the original dates have been made to meet the needs expressed by the majority of National Groups represented.

During the Key Area Meeting, the workshops met two main priorities: to give officers basic knowledge on S&C (tools, regulations, responsibilities); to discuss the main challenges of the year, meaning the implementation of the current IFP, the choice of the new topic, and the need of exploring how Knowledge Management can help the development of ELSA. The ELSA day has also been discussed in a joint workshop with all key areas, and the project has been positively welcomed here too. Discussion was focused mainly on the duration of this event, but the large majority was in favour of keeping it in line with the original proposal of one day of activities.

International Focus Programme: Health Law

In order to stress the urgent need of a change in the approach to the current IFP Topic, I created new statistics on the status of implementation that were shown during IPM and KAM. A campaign to collect the evaluation of old projects has started, and will allow producing realistic statistics for ICM Batumi. Thanks to the work of the Director for IFP, the IFP Handbook has been updated: now it contains updated lists of potential subtopics, organisations active in the field and past successful events reported. Today, I am working on the finalisation of the IFP Newsletter, together with the whole team.

In September I met out IFP Partner, the Erasmus Observatory on Health Law, in Rotterdam. We are working together on the creation of the Final Publication on Health Law that will be most probably published in autumn 2013.

The choice of the New IFP Topic

The short time at our disposal required an intense commitment for the elaboration of an effective strategy since the very beginning of the Term. The aim was to get a strong participation of the Network and to allow an aware decision during ICM Batumi. The New IFP Strategy has been first researched on, then settled and discussed with the Network. Notwithstanding the short time, the Network reacted in a very positive way, showing a deep commitment to this choice. After the launch of the Call for Topics, four potential topics have been selected upon the criteria published in the call. Four Working Groups had been created and given the instruments to start their work and to produce the first materials to be included in the ICM Working Materials.

Delegations and Institutional Relations

ELSA Delegations have been selected and will be sent to the Human Rights Council (three), the Committee on the Rights of the Child (three) and the INTA European Conference in Copenhagen (one). I am currently working with the Directors and Academic Coordinators on the next Call for Delegation and on an improvement of the advertisement of the call itself. We will undergo a period of trial, during which we will try new solutions that will be later discussed in Batumi with S&C Officers. I am currently investigating possibilities of expansion of the current opportunities. One of the greatest challenges of this year will be to find a solution for the publication of the Reports prepared by Delegations, what we are already working on. Thanks to the work done by the entire Team, the Guidelines for Delegations at WIPO have also been updated, creating the perfect platform for the updated of the others, too.

External Communication

I am the responsible contact person for the following externals:

Erasmus Observatory on Health Law – see above.

European Voice – our cooperation concerns in particular the EU Studies Fair. I am often in contact with the contact person in order to stay updated and I promoted already the event during area meetings. I am also working with ELSA Belgium on possibilities of increasing the number of participants. The aim is to increase the participation of ELSA Members this year, following the good trend that characterise already the cooperation.

International Trademark Association – the partnership is very strong and is growing daily. I discussed with INTA the possibility to promote STEP through their Newsletter and this has been done. We have also been invited to their reception, which has been a good opportunity to approach Law Firms for me and the VP STEP, Ms. Dena Dervanović. Furthermore, with them, I organised a meeting for ELSA Paris, who was visiting Brussels, which has been very appreciated by the participants.

European Law Faculties Association - We have been invited to their annual conference in March.

European Pharmaceutical Students' association – We are in contact to work on possibilities of cooperation during this last year of Health Law.

Coaching Groups

I am the Coach of ELSA Belgium, Greece, Poland and Slovenia. I have been in contact with all of them, and the communication is very good so far. Due to geographical facts, I am in particular in contact with ELSA Belgium. I visited them several times during internal events and I am establishing a good cooperation that will be essential for the development of some activities here in Brussels during the year.

Dena Dervanović, Vice President Student Trainee Exchange Programme

Transition

The transition period started on 1st July and lasted until the end of the month. During this month, I had the chance to experience a more detailed perspective of the scope of tasks of a VP STEP ELSA International. This period was consisted of intense knowledge-transfer, whether it is general ELSA knowledge or the particularities of STEP. Having a close view on STEP, and encouraged by my predecessor, we used that month to discuss STEP related topics and changes in the area. Shortly after the beginning of transition, I was allowed to have a more hands-on approach with the daily tasks of the VP STEP ELSA International, and it gave me a genuine image of what I would be working on as of August 1st.

I would like to thank my predecessor, Mr. Irakli Samkharadze, for his advice, honesty, encouragement, patience, for his detailed transition plan, and for his genuine friendship that I truly appreciate. I would also like to express my gratitude towards the rest of the International Board 2011/2012 for selflessly giving us their knowledge.

One Year Operation Plan

After a 4-day training on One Year Operational Plan, the International Board stood together and discussed our priorities as a whole board, and priorities of each area, and the achievements we want to obtain. In my OYOP, I focus on the implementation of the STEP Calendar, developing a promotion strategy, long-term cooperation with accessible employers databases, more effective Student Hunting, Transition as an important element of continuity, increasing the number of Traineeships by providing the Network with sufficient job hunting sessions during events, and using the main STEP tools for education on STEP.

STEP Calendar Strategy

Since the term in office started, one of my first tasks was to determine the dates of the STEP Calendar, in order to let the officers throughout the Network know the time slots in which they will work during the upcoming term in office.

The results of the research were the following dates:

First Cycle:

Job Hunting: Saturday 8th December 2012

Publishing the 1st Newsletter will occur in timely manner after 8th December 2012.

Student Hunting: Tuesday 15th January 2013

Second Cycle:

Job Hunting: Saturday 23rd March 2013

Publishing the 2nd Newsletter will occur in timely manner after 23rd March 2013

Student Hunting: Monday 6th May 2013

This means that all Job Hunting must be done until the given dates of both cycles, and the same applies to Student Hunting deadlines.

STEP Forms

As it is ELSA International's responsibility to provide the Network with up-to-date forms, I used the first days of my term in office to update the existing forms with the help of the Director for Marketing. The forms were sent separately to each National Group and updated as they are now, will help officers avoid misunderstandings when it comes to filling them in.

Area Meetings

I have participated and given Workshops on International Presidents' Meeting in Paris and Key Area Meeting in Brno, Czech Republic. At the IPM my focus was set to presenting the STEP Calendar to Presidents in order to let them know how important their role is in it, and later on, I organised a simulation of Job Hunting in order to have a practical approach to the issue. KAM had a focus on education of officers at the beginning of their term, so that they can conduct their work with ease and organisation throughout the year. The workshops were focused on the new STEP Calendar, Simulation of Job Hunting and STEP Tools as the most vital parts of the KAM. The workshops were marked by very productive discussions out of which a lot of new ideas arose and are now occupying an important role in my future work.

Communication

Communication is highly important for us, and I transferred that to the Network of STEP officers too. We discussed which means of communication will we use during the year because we all saw the need to act as a real team, and real teams communicate on a regular basis. As the discussion on better Communication took place during the Key Area Meeting as well, we decided to form a Facebook group especially for STEP officers of the term 2012/2013 and it is proving to be very effective. I also had Skype meetings with officers in order to assist them. The mailing list is still a primary communication tool. Also, in the beginning of the term, I have sent individual e-mails to every National officer sending them a separate excel sheet of compiled employers' databases for the respective National Group since 2009 until today. The e-mail also featured inquiries about the preferred communication model and their action plans/OYOPs. These plans and OYOPs have been discussed individually afterwards. My aim for this term is to have a personal connection with each officer, allowing the communication flow to get easier and faster.

Directorship

During August, ELSA International appointed Directors and Assistants for the term 2012/2013. In the area of STEP, Dariia Oliinyk was appointed as Director for Student Hunting and has had transition with her predecessor, Claudio Piombo.

Coaching Groups

I obtained good relationships with my coaching groups: ELSA Denmark, ELSA Finland, ELSA Latvia, ELSA Malta, ELSA Russia, and ELSA Sweden. It pleases me to say that the

communication has been very honest and friendly. I tend to stay in touch with all of my coaching countries on a regular basis.

Support to the Network

After the IPM Paris, I have received an invitation to the National Council Meeting of ELSA The Netherlands for the purpose of giving an extensive workshop on STEP to the local STEP officers along with the National STEP officer. The workshop resulted in a full comprehension of what STEP is, since it was quite detailed and focused on everything a STEP officer should be aware of.

Also, I have been invited to support the re-establishment of ELSA Luxembourg, namely, to their recruitment event. Together with the organisers, I have had a presentation about ELSA and its projects. The event successfully recruited new members of ELSA Luxembourg.

External communication

The International Board appointed me as the contact person for CMS Cameron McKenna and Arthur Cox. I have taken care of the general communication with these two contacts, as well as with other, previous international STEP employers in order to inspect the overall satisfaction with STEP and to obtain new traineeships.

I have also gotten in contact with INTA, with the help of VP S&C, Ms. Federica Toscano, and they agreed to have an advertisement of STEP for potential employers in their INTA Bulletin. The Bulletin was published in September. Furthermore, I have attended a Partner reception hosted by INTA, together with Ms. Federica Toscano, and we used the opportunity to approach some international law firms as potential employers.

Evaluation

Evaluation is one of the most important sequences in STEP, and each year represents a struggle in obtaining Traineeship Evaluation Forms and assessing the quality of our traineeships in order to improve them. So far, I have received a total of 18 Traineeship Evaluation Forms which is a doubled number compared to last year, thus, it means a radical increase. All Traineeship Evaluation Forms were complimented by a corresponding STEP Certificate.

Final Remarks

I want to emphasize how important team work and communication are for STEP during this year. In the light of the revolutionary changes of STEP, it is of vital importance for STEP officers to stick together and work together. This is why I would like to further improve the communication between ELSA International and all groups in our Network, as well as the communication between groups themselves.

THE INTERNATIONAL BOARD 2011/2012

Niousha Nademi, President

Since I wrote my previous Activity Report in February – the second out of three, for the term 2011/2012 – my board and I have done a lot of work. At this point we have now finished our term in office. In order for me not to repeat myself from the two previous reports I advise you to read our Activity Report from ICM Palermo and ICM Algarve.

Before ICM Algarve

The weeks before the ICM thorough preparation for the ICM with everything from the compilation of the Working Materials, WS preparations, legal issues, regulatory issues, past history was of course a big part of our days.

However, me and other members from the IB also attended events in Brussels by PGEU (the Pharmaceutical Group of the European Union) and EPSA (the European Pharmaceutical Students' Association) to explore the possibilities for the IFP and to learn from these institutions and NGOs. Furthermore, we interestingly enough had our two STEP trainees from the joint ELSA-IPSF project with us in the ELSA House.

ICM Algarve

Since the ICM in Algarve we have witnessed great things in the Network; things that will lead under the flag of unity, pride and determination. ICM Algarve was my absolute favorite ICM in ELSA so far, and this was when I truly witnessed the IB and the Network working together side by side with high expectations on long-term results, and putting bureaucratic obstacles aside for the greatness of what we can achieve together.

Board Management

The time between ICM Algarve and the 31st of July was definitely the most hectic and busy times for us. However, we had gained more routine, and experience to weigh it up, as well as a great motivation boost from the spirits in the Network.

We were not having board meetings as often as we had before, not only due to increased travelling in the board, but also because the efficiency in our decision making during meetings had greatly improved by updating each other and discussing things as soon as they come up, instead of leaving many things for the meetings.

Until the end I did my best to be involved in everything that went on in the board, to be there and support my fellow board members.

During July we also had meetings with the new board as a part of transition, in order to simulate both model board meetings, model EDF meetings and evaluation meetings to constantly feedback each other.

It has been a pleasure doing board management both for, and with my board during this year.

External Relations

This period of time also proved to be the time where the whole board had some time to work on external relations. For me it is easy to break this down to partner caring and strategizing for the future. Since these two elements are vital for our long-lasting standing we need to have a systematic approach for this.

We have continued on the work of previous IBs to consolidate our cooperation partners, to constantly make ourselves more attractive to them. A part of this strategy is to diversify our partners to different fields of practice. Another part of the strategy has been to market and differentiate groups of partners together so as to give them what they actually need, not based on hypothesis, but on empiric research. One of these ideas has been the creation of the LL.M. partner pool where we cluster organizations who have certain needs in comparison to other partners, while we at the same time are both creating an added value for our members as well as giving our partners what they need, not what they think that they need. This kind of service has proven to be efficient in everything we do. Prestigious partners, and to improve the current relationships with all the organizations we work with is something that we have believed in.

As I have been the contact person for many of our partners such as CMS' main office, London School of English, Queen Mary School of Law, IE Law School, CBL International, as well as the NGOs ALSA, BEST, ILSA it was my task to lead the evaluation procedures and setting up meetings with these organizations. Also with our other partners I was closely involved with the rest of my board.

Apart from the Memorandum of Understanding earlier signed during our term between ELSA and BEST we also finalized and signed the Memorandum of Understanding with the Israeli Law Students' Association when the negotiations were done during our term in office.

I have re-entered negotiations with EMSA (the European Medical Students' Association), as well as initiated steps towards a more formalized cooperation with EPSA. I have also taken the initiative towards a formalization of the contacts we have had with both ESN and AEGEE for the benefit of mutual exchange of ideas and course of actions in our day-to-day work.

I have attended meetings together with my treasurer with Mazars' Belgian and UK branch, both in Brussels and in London regarding various issues wherein the taxation had a central role. I have attended meetings together with my STEP'er to negotiate, and I am proud to say also closing the deal with our first traineeship at CMS Cameron McKenna in London. This is something which is a great milestone for ELSA in large, as we are not only deepening our cooperation with our Corporate Partner, but we are also bringing great opportunities to ELSA members in the whole Network. I have participated in meetings together with my S&C'er and AA'er with the Erasmus Observatory on Health Law at Rotterdam University in Trieste. Furthermore I have been to meetings together with the Director for Moot Court Competitions in Brussels, Montpellier and Geneva regarding the EMC2, meetings at the United Nations' headquarters to, among other

things discuss traineeships for ELSA members as well as law firms in New York, and with members from the new International Board for introduction meetings with the Council of Europe in Strasbourg, CMS' main office in Frankfurt as well as CBL International at Oriol College in Oxford. My constant companion in meetings has many times been my marketeer, who with her resourceful can-do attitude and smooth approach has been the perfect counterweight and supplement to my result-demanding and diagnostic attitude.

Apart from these meetings I have upon requests assisted NGs by attending meetings with them when I have been visiting them. For instance I we have joined meetings and negotiations with law firms, universities and public institutions during my attendance at the International Forum in Baku, as well as meetings with universities and potential sponsors during my session days when visiting the newly founded National Group ELSA Cyprus.

Thinking outside of the box and not getting stuck in old patterns was a beacon for my general approach to externals ever since my candidature for my position, and I see it as a great strength that we have adopted this been open-mindedness enough to realize and initiate new things.

Alumni

The importance of alumni cannot be taken too lightly. We did not only continue the tradition with allocating human resources specifically to this task, but we have together with ELS discussed how we can improve the cooperation, mainly in making the administration more seamless. I have been in contact with our supporters, such as honorary members, patron and Mairaine to try to involve them in our activities further. Additionally we have turned to alumni both when it comes to projects such as STEP, LRGs, the EMC2 and the HRMCC, but also when it comes to internal registration issues and legal issues that we have encountered and by this we have made use of the resources we have. In this case "leading by example" has been the clear inspiration in the way that we have been raising awareness in the Network on this topic.

Expansion

During our term in office five respites for membership applications expired; ELSA France, ELSA United Kingdom, ELSA Armenia and ELSA Luxembourg. We were excited that the Network upon our recommendation chose to welcome ELSA France and ELSA United Kingdom to the ELSA family. Unfortunately ELSA Armenia and ELSA Luxembourg did not manage to do the same since they were lacking human resources; in Armenia there is one (1) active ELSA person, and ELSA Luxembourg had similar, although not as grave problems.

ELSA Azerbaijan was welcomed as a new member of the ELSA Network, and ELSA Cyprus was welcomed as a new observer of ELSA. As the main responsible for Expansion of the ELSA Network I have been providing support to all of the above, and we have been in good contact with ELSA Armenia and ELSA Luxembourg also lately.

With the initiatives we took in Cyprus, Belarus and Moldova we are very close to finalizing the expansion of ELSA to all states in Europe. Even though the two latter ones are not yet an official part of our Network, great efforts were put, and a good basis was laid with the contacts

established from the first month in our term in office to the last. To do this I have also had invaluable assistance from ELSA Greece, ELSA Romania, ELSA Lithuania and ELSA Ukraine who have done an extraordinary job with supporting the initiator groups and myself.

In the second IPM we lifted a more important question than the international expansion of ELSA; namely the expansion within the National Groups where we still have enormous potential. The work and awareness on this continued throughout the term in office, and hopefully we will reap the rewards of this soon enough.

Coaching Countries

As mentioned before, my coaching countries have been ELSA Finland, ELSA Malta, ELSA The Netherlands, ELSA Ukraine, ELSA United Kingdom and since I was the contact person to the initiator group of ELSA Cyprus from August 2011 I also became the coach of this NG upon their official formation.

I am glad to say that all my coaching countries were visited by the IB at least once, and five of them by me personally. This was done by trying to coordinate and combine meetings with the NGs whenever someone from the IB went to the countries in question.

Transition

The transition preparations for my board and I started full time in the middle of June. During July I was giving general sessions from my fields of expertise to the new board, as well as joint sessions and individual sessions to my successor, Bartek. I was also on evaluation and introduction meetings together with the new board (see above).

We also arranged for them to meet with other NGOs such as AEGEE, ESN and ELS to get a taste of this part, and networking as soon as possible.

Final Word

As the President I have been the core of the support and contributed with everything I had at all times. However, I have been relying on the support from others, which has been the catalyst of motivation for me. I have many to thank, and for many things for the past year.

First of all, I cannot but start thanking my employer; the ELSA Network for putting its – your! – trust in me, electing me for this dream job I have had for one year, and fully embracing me with all your love and ELSA spirit. It cannot be stressed enough. It has been the honor to work for this great organization.

Out of the Network I have mainly been working with the presidents, so to all the national presidents I want to express my utmost gratitude and delight for their hard work, sharp minds and great support and friendship.

Now that the boss and the friends are accounted for the only thing that remains is my family for this year; the IB 2011/2012, also known as the Cookie Monsters who deserve my deepest respect, admiration and love for the unforgettable 400 days you have given me in the ELSA

House, and all the experiences and memories we have created together. It has developed me so much, and I will never forget any of you!

Finally – good luck to the new generations, and especially the new International Board – you all have my respect for the dedication you are making to not only the ELSA Network, but in the long run for the world. By investing in ELSA you are making the best possible investment in yourselves!

Jaana Saarijärvi, Secretary General

It is almost hard to realise that the year in the International Board is over and at the moment there is a new IB, the one we nurtured for one month, in charge of the office in the ELSA House. This Activity Report is regarding the time after I wrote the Activity Report for the previous ICM Working Materials until the end of the term.

Coaching Countries and meeting the Network

I had the great pleasure to visit many National Groups during this time. Early March I flew to Lithuania as ELSA Lithuania was one of my Coaching Countries. There I participated in their Training Weekend which was aimed for the members of their Local Groups and I also met with part of the Organising Committee for their Summer Law School. ELSA Lithuania and their Local Groups were incredibly friendly and helpful for my whole time there. I truly hope they will come to the ICM Batumi with a huge delegation as they have so much professionalism and ELSA Spirit to share with the Network.

Also during March I travelled to Madrid for the extraordinary National Council Meeting of ELSA Spain which also was one of my Coaching Countries. They had to tackle a delicate question during that extraordinary NCM and I was there to be a neutral and supportive party. During April they had their NCM to elect the next National Board, but unfortunately I could not be present there. I hope all the best for the new National Board and I am sure they are as active in the international level as ELSA Spain has been.

In April I went to Copenhagen for the NCM of ELSA Denmark which was also one of my Coaching Countries. Once again I was received with such a hospitable manner. The presentation I gave during their NCM was actually one of those that inspired me the most during my term. The topic was creating a National Council Meeting Decision Book thus as a Secretary General the topic was naturally very enticing for me. The ELSA Network in Denmark is such active and this year it expanded with one more Local Group. It is also admirable that ELSA Copenhagen is organising a Summer Seminar year after year with great success. I hope many other ELSA groups will follow their example for having those annual international events.

Next week in April I participated in the NCM of ELSA Slovakia. ELSA Slovakia was Zosya's Coaching Country, but unfortunately she had the IFP Mid-Evaluation Conference at the same time, so she could not be present in the NCM. I offered to go to Slovakia instead of her. The amazing spirit of ELSA people was shown so well to all the normal members of Local Groups being there. It was amazing to be there to celebrate the first publication of their members' magazine. I also loved the activity reports the Local Groups presented during the Council as those were enhanced with videos showing photos and posters from all the activities.

At the end of April I travelled together with Niousha to Baku when ELSA Azerbaijan organised the International Forum. ELSA Azerbaijan was in the beginning of my term the only Observer from my Coaching Countries and they became Members already during ICM Palermo, which was marvellous. So they offered the opportunity for ELSA members to come to Baku. As this

was the first big international event they organised I am extremely proud of their work and I am sure that they will only enhance in the future.

This also meant that I managed to visit all of my Coaching Countries as I was already during autumn in lovely Tirana to take part in the NCM of ELSA Albania. I have to once more say that the enthusiasm and interest that the law students had for ELSA there was awesome to see.

We also had ELSA groups visiting us in the ELSA House. It was always inspiring to see ELSA members enjoying the advantages of being member through the Institutional Study Visits to Brussels. We always explained them how ELSA and especially the International Board works and showed them the office. A very special memory is from the group from Lithuania as I had already met all of them few days earlier on the same flight from Kaunas to Brussels.

All the times I met officers and members of ELSA from all over the Network reminded me the reason I fell in love with ELSA originally. All these people I have nowadays the privilege to call my friends and who come from any European state are so ready to welcome other law students and donate their time to offer activities and opportunities. The understanding and cooperation between the folk from different corners and nooks of Europe is something to admire and pursue also outside of our student organisation.

Board and office work

A big part of the work is general board and office work. This is for example board meetings, general discussions, supporting other board members in their work and answering emails. I think only the current and previous IBs can believe the hours sat in the meeting room during the year.

One of the biggest project this year was again the ELSA Moot Court Competition on WTO Law, which Liisa was in charge of as the Director for Moot Court Competitions. The final was situated in the gorgeous city of Montpellier in France and I was there together with my whole board to witness the culmination of the 10th edition of the EMC2.

As the Council voted to change the Statutes of ELSA to include one more board position, the Vice President for Moot Court Competitions, I had the task of getting the notarial deed for the Statutes change. I was grateful to receive help once more from Brigitte, who gave me instructions for the documents needed for the notarial deed. I collected all of those together and send them. I also prepared the forms to have our board unregistered and register the next International Board instead when our board term ended.

International Council Meetings and Area Meetings

ICM Algarve was a great week and I truly want to thank the Organising Committee for all their hard work. All the participants should always realise that these people are doing this just for the joy and are giving their time and energy already a lot before the event and during the ICM they barely have time to sleep. Also all those officers who were sitting in the Workshops and in the Plenaries conscientiously and were sharing their experiences and taking part in the discussions deserve our gratitude as they were making sure that the true essence of the week was reached.

For the Secretary General of ELSA International the ICM is basically constant work with the IM Workshop and Plenaries, but I was so lucky to have these devoted people around me to make ICM Algarve run smoothly: my board, the OC, WS and Plenary officers and the delegates from the National Groups.

Regarding the upcoming ICM Batumi, I was in communication with Beka, the Head of OC. During July I went together with my successor Anette for the Pre-ICM Visit to Georgia. We spent time with the OC both in Tbilisi and Batumi while we went through all the aspects of the upcoming ICM and checked the venues. The OC is extremely excited to have the biggest event of the Network in their country for the first time. Even as a relatively fresh National Group they are determined to organise everything excellently.

I also had initial communication with the hosts of the Area Meetings of Autumn 2012. It was a delight to see the eagerness the selected hosts had to organise these events and taking very actively part for the promotion of these events.

International Trainers' Pool and Training

First of all I want to thank Zizi (or more officially Zinaida) for being such an excellent Director for Training. She was always supporting and very concentrated on doing her tasks. As it was discussed during last ICM, the Network is not using the opportunity as much as they could and should for different reasons. I want to encourage all the National and Local Groups to consider what they could use Training for and then start planning it. Please remember that you can also apply for financial support for Training events from the ELSA Development Foundation.

Of course there is a group of people I look up to for their dedication towards ELSA – the ITP Trainers. They are still ready and willing to share their knowledge on different topics after their active ELSA career as an officer has ended. So thank you all!

The International Board is using the Trainers from ITP on two different ways. Whenever we have international internal meetings, for example ICM, we have ITP Trainers to give Trainings for the Network during Workshops. Then we of course also have trainings for ourselves meaning that we have trainings during the term and always few during the Transition for the upcoming IB.

Transition

Having one month long Transition for the next IB means a lot of preparations beforehand and non-stop work for the last month in the office. However in the end, one month for it feels so short and you hope you would have even more time. The preparations include contact with the next IB and especially with your own successor, so you can give some tasks already in advance. Also making the schedule for one month takes a lot of time as you need to decide with the whole board all the joint sessions and then plan the individual ones yourself.

During July we had all eight newbies in the ELSA House, thus at that point of the year the priority was naturally to ensure the transfer of all the necessary knowledge to them. My special project was of course Anette who had a fantastic approach for the whole Transition. After Transition I could be sure that she will do marvellous job during her term.

Thank you and goodbye

All the officers in the Network are volunteering their precious time for ELSA. I want to thank all those officers who were in office last term and worked together with us. My special thanks go to the incredibly magnificent Internal Management team 2011/2012.

My dear board members Irakli, Zosya, Liisa, Khrystyna, Kaisa, Ricardo and Niousha were a big part of my last year. Thank you for all the experiences we had together. I learned a lot last year and it is something that I definitely will never forget.

I hope all the best for the current IB. Bartek, Anette, Alpo, Anders, Vasco, Corinna, Federica and Dena: you all are wonderful, brave and outgoing individuals who have embarked on this one of kind journey together. Enjoy the ride!

Ricardo Gomes, Treasurer

General Financial Administration

The role of the Treasurer within the board and according to the responsibilities set out by the regulations is to take part in every financial decision, ensure financial control as well as keep the other members of the board updated of the financial situation. I was also responsible for the ELSA House and office performing the simple tasks of day-to-day management.

Accounting/Budgeting/Bookkeeping

As Treasurer of ELSA International it was my job to account for all financial transactions made according to what is budgeted for ELSA International and in accordance with the decisions taken by the International Board.

I drafted the Interim Accounts for the first six months of the term 2011/2012 and I scheduled the auditing weekends being available to further clarifications and questions that arose. Additionally I drafted the Final Accounts for the term 2011/2012 and left the office with both internal and external audit dates already proposed.

ELSA Development Foundation

Being the Chairman of the ELSA Development Foundation is one of the most important tasks of the Treasurer of ELSA International. Since the beginning of the term I promoted EDF throughout the Network, during Area Meetings, International Council Meetings and coach visits or other meetings within the Network. Furthermore I took care of the applications received during the term 2011/2012. I would like to thank Olga Sendetska for assisting me in these tasks for most of the term.

When it comes to the daily management of the Foundation it is also part of my daily tasks, managing the accounts separately bearing in mind that we are managing a different legal entity and keeping an organized archive for the Foundation and also drafting the accounts of the EDF. International Council Meetings (ICM Palermo and ICM Algarve).

The preparations for each International Council Meeting start months before for the members of the International Board and the ICM Palermo & ICM Algarve were no different.

The drafting of the agenda for the Financial Management workshop, the preparation and requests for a trainer, the proposals to be considered and all other elements that individually or together with other IB members have to be carried out before a Statutory Meeting.

The Financial Management workshop contributed with mature comments about the topics discussed and the quality of the national officers was very revealing in the outcome of the workshop.

I am certain that the inputs given at the FM workshop will contribute for the improvement and development of the Association and of the Financial Management area.

I want to take this opportunity to thank all participants of the FM Workshop in both ICMs for keeping the spirit alive and for contributing for the further development of the Association.

Grants.

ELSA International applied for the grant given by the European Commission, Youth in Action 4.1 operational grant for the year 2012/2013, however the decision made this year was to match the grant application period to the ELSA financial year and not to the Civil year as it has been done during past years. The Report for the year 2011 was also prepared and sent to the administration of the YiA Programme. Unfortunately, the application was not successful.

Apart from dealing with the grants research, the Director for Grants, Olga Sendetska, assisted me on the administration of the ELSA Development Foundation dealing with application procedures and reports from the groups applying. This precious help was highly appreciated by me.

External relations

Part of my responsibilities as an International Board member was also representing ELSA International, which was carried out by attending meetings at Council of Europe, Mazars, CMS and with other partners present at the Partner Reception. I have also attended the FOR in Montpellier and RR in Maastricht.

Coaching countries

In accordance with the Coaching Countries system in ELSA International I was the coach of ELSA Georgia, ELSA Hungary, ELSA Luxembourg, ELSA Poland, ELSA Slovenia and ELSA Russia. I established good communication with all of the aforementioned groups and I helped them in any questions that arose in their work every time my intervention was requested.

During my term I visited ELSA Slovenia for a coach visit where I visited two local groups, gave a speech for new students and had a meeting with the National Board.

The second coaching country that I visited was ELSA Poland for the National Council Meeting held in Szczecin where I held presentations at the FM workshop and where I had the chance to meet the National Board and Alumni from ELSA Poland at the anniversary gala ball.

Lastly, I was present at the National Council Meeting of ELSA Georgia holding a presentation and participated in various meetings with Externals concerning the support of ELSA Georgia as the host of the International Council Meeting Autumn 2012.

I was also invited to visit ELSA Russia but visa procedures and miscommunication lead to the impossibility to visit ELSA Russia.

Finally, ELSA Luxembourg unfortunately expired their Observership and ELSA Hungary didn't invite me for any event.

From all my visits I keep the best memories and I am sure that the bounds created with the people go beyond the relationship between the coach and the national groups.

Transition

Transition started on the 1st of August with the next board having general sessions and also individual sessions. I held both individual sessions and general sessions and also joint workshops with specific areas. There were some challenges already during transition but the team spirit of both boards allowed us to overcome the challenges arisen. We had general days for ELSA House transition, team building, partners meetings and trainings.

Other

I would like to thank the Network for the work done in the Financial Management area. I cannot forget the International Team of ELSA 2011/2012 (Directors/Assistants), their worked proved to be responsible, committed, serious, and continuous, and their support was beyond imaginable.

I want to wish the best of luck to my successor, Alpo Lahtinen. I think he will do a great job as Treasurer and that his knowledge will help his board to achieve all desired goals.

Lastly, to the seven people who lived with me for the 13 months: this was a lifetime experience that will be in our memories forever. Thank you for the year and see you around.

Kaisa Kimmel, Vice President Marketing

Synergy

The 51st edition of Synergy magazine was printed and shipped to all National and Local Groups of ELSA in March and carried the theme “Studies Abroad: Improving our skills through international education”. During and after ICM Algarve I was in contact with Content 5 in order to ensure that each parcel reached the respective Local or National Group. Unfortunately there were still groups which either did not provide us with correct information or were not there to retrieve their package. In May I issued a call for articles for Synergy together with my successor Anders Liljeberg. With our Director for Advertisements, Viltė Kristina Steponėnaitė, we sent our an email bomb for printed advertisements at the beginning of July. Throughout June and July I was in touch with potential authors – both from the ELSA Network and with externals. During July we started receiving our first advertisement bookings and articles. I want to thank Viltė with great sincerity for her exceptional work on Synergy and online advertisements during this year.

Market Research

In March I started making contacts over email to Market Research companies in Belgium and The Netherlands. I had meetings with three companies in the ELSA office, with one over the phone and with Content 5 in Algarve during the ICM. After ICM Algarve the International Board, with consultation from our Assistant for Market Research Petra Podgoršek, decided to commission the realisation for the International Market Research from a Dutch Company, Flycatcher, for a price of EUR 4,284. The offers which we considered from different companies spanned from EUR 14,000 to EUR 2,500. I then visited Flycatcher in Maastricht for a launch meeting. Soon after, together with Petra, I drafted the questions to be used for the research and consulted the International Team for corrections and suggestions for the questionnaire. The survey was opened online during the second week of May and was closed after six weeks online. During the research period we communicated with the Network to encourage them to promote the questionnaire. Unfortunately there were some groups for which the reply rate was unexpectedly low – however, overall, we received a satisfactory level of replies. We would never have reached these numbers had it not been for Petra and her everlasting motivation to keep groups posted on their progress. I wish to thank her for all of her hard work and support in making this research a reality.

Partners

During the last part of our term in office Niousha and I worked on establishing our cooperation with IE Law School as our new LL.M. Partner. IE Law School was present at ICM Algarve and we also worked on reaching ELSA members in Belgium and Switzerland for sample lectures form IE Law School. The Partners of ELSA with which the Vice President Marketing is working with most are the Council of Europe, Content5, European Voice, London School of English, Queen Mary School of Law and IE Law School. In June I participated in a meeting concerning the Human Rights Moot Court Competition at the Council of Europe together with Liisa, Ricardo, Khrystyna and Corinna. During the spring we were also in touch with Tallinn Law

School in Estonia for cooperation with their Law & Technology LL.M. In June I had a meeting with Tallinn Law School to discuss the possibility of a partnership.

Coaching

I was the coach of ELSA Bulgaria, ELSA Iceland, ELSA Ireland, ELSA Romania and ELSA Turkey. During the spring I did not have the opportunity to visit my coaching groups. However, I participated in the NCM of ELSA Sweden in early May since Irakli, as their coach, was not able to attend. I was in touch with my coaching groups during the spring, paying special attention to ELSA Ireland as they have Observer status.

Transition

I had the privilege to live together with the current International Board 2012/2013 in the ELSA House during transition in July. I was even more privileged to have an immensely motivated and highly qualified successor in Anders. He pushed me to keep sharing my experience, tips & tricks and most importantly points of improvement in the work of the marketer in the IB. The month began in a more informative way and developed to a more hands-on and discussion-based transition as time went by. During transition we had evaluation meeting with the following Partners: Council of Europe, Content 5, London School of English, CBL International, European Voice and Flycatcher. We also had a phone conference with IE Law School. I want to thank Anders for his significant contribution and attitude for efficiency during transition and after – I believe he is exactly what ELSA needs in a marketer. I also want to thank the current IB for an amazing month of hard work, discussions, cultural exchange and sheer craziness during transition. This was a great ending for a unique year! I have full confidence in their work and capability.

Final remarks

I want to thank the Network, our Alumni and ELS and each officer from the term 2011/2012 for their commitment to ELSA and its vision. I am looking forward to the development of new and older projects, in particular to the European Human Rights Moot Court Competition. This project reflects ELSA at its best and answers a concrete need among law students to practice their Human Rights knowledge on a concrete case. I hope the Network will take this project as a source of motivation and pride in the future.

I want to thank Irakli, Zosya, Khrystyna, Liisa, Ricardo, Jaana and Niousha for their friendship and our incredible year in Brussels. Together with our board we learned a great deal and experienced ELSA to the fullest. Already in the short time after our IB time, there have been many reasons for celebration in our lives – I foresee even more great achievements and happy endings for you all. I am looking forward to celebrating them with you in the years to come!

Khrystyna Brodych, Director for Academic Activities

IPM Malta

IPM Malta was my first trip and the first working meeting with the Network since ICM Palermo. That was one of the best events of the entire year for me as it gave me a bit confidence that Academic Activities area would be secure. I was there for presenting new strategies in AA area and together with Niousha explaining the necessity of having two people working in it.

ICM Algarve - turning point in the entire ELSA history

Preparation wise it was the hardest event of the year, but it worth it. We got VP MCC proposal voted in. Historical moment when every ELSA National Group was presented and the proposal of ELSA International to include the 8th international Board position of Vice President for Moot Court Competition was unanimously supported by the Network with 96 votes in favor.

But before Final Plenary where the abovementioned moment happened we had 7 days of hard work. Me and Liisa as usually shared responsibilities in holding AA Workshops. With absolutely professional assistance by Cassandra from ELSA France and Josefine from ELSA Sweden, who chaired our WS and very good job by our Secretaries, Olav from ELSA Norway and Franklin from ELSA Malta, as well as with active participation of all representatives it was unforgettable experience. We have balanced well AA and MC working sessions, presented new initiatives in both fields. Highlights of the WSs: focus on Legal Research activities (ELSA Malta project “Partnership in Research, The ELSA for Children LRG dynamics), future development of trainings on legal writing and legal research, benefits of proper knowledge management, presentation of the online AA projects Law Web Portal and Guide to Legal Studies, definition of the non-political status of ELSA and the importance of Human Rights activities in ELSA. We had many efficient joint sessions connected to the VP MCC proposals together with BEE, IM, FM WSs. Thanks to everyone, it was a truly legendary ICM.

IFP Mid-Evaluation Conference, Trieste, Italy

Together with Kaisa, Zosya, Irakli and Niousha we represented ELSA International at the most important event of the IFP program in the year. The event gathered many active students, academics and professionals interested in the field of Mental Health Law. It was a very interesting experience as well as a good chance for us to promote ELSA activities within the IFP program, for example IFP Essay Competition or joint ELSA&IPSF research project.

Final Oral Round of the ELSA Moot Court Competition on WTO Law, Montpellier, France

I was glad to face the opportunity to meet global EMC2 network this year and to be part of the most exiting event of the WTO Law community for one more time. My main function at the FOR 2012 was representation of ELSA International, however it happened that I had a chance to assist OC in their duties of taking care of the participants, panelists as well as I was a timekeeper at the pleadings.

National Groups support

In March, right before the ICM Algarve, I attended the National Council Meeting of ELSA Norway in charming Bergen. Meeting Norwegian ELSA network was another great chance for us to bring international side of ELSA more closely to the local members. ELSA Norway welcomed me warmly. Working together was not only inspiring for the local officers but for me as well.

In the beginning of April ELSA Belgium held their first National Moot Court Competition where I was invited to represent ELSA International. ELSA Belgium NMCC became the first moot court in Belgium hold in English.

NCM of ELSA France was organized by ELSA Aix-Marseille in lovely city called Aix-en-Provence in the end of April. I met very active ELSA France Network that showed very good level of competence even being quite young National Group. OC worked hard and we all enjoyed general atmosphere. ELSA France was the first National Group that added Vice President for Moot Court Competition position to the National Board structure. As AAer I was very happy to see that moment of changes.

Unfortunately there were no real possibilities to arrange meetings with my coaching groups ELSA Austria, ELSA Bosnia and Herzegovina, ELSA Greece, ELSA Germany and ELSA Serbia. Because of that we tried to keep our online communication and I tried to be available any time they needed my assistance.

Projects

The ELSA for Children Legal Research Group

Second part of the year was full of different accomplishments in scope of the project. First of all we formed the International Coordination Team in February and started working actively in March preparing groundwork for upcoming research phase. In March the frame network of National Coordinators was formed. We had many deadlines in April and the recruitment of National Researchers and Academic Advisors was supposed to be over, however we have prolonged the deadlines and the final body of the project was shaped in May only. In the begging of June we sent out Academic Framework and the research phase officially started. European network composed of 25 NLRGs start digging deep into the question of legal protection children from sexual abuse.

Meantime we were working on setting up an international pool of Academic Advisors, our success in this area was quite poor.

ICT has decided to focus on fundraising mainly for the final publication, so it became one of our priorities. The situation has changed after successful negotiations with Council of Europe which finally agreed to publish hard copy of the selection of the best quality reports.

The call for Final Conference of the LRG was sent out and the unique chance to host the conference of the year was promoted within the network. As we haven't received many applications the International Board has decided to prolong the negotiations with interested National Groups and that meant that dealing with the final appointment of the hosting group was left to the new Board.

I am very happy to see how the interest to the project and acknowledgment of hard work of more than 300 contributors continues to grow. That would be not possible without necessary efforts by International Board, especially thanks to Kaisa who was a big supporter of the project during entire year. It was also very enjoyable to work with my very qualified team of International Coordinators. Elif, Cassandra, Federica, Asja, Sara and Lukazs have been doing incredible job. To run such a massive and ambitious project was not always easy, especially taking into account that fact that it was the first experience of such type of organization not only for us but for entire ELSA. All together we have established unique practice of successful coordination of new activities and brought new approach to old tools. The power of this project is its network of National Researchers and Coordinators, they made our own ideas possible and brought even more new ones and what is very important they are realizing all that being very professional. I would like to use this chance to thank to every people who have been somehow involved in the project, even sharing connected posts on FB. Keep on doing a great job and see you in Finland at the Final ELSA for Children Conference. I am still in, from leading the whole machine I have moved to fundraising for it.

IV IFP Essay Competition

Finalizing the project was the only task left after ICM Algarve. We got only 13 essays, that was not what we expected as we improved the competition quite well by getting the opportunity to publish the best 3 essays at the Social Chapter of Council of Europe website. Unfortunately we couldn't announce the winners of IV edition in our term. So that was left to our successors.

Online Law Web Portal

The project concept was developed and was kindly welcomed by the officers. However there were some questions in regards to the copyrights of the project's contributors and other IP regulations. That was one of the reasons why we decided to change the timeline of the project implementation. We received legal advice how to deal with copyrights of the project and made further research on it. Meantime we shaped the concept of the project. We kept the idea of a blog as a central part of the development but we decided to reconsider all other parts. We have brainstormed a lot during transition time, working jointly on analysis of the strategy as well as preparing implementation instructions. I believe that the groundwork we have done will bring good results in a future.

External Relations

European Law Faculties Association General Assembly

In March, I and Zosya had the fortune to participate in the ELFA General Assembly and to represent ELSA there. It was a significant event as we had opportunity to speak directly to the

community that runs legal education in entire Europe. Giving the presentation on innovations in legal education and methods of alternative studies that we do in ELSA was my mission there. It was a perfect place for us to promote ELSA and to raise awareness about the activities we do.

Council of Europe

Working with our Human Rights partner was always very pleasant for me. I have been the main responsible for our cooperation and it was taking a lot of my attention. Because of different activities Liisa and Kaisa were actively working with CoE too so we were sharing some of responsibilities among us.

In June I finally met in person the people I have worked closely during entire year Ms. Barbara Orkwiszewska, Ms. Sophie Lobey and Ms. Edith Lejard-Boutsavath from Communication Department. We had a meeting mainly focused on the upcoming launch of the Human Rights Moot Court Competition as well as we talked a bit about general cooperation, support of National Groups events by CoE, etc.

In July we were lucky to send a quite big delegation to the traditional transition meeting with CoE. Nine IB officers from both boards were participating in the meetings with the representatives of Communication Department, Children's Rights Department and the Social Chapter. Very important questions of strengthening our cooperation were negotiated that time, especially for such projects as ELSA for Children LRG and IFP essay competition. We have been also very privileged to meet our Marraine, the Deputy Secretary General of Council of Europe, Ms. Maud de Boer-Buquicchio.

Other meetings

During the last months of my term I have been involved in working for meetings with our other partners such as Mazars, International Trademark Association, IE Law School and Erasmus Observatory on Health Law. I took part in the Partner Reception of the European Pharmaceutical Students' Association, had a meeting with Right to Research Coalition officers. With such students associations as AEGEE and ESN we met few times at networking events.

Transition

Preparation to the transition has started right after ICM Algarve where new International Board was elected. Year 2011/2012 was completely challenging for the AA area as such and especially for International Board. We were the first Board that had 2 equal team members working within one area, with one network on completely different tasks and projects for the first time in the ELSA history. To ensure proper transfer of specific knowledge and experiences I have built up during my term was my very important task. I am happy to have Vasco Silva as my successor, former VP AA of ELSA Portugal and my Assistant for Legal Writing. It was absolutely amazing to work with Vasco. We have brainstormed a lot, discussing new ideas and reconsidering old. We spent a lot of time on strategies analysis of all the activities within AA area: from communication to specific projects, concepts of quality or knowledge management etc. I wish a lot of motivation to Vasco and his team, I believe in their success and I looking forward to seeing their achievements.

Final words

I will use a quote that can express a lot. "When you make a mistake, don't look back at it long. Take the reason of the thing into your mind and then look forward. Mistakes are lessons of wisdom. The past cannot be changed. The future is yet in your power." - Hugh Lawson White. I keep in mind that everything is happening for a reason. We were pioneers in working with a new IB structure, being not sure how the things would go, learning by doing, being very successful one day and failing another, it was a year of contrasts for me. I believe we have worked at this time and in this stage for a reason. My Board, my team, my family, my people – Zosya, Kaisa, Jaana, Liisa, Ricardo, Niousha and Irakli – you are my heroes, my champions. We made it! It is done!

Dear ELSA, thank you from the bottom of my heart for the best year of my life, for the best gifts I have ever received!

Liisa Oravisto, Director for Moot Court Competitions

General

“Only once in one’s life”, as we said in the ELSA House. The experience of a lifetime that will last, as memories and experiences, forever. After ICM Algarve we still had four months in office and those four months for me personally contained the toughest months as I had the highlights of my biggest projects ahead of me. To my team and dear friends Kaisa, Ricardo, Irakli, Zosya, Niousha, Khrystyna and Jaana I want to say thank you for this year – it was a challenging year shared with all of you in both tears and laughter. The entire ELSA International Team was a great one and they all deserve big thank you as they all dedicated their free time to our Board and to our beloved Association. Within this team I want to especially thank my Assistant for EMC2, Iryna Polovets for dedicating her free time on EMC2 and supporting my work. To Paolo Amorosa, Director for Human Rights I want to express special thank you for being a huge help and support with the Human Rights Moot Court Competition especially when we got closer to the launching date! The ELSA Organising Secretariat for EMC2 (EOS) also deserves a thank you for the work they have done for the promotion of EMC2.

Transition

The July was a heavy month not only in terms of transition but because of a huge amount of work that was to be done. My lovely successor Corinna Mückenheim already started her transition together with me by joining us in May in Montpellier for the Final Oral Round. In Brussels the transition continued right away with an important meeting with the Council of Meeting where we discussed the final matters of the Human Rights Moot Court Competition that was just about to be launched and Corinna bound to assist me on that – and a great job she did! We spent days and nights finalising things from webpage designs to documents and competition structure. Our transition was very hands on since the beginning but after the launching things slowed down enough for us to dig into the theory and the wonders of our area, the Moot Court Competitions. Our session naturally included both big projects; HRMCC and EMC2 as well as more general sessions on moot courts by planning and developing the area. I want to thank my successor Corinna for her great job in July during transition and for making my job easier and I am happy to leave the desk to such a competent, hard-working and positive-minded woman!

Coaching Countries

I was very proud to be the Coach of ELSA Portugal, ELSA Norway and ELSA Montenegro. I had good communication with all of these countries and I was glad to be invited to their National Council Meetings as well. I was very happy to visit the NCM of ELSA Portugal, however sad not to be able to visit ELSA Norway as it was time wise not possible for me. However, a colleague from the International Board substituted me in their NCM. I want to thank all of you for a great year of cooperation.

EMC2 10th Edition

During its 10th year celebration edition the ELSA Moot Court Competition had 57 Teams for all over the world, maintaining the good quality of Teams as well as the internationality. As the

Head of the EMC2, I worked together with the Regional Round Organisers and Academic Supervisors on the Regional Rounds of the EMC2 and all of the Regional Rounds were of high academic quality. The 10th edition started off with four different Regional Rounds: the North American and the Latin American combined as the All American Regional Round in Washington D.C., Asia-Pacific Regional Round in Jakarta as well as two ELSA Regional Rounds in Europe, in Maastricht and in Muenster. On behalf of the EMC2 Team, I would like to thank the organisers of each Regional Round for their tremendous work and contribution to the competition. For the 10th edition of the EMC2 as well as for the previous year it was decided to rotate the hosting of the Final Oral Round as an event and thus ELSA France and ELSA Montpellier were chosen as the FOR organisers. I would like to thank the entire team for taking up on this huge task and committing themselves to work for the good of ELSA. ELSA International and ELSA Montpellier welcomed 16 Teams from five different Regional Rounds of all around the globe, as well as one Team through the International Written Round.

The competition depends on motivated Panelists and thus I would like to thank the Panelists who have been involved in the competition through the Regional Rounds, the Final Oral Round and also those who have been involved in scoring the Written Submissions. I also want to thank the Academic Supervisors, Dr, Laura Nielsen, Ms. Ieva Zebryte and Mrs. Letizia Raschella-Sergi for their efforts for the competition. The support from our partners ALTIUS, European Lotteries and La Francaise des Jeux and our sponsors the World Trade Institute and IELPO and TradeLawGuide, is very important to us and we want to express our deep gratitude. Finally, the technical support from the World Trade Organization has been an excellent contribution to the success of the competition. The 11th edition of EMC2 will hopefully be celebrated with an increasing number of teams, Regional Rounds and even more diverse cultural exchange.

The Human Rights Moot Court Competition

As the Director for Moot Court Competitions, one of my greatest challenges was also the Human Rights Moot Court Competition that is organised in cooperation with the Council of Europe. The competition is a simulation of the European Court of Human Rights. It is organised on an annual basis and the Final will take place in the actual European Court of Human Rights in Strasbourg. I am proud to say that we indeed launched the first edition of the competition on the 15th of July 2012. Already during the first hour of the competition the first team had registered! The project faced some challenges during the year as we had to reconstruct the timeline as well as the structure of the competition. As it was a big passion of mine to work on this project I was happy to see so much interest in it and support from the Network. I am very grateful for the efforts that the Council of Europe is putting into the project as their support is very important to us. The design of the posters was an inspiration to me and we decided to use the same design for the website. The competition is unique and it has enormous potential. I hope that it is received with the passion that it was created with and that it serves the needs and desires of law students in Europe! The competition is now in the hands of the next generation but some of the people are the same, like the motivated and innovative International Organising Committee and of course wonderful Corinna. I especially want to thank Kaisa, Alpo and Anders for their work with the website and the promotional aspects of the competition! I hope the competition continues with success!

Following these thoughts I want to thank the entire Network and especially the AA Network for their activeness and great support with the development of the entire AA area. It has been a pleasure and an honour working with all of you.

Zosya Stankovskaya, Vice President Seminars and Conferences

Study Visits

I was monitoring Study Visits in the Network as well as encouraging groups to organize more SVs. Evaluation process became one of my focus in the beginning of my term in office so I also was working on its improvement. As a result, almost twice more SVs were evaluated this year, comparing to the previous. However, the situation terribly needs to be improved.

I had the pleasure to work with my Assistant for SVs – Ana Roce from ELSA Croatia. Apart from keeping communication with officers and guiding them on how to organize SVs and ISVs, she was also working on updating some S&C Tools. We finally issued a new Study Visit Guidebook and were working on updating Study Visits Handbook.

I am also glad to see, that after 4 years since it was created, SVs Facebook group became more active and useful tool to promote Local Groups for SVs, to share a good practice and giving a tips to each other as well as finding a partner group.

This year won't be so successful if Ana Roce won't work on it together with me. Therefore, I would like to sincerely thank her for everything she done for ELSA!

International S&C Events

I advised and supported the Organizing Committees of International Events by promoting them, giving some guidelines on possible speakers. I also encouraged the officers to evaluate the events and to share a good practice on mailing lists or in Facebook S&C group. I also believe that the new concepts of knowledge management and quality management, which we started to discuss this year, will bring us to the new level in organizing events.

Delegations

Spring period of time was quite full with delegations schedule, which required a lot of administrative work. I was busy with registrations, accreditations of our delegations in the institutions, helping our delegates with visa issues and making final statistics. As before, communication with delegates was mostly on the shoulders of Academic Coordinators and Director for Delegations. I am happy to say that this year we improved and increased the number of applicants and sent delegates twice more.

The Delegations team was working on updating some tools. As a result, new Guideline for ELSA Delegations to WIPO was finished.

We were also discussing how to improve reporting process and how to make it more attractive and useful. I believe that my successor will take in to consideration all suggestions and together with a new Delegations team will develop it.

Taking into consideration all the comments, which we received from the Network and specially S&C officers during the year, during transition together with Federica we improved the format of the Call for Delegations and discussed further improvements in this field of S&C activities.

I would like to thank the whole Delegation team, which was working hard this year and achieved great results: Oleksandr Bulaenko – Director for Delegations; Burcu Filiz – Academic Coordinator for UN ECOSOC; André Reis E Silva and Zuzana Kliska – Academic Coordinators for UNCITRAL; Claas Seestädt and Marzia Iosini – Academic Coordinators for WIPO. You were a greatest support I could expect!

International Focus Programme (IFP)

After the ICM Algarve, one of the main IFP events for the year 2011/2012 took place - IFP Mid-Evaluation Conference with a special topic “Mental Health”, organized from 16th to 22nd of April 2012 in Trieste, Italy. I was in close contact with Organizing Committee through all my term in office and International Board was represented at the conference by 5 board members. I would like to thank to everybody, who was involved in organizing this event. I know, that it wasn't an easy event to organize, however you did it great! It was also a good example of involving the Network in organizing an international event.

Since Health Law as the IFP topic will come to the end in July 2013, we have started to think about finalization of it. Together with our IFP Partner – Erasmus Observatory on Health Law, we have initiated the IFP publication - “Compendium on Health Law” and after ICM Algarve were working on defining a structure of publication and its authors. Together with my board we have also appointed a hosting group for the Final IFP Conference – ELSA Gdańsk.

As administrative part of my work, together with the Director for IFP – Antonella Biasi, we were working on collecting IFP projects evaluation forms and finalizing statistic for our term in office. To proceed with a good practice and issuing IFP Newsletter in the end of the term in office, together with Antonella we were working on developing the content of the new IFP Newsletter. We planned it as a Newsletter, which would encourage you with a topic “Health Law” and would show you the wide range of possible topics in this field. We were also trying to keep the balance between academic knowledge about Health Law and event management side. So reading it should be interesting not only for ELSA officers, who wants to organize IFP event, but also who just want to discover more about Health Law and the most discussed legal topics in this field. Some articles are still needs to be finalized, however I hope soon you will have new materials to read.

Special “Thank you!” goes to Antonella Biasi – our director for IFP, who supported our everyday work in this field in the best way!

Coaching Countries

I had a pleasure to be the coach of 6 great ELSA Groups: ELSA Belgium, ELSA Croatia, ELSA Italy, ELSA Kazakhstan, ELSA Latvia and ELSA Slovakia. Unfortunately, due to the tight schedule, in the spring period of time I got a chance to visit only three of them. I was participated at the NCM of ELSA Italy, NCM of ELSA Belgium and Simulation of the legislative

process in Parliament, organized by ELSA Croatia. However, with all my coaching countries, I was keeping in touch and guide them on some issues, advised on the possible ways to improve their work etc. I would like to thank each of my coaching group for good communication and cooperation. I wish you all the success you can have.

External Relations

As the main responsible for cooperation with International Trademark Association (INTA), we were keeping communication and discussed new opportunities for further year at our last meeting in July.

Together with my successor – Federica Toscano – we attended the meetings, evaluated this year and discussed further cooperation with our Human Rights partner – Council of Europe and our Media partner – European Voice.

Transition

One of the most important task of each officer is to give as good as it possible transition to the successor. Therefore my last months I was also working on planning my transition. I would like to thank my successor for all the patient, enthusiasm and productive discussions we had in July. I wish everything we planned for your term in office and even more will be achieved. Remember, that word “successor” comes from the word “success”.

Thank you

Without doubts, forever in my heart will stay my team: Liisa, Jaana, Niousha, Ricardo, Irakli, Khrystyna and Kaisa. I know, our year wasn't an easy one, but I also know that we went through all of it TOGETHER, hand in hand, shoulder to shoulder. Thank you for everything, what just impossible to describe, but what you also know and feel!

New year has started, new challenges are accepted, new pages of ELSA history will be written, new people already there. Each of us have a special role in this organization, each of us is here to contribute! I wish each of you will remember that ELSA can give us whatever we want, doesn't matter what is our title, ELSA can be whatever we want it to be, but everything depends on how much are you willing to do in order it be ELSA you dream. So never wait – act! And thanks to those, who already did!

Wish creativity, innovations and sharing will stay a “stars” of S&C area in everything we do. Remember, that we are not just organizing activities, but challenging “status quo” of today's legal education, we are changing the minds of 30 000 students in 41 countries across the Europe. ELSA is not just an association: it is lifestyle, way of living and seeing the world. And all of us are responsible for it each day of our ELSA life!

It is all about our present and future!

Irakli Samkharadze, Vice President Student Trainee Exchange Programme

ICM Algarve & Changes in STEP

This Activity Report is aimed to share the information with the ELSA Network about my term in office starting from August, the 1st 2011 by the end of July, 2012. I will mainly focus on the second part of my term since the beginning has been already included in my previous Activity Report for the spring ICM. So, to start with ICM Algarve: I found as a very productive meeting with many relevant ideas and thoughts how to develop the area. Fortunately, we had a lot of motivated representatives from all over Europe within our workshop, which enabled us to discuss many caustic and significant issues in STEP. Taking into consideration the feedback from workshop participants, I truly think that the ICM Algarve was one of the first ever STEP workshops oriented to the changes and improvements in the area. During the ICM there have been some joint sessions held as well between the STEP officers and other area representatives, namely, joints with BEE, Marketing and Key Areas.

I would like to emphasize the motivation of the STEP officers in regard to the changes of STEP regulations. We had long discussions about potential moderations in STEP regulations. In the end we adopted some changes in the decision book, which were initiated in order STEP to become well-structured and smoother in practice.

During my term in office together with STEP officers we achieved in making a serious decision about the strategy in STEP. There have been many thoughts going on about the potential changes in STEP over the years, but it was never finally decided. Now this generation in STEP decided to strictly implement a STEP Calendar, which fixes special deadlines for all activities in STEP and allows publishing only certain amount of STEP Newsletters per year. This change is the starting point of a new epoch in STEP history, which will definitely bring more harmony and correlation in the programme.

Since this year is the first year to follow up the STEP Cycle, I would like to wish good luck to new STEP Officers guided by Dena Dervanovic.

Job Hunting

Job Hunting was one of the most successful parts of STEP during the term 2011/2012, which was achieved by combined work from the STEP Officers all over Europe and ELSA International. It is my pleasure to say that during my term in office we had 132 Traineeships to offer our members, which is quite a good number taking into the consideration the general economic crisis and low rate of employment in Europe. Poland (24), Turkey (22) and Germany (15) were holding the leading positions in STEP Jobs this year followed by Czech Republic (9), Romania (9) etc. There were 7 traineeships offered by ELSA International among which the leading American law firm – Butzel Long, the biggest European legal and tax services provider – CMS Cameron McKenna. I would like to also mention, that the co-operation with Butzel Long and CMS Cameron McKenna is very stable, which gives us possibility to keep offering those traineeships to the network.

As a Vice President of STEP I was actively involved in managing STEP during the whole term in office and closely worked with STEP officers in order to develop job hunting throughout Europe via giving them advices, guidelines etc. I also established many other international contacts, which need to be followed up and approached by the next international board. I passed all the communications to my successor and also shared my experience, knowledge and vision how to step forward.

Student Hunting

During the term 2011/2012 there have been more than a thousand applicants wanting to link their life with STEP and ELSA. In the end, statistics shows, that ELSA International received and accepted 1004 applications, which proves the idea that STEP is getting back to its track and becoming more and more popular among our members. Moreover there were hundreds of cases, when young people were joining ELSA because of applying for STEP. We also had more realized traineeships than previous years. The leading countries in student hunting are follows: Czech Republic, Italy, Germany and Poland.

I would like to highlight the job of my director for Student Hunting – Claudio Piombo, who was extremely hard-working throughout the whole year when it comes to matching the applications, especially after the Special Spring Edition Newsletter. Since, we have got more applications than it was initially expected, ELSA International did a good job matching them to the proper traineeships.

More detailed information about the developments in student hunting area can be found in my director's activity report.

Council of Europe Traineeships

Unfortunately during the second part of my term in office we did not have the STEP positions in Council of Europe. Basically the main problem was the changed traineeship policy in CoE, which needs certain time to be shaped into STEP practicality. According to the new policy ELSA should approach different directorates of CoE instead of following up the centralized distribution of ELSA applications within the directorates.

Joint Research Project

The Joint Research Project in line with IFP together with the International Pharmaceutical Students' Federation (IPSF) under the supervision of the International Pharmaceutical Federation (FIP) about the topic: "Pharmacy Law and Competition Law: How do they integrate and how do they clash?" is going to end. The Joint Project which was launched last year by my predecessor and followed by me with actual organization of the project should be finalized by ELSA International 2012/2013. The project is a combination of STEP and a Legal Research Group which is a unique with its nature, since we have never organized such a combined project before.

Our main researcher – Davide Migali together with several national researchers on the topic from different ELSA Groups as well as with Oksana Pyzik from the side of IPSF managed to

learn an issue and get an outstanding feedback out of it, which is broadly evaluated by students, professors and even scientific groups. The initial presentation of the results has been shown on ELSA IFP Mid-Evaluation Conference in Trieste in May. The presentation by Davide and Oksana was also held on IPSF Congress in Egypt. Both presentations had rehearsal aspect, because the final one will be presented on the FIP Congress in September in Amsterdam. Afterwards, the final resolution paper will be conducted and spread out in Europe via many electronic channels.

It was my pleasure to work about this project together with extremely motivated and skillful researchers. Last, but not least I thank Davide, Oksana and all the national researchers for their utmost dedication and contribution to the project and generally for the association.

ELS/Alumni – STEP Anniversary Campaign

I am hereby repeating the significance of ELS and every former ELSA member in terms of acquiring new STEP partnerships and simply more STEP jobs. So, the promotion of STEP with emphasizing the “WIN - WIN” policy has been started from the very beginning of my term. In this process I would like to thank my first hand supporters: Pierangelo Graziani, Johanna Kauppinen and Robert Tremel. These people were immensely helping me to promote STEP among our senior members as much as possible. In line with the ELS – STEP anniversary campaign we gained some very worthwhile and well paid traineeships during the whole year, namely EFTA Court in Luxembourg and Arthur Cox in Ireland.

Communication with ELS in the STEP aspect is going quite well, but we need to gain more. We should aim and realize as much as possible. We should come up new marketing materials and other important tools to strengthen affectivity from ELS to ELSA.

During the transition 2012, together with my successor I personally spoke with Robert Tremel and Johanna Kauppinen in order to develop the co-operation and achieve more benefits to Network.

Coaching Countries and representation of ELSA International

During my term in office I had the chance to visit 3 of my coaching countries out of 6 (ELSA France, ELSA Switzerland, ELSA Rep. of Macedonia, ELSA Sweden, ELSA Czech Republic and ELSA Estonia.) I am so glad that I managed to establish a very good communication with all my coaching countries; moreover I was constantly getting updates from them.

Apart from my coaching countries I visited other National Groups too with different reasons: NCM, Conference, STEP related issues etc...

Besides, on behalf of ELSA International I was attending the 25th Session of the Working Group III (Online Dispute resolution) of UNCITRAL in the headquarters of the United Nations in New York, which was a great honor for me together with series of responsibilities while representing ELSA.

Transition

From July the 1st, 2012, transition of the International Board 2012/2013 has started in ELSA House. I was holding a very intense individual transition with my successor apart from general transition and teambuilding sessions and trainings. My evaluation of the transition with Dena is very positive. I gave sufficient knowledge to her in order to effectively cope with the issues derived during the whole upcoming year. Generally, the transition went very well taking into the consideration the massive information which was passed on to the new board. I am hereby thanking my successor and the new IB members for their enthusiasm.

Other

And now after the whole year that I spent together with my seven family members it is time to pass STEP management as well as the position in the international board to my extremely intellectual and capable STEPer from Montenegro. I would like to wish her huge success in STEP for upcoming year. Together with Dena, I am hereby encouraging the whole new board for their job.

Last but not least, my special thanks go to my predecessors (Elif and Malin) and previous IB, who were very good teachers for us. Secondly, I am thanking my director – Claudio Piombo for conducting a great job. Thirdly, I am sending my greetings to my Board, the people who made my stay in the house pleasant and easy to go.

DIRECTORS AND ASSISTANTS OF ELSA INTERNATIONAL 2011/2012

Viltė Kristina Stėponėnaite, Director for Advertisements

February 2012

Holding several strategizing Skype conferences with Vice President Marketing 2011-2012 (Kaisa Maria Kimmel).

Preparing for ICM Algarve in Portugal: preparation of materials for Advertisements Workshop ADVERTISING & ELSA How do we make it work?

March 2012

Preparing for ICM Algarve, Portugal: preparation of materials for Advertisements Workshop ADVERTISING & ELSA How do we make it work?

Preparation of the new advertisement confirmation template.

Holding the Advertisements Workshop in ICM Algarve, Portugal: giving presentations regarding:

- Procedural cycle of selling advertisements;
- Principles of targeting audience;
- General advice for preparation of attractive offers;
- Advertisement confirmation and invoicing procedures;
- ELSA Media Card and Website tools;
- Permanent cooperation and teamwork;
- Principals of effective business communication.

April – July 2012

Developing new contacts, renewing our contacts database.

July 2012

Preparing and participating in the transitional weekend:

- Sending out the reminders together with Vice President Marketing 2012-2013 (Anders Liljeberg): mass emailing for the previous and potential (non advertised before) advertisers reminding 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 (together with ELSA International board members Niousha Nademi, Bartosz Balewski, Khrystyna Brodych, Vasco Silva, Kaisa Maria Kimmel and Anders Liljeberg).

July – August 2012

Dealing with the results of mass emailing – selling advertisement places in Synergy and ELSA website (consulting and communicating with potential advertisers, preparation of advertisement confirmation sheets, 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 inner work of Director for Advertisements and Vice President Marketing.

Please note that this report highlights only most significant activities of Director for Advertisements. Generally the process included continuous and successful cooperation with Vice President Marketing Kaisa Kimmel, constant dealing with the inquiries as well as renewing database for easier and more effective usage of Outlook mailing system in future.

Best of the best wishes,

Viltė Kristina Stėponėnaite

Director for Advertisements of ELSA International 2010-2013

Antonella Biasi, Director for International Focus Programme

IFP Team Communication and Task Management

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 should be easier and faster, so I decided to create a shared Dropbox Folder where to share documents and to use Asana (www.asana.com) for task management. It's an on line platform for task management, I started to use it with my National Board and it's really useful, simple and it allows to each member of the Team to be constantly updated on what is going on, which priorities the Team has, without sending e-mails. Of course we will use mailing lists, e-mail and Facebook to communicate with the Network, but this will make easier the communication between us.

IFP Handbook & IFP ISV Guide

I've updated the IFP Handbook with new sections focusing on current and potential partners and projects and giving to the Network a list of potential sub-topics and some information regarding past IFP events (such as topics, speakers, type of event) taken from the evaluation forms I got from Key Area Officers. The new version of the Handbook was presented during the 2nd Key Area Meeting in Brno, together with a new IFP Project template for the evaluation. Considering that in general there is a big lack of evaluation in the IFP area (only 9 countries have sent their evaluation forms, and some of them were not completely fulfilled) I have changed the content of the previous template in order to get more and more specific information from the organizing groups. The aim is to collect more material for the Final Publication and to create an IFP past event guide to share with the Network. I am also working on another tool, a Guide for Institutional Study Visits related to the IFP area. Hopefully, the guide will be ready before the ICM Batumi.

New IFP Topic

I shared the IFP strategy after it has been launched by the IB, then I went through the Topic proposals sent by the Network and I gave my inputs to the IB. In Brno, at the KAM, I took part in the discussion on the new IFP Topic and I stressed the importance of the awareness of the aims of the IFP and its requirements. Until the ICM I will be always available for the working groups and will give them the necessary support.

Sponsors & Grants

Together with the IFP Assistants Iva Simkova and Diana Correia de Sà I have supported the International Board in the research for new potential institutional and financial partners for the IFP in general and for specific projects such as the IFP Final Publication, focusing on Law Firms, Publishers, EU Grants and Foundations.

IFP Newsletter

The IFP Team is currently working for the next IFP Newsletter, which hopefully will be ready before the ICM. So far we have collected some articles by ELSA members and external experts. Of course we invite you to send your contribution regarding your past IFP Projects, explaining the academic part of them, and also articles by your academic advisors or speakers are more than welcome. The IFP Newsletter could be one of the best tools to raise up the awareness among law students about how interesting and diverse Health Law could be and how many opportunities it could offer.

Mid Evaluation Conference follow up

As Director for the IFP and Head of the Organizing Committee (OC) of the IFP Mid Evaluation Conference which took place in Trieste, Italy (16th-22nd April 2012), I was also responsible for the Academic Programme and I am still in contact with all our speakers and academic advisors. I have started to collect working materials and contributions before the conference and I am now translating all of them in English with the support of a professional translator in order to share them with the Network. The Topic of the conference “Mental Health & Human Rights” is strictly related to many other law fields, so I think that a well structured report could be a good inspiration for ELSA Officers for their future events, also after this last year of implementation of the IFP Health Law.

ICM Batumi

Unfortunately I was not able to attend the last ICM, but I'll be for sure in Batumi, where the Network will vote and choose the next IPF Topic. Before the ICM, I would like to invite you once more to fulfill the IFP Events Report after your events and to send it to ifp@elsa.org. The IFP statistics presented at the IPM and at the KAM were incomplete and unfortunately, as you know, the result is that at this moment we can't consider this IFP implemented. However, I am sure that many other countries have organized IFP related events, so please collect the forms and send them, because we need to update the statistics before the workshop and to discuss about the real situation of implementation. Feel free to approach me whenever you need help in promoting your events or finding partners for the IFP or topics and to share your experiences through the mailing list.

Claudio Piombo, Director for Student Hunting

ICM Palermo

Since I was in the Organizing Committee, I could just attend the Student Hunting session, with me giving a presentation on Student Hunting, leaving the floor for some round table and giving some hints for effective promotion. Nonetheless, I am very happy about the changes made towards a tight but effective STEP calendar and to make our STEP Newsletter appealing. In addition, I am very happy to have seen so many participants. It was a great pleasure to meet all my colleagues within the Network during ICM which has been held in my home country.

Applications

Interest for STEP has always been very high, but this year has been exceptional. I have received many applications for different countries, a good number of applications were reached in Sweden and Luxembourg, as well as in The Netherlands, Germany and in Switzerland, and the highest peaks were reached for STEP traineeships in Ireland, UK and USA. I am very happy that the promotion of STEP traineeships secured over 1,000 Application Forms (not including applications for Council of Europe). Collaboration with officers has been productive and continuous within the majority of the Network. Exchange of information and availability were the key to such a good result in terms of application. I appraised the enthusiasm of the majority of the officers and discussions resulted into deeper understanding and new ideas. Of course, the Student Hunting programme still needs to be developed, especially regarding the implementation of a common strategy, sharing information and materials and giving assistance to other NBs which are still weak in promoting STEP. Obviously, this cannot be achieved but with the help of the whole network and with a good action plan discussed and prepared in advance.

Matching Process

I was involved in the application process, trying to solve problems that some of the applications had: some AFs were sent blank, incomplete, or in a different language than English, or lacking the skills or the language required. All this can be avoided with a general advice. I once wrote a list of FAQ in an e-mail, to avoid mistakes once for all. Fortunately, most of the Student Application Forms were filled in accurately.

Besides, I have also received some positive feedback from employers, thanking ELSA for prompt assistance and praising the competence of candidates, all this makes me very proud of being part to this association.

During my term in office, the STEP Handbook has been updated in its Student Hunting section. Changes focused more on the ways to promote STEP and the kinds of events related to STEP. Another part of the section concerned marketing materials, which has been made more detailed and clearer. Lastly, some of the mistakes in Application Procedure have been corrected.

Trainee Guide

It is a project I have discussed with Irakli Samkharadze, which gives a short description of the place where the STEP is held, providing all the useful information for a student who wants to

decide on where to apply. It was discussed in Algarve and I tried to create a group to collect a page for every local group which provides a STEP. Unfortunately, presence of most of the officers was not assured because of exams period.

During my term in office, I attended ELSA UK's NCM on 2 December, 2011, where I gave a presentation on ELSA knowledge and STEP, and gave advice to the NB on the request to become ordinary member of ELSA.

I was present in both ELSA Italy's NCMs, in which I gave two presentations on STEP and developed STEP calendar for ELSA Italy.

In addition, I attended ELSA Sweden's Spring NCM, and was present at the STEP WS, answering questions and sharing my experience in STEP.

During the last period, I have been mostly doing further matching and monitored the TCFs and feedbacks from Hosting Groups.

Zinaida Chkhaidze, Director for Training

Training and the Network

The core-activity of the Director for Training is to coordinate the ITP and to distribute trainings from the ITP in the Network. But unfortunately I have to say that the number of training delivered by ITP Trainers were not many in this year.

Training Newsletter

To create more awareness about ITP the second edition of Training Newsletter has been created.

The aim of the newsletter was to introduce International Trainers Pool to the network, to inform network about training events, how to apply for Training from the ITP, What is EDF, how to apply for it and etc.

The document includes articles on following issues: International Trainers' Pool, ITP from the Point of International Trainers' View, Experiencing Train the Trainers' Week, Training Event of ELSA Sweden, Training Day of ELSA Estonia, Connection between International Trainers' Pool and National Trainers' Pool, How to apply for Training from the ITP, EDF Helps the Network in Overcoming Challenges, A List of Frequently Asked Questions.

Miscellaneous

Contact with network, ITP Trainers, answer emails, etc were indivisible part of my everyday work.

I was working on increasing training number provided by ITP Trainers. For this reason the call for creating working group on ITP was sent into the IM mailing list. The interested Secretaries Generals applied for it. I would like to thank all of them for their interest. At this moment the existence of this working group is under the decision of Secretary General and Director for Training 2012/2013.

I would like to thank everyone I have pleasure to work with. Especially I would like to thank Jaana Saarijärvi and ITP Trainers for great cooperation.

ELSAfully yours,

Zinaida Chkhaidze

Iryna Polovets, Assistant for EMC²

In my position as Assistant for the EMC², my main responsibilities included team registration, invoicing, providing access to TradeLawGuide database, managing requests for clarifications, written submissions etc.

By February 2012, team registrations and registration fee payments were completed, teams were provided with logins and passwords to TradeLawGuide, the online database on WTO law. Further, ELSA Regional Rounds allocation lists were prepared, published online and communicated to the teams. Prior to the regional rounds commencement I provided Academic Supervisors with information on the timing of submissions, necessary for assigning penalties. I also sent the receipts on the acceptance of the registration fee to the teams.

Subsequently, I assisted the Academic Supervisor for Europe, Laura Nielsen with grading written submissions. On 12-16 March, 2012, I participated in the European Regional Round Münster in my capacity as Assistant for EMC² and panelist.

In the meantime, online meetings with the EOS were held regularly to develop a strategy for further development of the competition.

Finally, on 6-13 May 2012, I attended the Final Oral Round of the EMC² in Montpellier. I would like to express my gratitude to the whole EMC² team of 2011/2012 and wish good luck to the new EMC² crew!

Vasco Silva, Assistant for Legal Writing

Main tasks

My main tasks during my term as Assistant for Legal Writing were to support with Ms Khrystyna Brodych in the research of opportunities for Legal Writing in ELSA, such as new cooperation related to Legal Writing and Legal Publications. I was also responsible for some of the tasks related to the IV IFP Essay Competition.

Term

My term in office as the Assistant for Legal Writing 2011/2012 began on September 2011, after my appointment. During this and the following months I had some meetings with Ms Khrystyna Brodych, concerning issues faced by Legal Writing projects in our Association. It was concluded that there was a need to provide the Network with new materials related to Essay Competitions, not only giving formation on how to start these events or how to present the results in a professional way, but also making specific suggestions and giving successful examples of competitions going on in Europe. All the information was compiled, sent to the International Board and used to support the AA officers with their questions regarding this topic.

IV IFP Essay Competition

I had also the opportunity to collaborate with Ms Khrystyna Brodych in the launching and promotion of the IV International IFP Essay Competition, of which I became responsible for part of the communication with participants, rules and clarifications about application. The results were announced to the Network at the beginning of August 2012.

Other

One of the main topics discussed during my term as Assistant for Legal Writing was the project “Legal Publications” which was examined during the ICM Palermo by the AA officers and later as “Online Web Portal”, during the ICM Algarve. Even though the project was firstly well received by national and local officers, later it was concluded that there were not enough human resources for investing in this project. During July it was discussed the possibility of working on a Human Rights Blog. However, this project was not adopted as a priority for the Network for 2012/2013.

To sum up, I have to say that this term was of most value for me. I hope that more efforts can be done in the future by the newly appointed Director for Legal Writing, mostly concerning the research of solutions and opportunities for our members to publish their articles and to develop their skills.

Petra Podgoršek, Assistant for Market Research

Let me first say that it was awesome year, full of challenges, and working in such a diverse team was a great experience. Thanks especially to Kaisa, Kaisia, Ave, Nils, Halvor, Anders and my dear ELSA sLOVEnia people, which convinced me to apply for this position and of course officers from the whole Network who contributed that we finally did what we should do already 3 years ago.

My term started with a lot of reading, there were cca. 500 emails in Market Research account. In the meantime I had also transition via Skype. In early November I was in ELSA House for 3 days where we brainstormed and made 3 plans (A, B, C, for different situations, different solutions). In December I wrote 10 pages long Guidelines for Market Research, did mini research among Network (What do they need to know, what info does Network need?) and in January we had a list of full service providers, tools and Universities as well. It was Kaisa's work to be in contact with companies and potential providers.

In the beginning of March we had good options to have a contract in »our hands«, but we needed financial approval by Network, to be able to conduct this Market Research. After ICM, in mid-April the contract with full service provider, Flycatcher, was signed. I must say that it was not according to the plan, when it comes to timeline, and we saw the consequences of this late agreement (timing was wrong, MR was conducted during exam period, which contributed to result, number of respondents). Next step was to define the form of questions that was mainly work of ELSA International, Flycatcher just »proof read«. In May Market Research 2012 was conducted.

My task was mainly to be in contact with (potential) respondents, officers, to get feedback and to give it as well. So we created FB page where »fresh« results and info were posted. I also answered every group in the Network that contacted me separately via email and gave them feedback about the results of respondents on the Faculties in their country. Today, this account has cca. 1200 emails, so communication was quite lively. We prolonged MR for 10 days and then it was time for analysing it. That was mainly the work of Flycatcher, for basic analysis of data. After receiving the results, it was also transition for the new IB and I started to work with Anders. We were mainly focused on results and presentations. I analysed one part of data, Anders did second part and he also had presentations on IPM and SAM.

Now September is here; after cca. 700 emails in my term, 20-30 Skype meetings, hours of working (that I stopped counting) I can say: There were a few problems (changing the focus from just members to members and non-members, timing and length of questionnaire as the main ones) which can be now just a good reminder for all the future, even better Market Research cycles---and it shouldn't stop here---there should be smaller MRs conducted via NGs and LGs and they should have a full support by Assistant for Market Research...this is not just one year cycle, not even 5 (by ELSA rules), but never ending story. There are many possibilities, tools and steps to make ELSA develop even further.

We fastened our seatbelts, flew with few turbulences and landed safely...dear ELSA people, we like to fly, do it as often as possible! I would fly once again with you all!
(for those who were not included ~ this was part of communication MR=flight)

Petra Podgoršek

Assistant for Market Research of ELSA International 2011/2012

Ana Roce, Assistant for Study Visits

I was appointed for Assistant for Study Visits in September and then I started my work in coordination with the VP S&C of ELSA International, Zosya. I'm glad that we have established very good communication and she was a big help in my work. Primarily I collected all the necessary materials for my work from Zosya, who helped me get a transition so I could have a good start. I went through old evaluations, in this way I learnt more from the experience of other Officers.

My first assignment was to update the Study Visit Guidebook. But not only we decided to update it, we also made some changes in the structure. I'm glad that after three years and all the efforts we put in this work we have an update version.

Also I started to work on the update of the Stud Visits Handbook. I finished the draft version and I hope it would be prepare for publishing soon.

On the ICM Palermo and ICM Algarve I had a Workshop dedicated to Study Visits and Institutional Study Visits. I prepared presentation for the workshop in coordination with Zosya. During the Workshop on ICM Palermo I tried to give all basic knowledge that is important for organizing a good SV and ISV. One of the focuses was on the importance of evaluations. On the ICM Algarve the focus was on the academic program of Study Visits and exchange of experience of the Officer. I also presented them the statistic of the SV and ISV for that period and the Study Visit Guidebook that was finished.

I helped National Officers in preparing itinerary for ISV suggesting them which institutions to visits. There is a big interest for classical ISV like Brussels. Hopefully we will have a bigger number of ISV and SV this year. Main problem is lack of evaluations reports. I hope there is much more SV than reports that I collected. Throw mailing list I tried to encourage officers to send evaluations. I'm very grateful to all of them who have sent the evaluations till now.

All the evaluations I gathered I systematize so I was able to share all useful and innovative information's with the Network. The systematization that I started is based on putting all information from the evaluations in one document that is divided on questions from the evaluations.

Also one of my primary tasks throw all year was to help Officers in any problems or questions that they had regarding SV (finding partners, help and advices in organizing).

The tool we have and I think is not use enough is our ELSA Study Visit group on Facebook on which every Local Group can represent themselves and try to find a partner for a Study Visit. I was working on activating this group because it is a unique possibility for Local Groups from all Network to have a direct contact with each other. I'm glad that the activity in the group is increasing and Officers are starting to use it as a tool for find partners for SV.

I'm glad that I had the opportunity to give my contribution to the Network as an Assistant for Study Visits. I want to say thank you to all amazing S&C Officers who worked this year with me and who tried to push the SV on the next level. Also I'm very grateful to have amazing mentor, Zosya, who helped me and motivated me all year. She was a great friend and support through all our work.

Ana Roce
Assistant for Study Visits
ELSA International 2011/2012

PROPOSALS

THE INTERNATIONAL BOARD

Standing Orders amendment concerning Article 10

The International Board proposes the following to the Council:

Article 10 – Standing Orders, Decision Book and Minutes

10.1 The coming into force of Council decisions

Amendments to the Standing Orders come into force when the updated Standing Orders have been made available to the Network, unless the Council decides otherwise.

Council decisions come into force when the updated Decision Book has been made available to the Network, unless the Council decides otherwise.

10.2 Standing Orders

Standing Orders is an official document regulating further 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 regulations as stated in Article 17 in the Statutes of ELSA. The updated Standing Orders shall be made available to the Network no later than 60 days after the Council Meeting.

10.2 3 Decision Book

The Decision Book is an official record of all decisions currently in force taken by the Council. When taking new decisions Council must state which decisions are put out of force or amended. The updated Decision Book shall be made available to the Network no later than 60 days after the Council Meeting.

10.3 4 The Minutes

The Minutes of the Council Meeting shall be drawn up by the Secretary General of the International Board from the draft minutes prepared by the Secretaries of the Council. The Minutes shall be sent out to all those mentioned in Article 11.2 of the Statutes no later than 6 weeks from the end of the Council Meeting.

The Minutes shall be approved, with amendments if necessary, by the next Council Meeting and then be signed by the Secretary General of the International Board.

The Minutes are not to be regarded as an incontrovertible record of Council Meeting decisions until they are signed by the Secretary General.

The following shall be included in the Minutes:

- a) All proposals submitted to Council and amendments thereto, together with the results of the voting process;
- b) The Auditors' report;
- c) Budget;
- d) A list of the nominations received, together with the results of the voting process;
- e) Any other relevant documents the Secretary General of the International Board judges necessary to include in the minutes.

Comment:

With this proposal ELSA International explicitly stated the purpose of Standing Orders once again. In addition the proposal clarifies when do the Standing Orders come into force and when do they have to be made available to the Network this is something that has not been explained explicitly.

Decision Book amendment concerning the Internal Management section of the IM part (IM 02/12 I)

The International Board proposes the following to the Council:

Internal Management

General

1. Access to ELSA Activities by non-ELSA Members

ELSA activities are open also to non-members of ELSA, unless otherwise specified.

2. ELSA International

2.1 The International Board consists of the following positions:

President,

- Secretary General,
- Treasurer,
- Vice President for Marketing,
- Vice President for Academic Activities,
- Vice President for Moot Court Competitions,
- Vice President for Seminars and Conferences,
- Vice president for the Student Trainee Exchange Programme

2.2 The term ELSA International refers to the International Board, Directorate, Assistants and Secretariats as a whole.

2.3 The International Board shall be stationed in one city.

3. Standard Regulations

~~4-3.1.~~ Statutes of ELSA International

~~4-1~~ 3.1.1 ELSA International obtained a notarial deed in the Netherlands whereby the statutes take external effect.

~~4-2~~ 3.1.2 In accordance to Dutch law, the official version of the statutes of ELSA is Dutch.

~~4-3~~ 3.1.3 Changes of the Statutes are to be translated by a Dutch notary.

3.2 Standing Orders of ELSA.

3.2.1 A copy of the updated Standing Orders must be made available to the ELSA Network 60 days after the Council Meeting.

3.2.2. Council decision come into force when the updated Standing Orders has been made available to the Network.

2.3.3 Council Meeting Decision Book

~~2.1~~ 3.3.1 The Decision Book is the collection of all in force decisions taken by the Council.

~~2.2~~ 3.3.2 When taking new decisions, the Council must state what decisions are put not in force.

~~2.3~~ 3.3.3 At every Council Meeting, all workshops have to review the decisions related to their area and propose to the Council what decisions are to be removed.

~~2.4~~ 3.3.4 Changes in the Statutes and Standing Orders shall not be included in the Decision Book.

~~2.5~~ 3.3.5 The Decision Book shall be an official record of Council decision together with the minutes.

~~2.6~~ 3.3.6 An archive containing all decisions taken by Council shall be kept by ELSA International.

~~2.7~~ 3.3.7 A copy of the updated Decision Book must be made available to the ELSA Network 60 days after the Council Meeting.

3.4 National Regulations

4.1 Each National Board should have its own decision book

4.2 Each National Board shall submit the translated version of the Statutes and Standing Orders of the national group to ELSA International after changes have been approved.

Comments:

This proposal is made in relevance with the proposal by ELSA International regarding Article 10 in the Standing Orders. The aim is to explicitly state when do the standing Orders have to be sent out and when do they come into force.

Decision Book amendment concerning the Responsibilities for the Quality Management section of the IM part (IM 02/12 II)

The International Board proposes the following to the Council:

Responsibilities for Quality Management

2. Responsibilities of the National Board

- Ensure that the Statutes and Standing Orders of ELSA International, as well as Council Decisions, are known and implemented by the National Group and all Local Groups.
- Ensure that individuals, who on behalf of the National Group access and process data collected in ELSA ONLINE, comply with the ELSA Privacy Statement.
- Ensure that the ELSA Privacy Statement is known and followed by the Local Groups.
- Submit the information gathered at the ICM to all the Local Groups.
- Ensure that there are uniform Statutes and Standing Orders in all Local Groups.
- Ensure that the English version of the Statutes and Standing Orders is submitted to ELSA International.
- Submit the updated National Board's address and officers list to the Secretary General of the International Board after election of the new National Board or having changes in the National Board.
- Promote international activities on the local level, thus increasing the awareness of ELSA as an international association.
- Inform ELSA International periodically about local and national activities.
- Organise training meetings in order to improve the board's attitudes, skills and ELSA knowledge.
- Support alumni in the country by keeping them updated about recent developments, achievements and projects planned by the groups in the country.
- Ensure that the State of the Network Inquiry for their National Group is submitted to ELSA International electronically ~~seven~~ fourteen days before the beginning of each Council Meeting the at the latest. Should the Quorum of the Plenary of the International Council Meeting be at risk, it is at the discretion of the Secretary General of ELSA International to accept the State of the Network Inquiry of a National Group until the beginning of the Opening Plenary.
- Fill in the Local Group Report accurately and submit it in due time to ELSA International.
- Make sure that every National Board member sends updates every three months on their respective international area mailing list. If a position is vacant, the National Board is responsible for sending the updates on the international area mailing list in question.

3. Responsibilities of ELSA International

- Make available to the Network the updated version of the Statutes and Standing Orders, as well as the Council Meeting Decision Book.
- Ensure that all member and observer groups comply with statutory and council regulations.
- Provide support in managing ELSA ONLINE.
- Provide guidelines for the specifics of the ELSA Privacy Statement.

- Ensure that the ELSA Privacy Statement is known and followed by all Member and Observer groups.
- Ensure the good functioning of the ICM.
- Prepare and distribute the State of the Network Inquiry ~~28~~ 35 days before each Council Meeting.
- Evaluate all the information received on the international level.
- Update the ELSA International website.
- Prepare training manuals and make these manuals available to the Network.
- Provide guidelines for the specifics of the International Trainers Pool.
- Work with the National Boards in suggesting solutions for the problems that arise.
- Support alumni in ELSA by keeping them updated about recent developments, achievements and projects planned by ELSA International.
- Monthly updates from each person of the IB

Comments:

The purpose of this proposal is to allocate more time for the International Board of ELSA to prepare the results from the State of the Network questionnaire in order to be able to present the results of the questionnaire on the same International Council Meeting prior to what the questionnaire was sent out. With increasing the time 7 extra days for preparations, it is only fair not to cut the time allocated for the National Groups to fill in the questionnaire. Due to that, the time when the State of the Network questionnaire has to be sent out, is also brought 7 days earlier and therefore in total 35 days before the beginning of the upcoming Council Meeting.

Decision Book amendment to The ELSA Development Foundation section of the FM part (FM 02/12 I)

The International Board proposes the following to the Council:

The ELSA Development Foundation

[...]

9. Financing of the Foundation

9.1 For the purposes of the financing of the EDF a National Group will be seen the entity that is responsible for ELSA on a national level in a country.

9.2~~1~~ Source of the Foundation

- (i) National Groups shall pay a yearly contribution to the EDF comprised of the following:
 - 6 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as international;
 - 2.5 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as national;
 - Contributions of less than EUR 50,00 shall not be invoiced.
- (ii) The board of Directors of EDF may also accept donations to the EDF from other individuals, groups or associations which are aimed at furthering the purposes of the Foundation and the Association in general.

9.3~~2~~ EDF Report

- (i) The National Groups shall fill in and submit a report to the Board of Directors of EDF with the amounts they received from their general sponsors in the period between the 1st of August and the 31st of July of the previous financial year.
- (ii) This report shall be submitted to the Board of Directors of EDF by the 31st of August of the year of invoicing, even if the National Group had not obtained any money through general sponsorship in the previous calendar year.
- (iii) If the National Group does not inform the the Board of Directors of EDF by the date mentioned above, the International Board shall invoice the National Group based on the last information the Board of Directors of EDF has regarding the National Group's contribution towards the EDF. Such National Groups will be considered non eligible to apply for EDF support until the National Group fills in the report.
- (iv) Any EDF invoices left unpaid shall be treated in the same manner as all other debts to ELSA International.

[...]

Comments:

Definition of the National Group leaves currently room for interpretation on whether only the national entity or all groups of the country are obliged to pay the EDF contribution. This is even further complicated by the different legal structures in which ELSA is organized in different countries. The proposed definition would consolidate the current interpretation of only the national entity being responsible for the contribution.

Decision Book amendment to the Responsibilities section of the FM part (FM 02/12 II)

The International Board proposes the following to the Council:

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

Responsibilities of ELSA International

- When presenting the final accounts include a balance report for all members and observers
- Administrate the EDF
- ~~• Pay to the EDF due at the 30th of September upon invoice~~
- Pay the monthly allowance of minimum 200 Euro to every member of the International Board
- Inform in January about the maximum amount to be charged as participation fee for Council Meetings and Presidents' Meetings and the S&C Maximum Participation Fee and annex it to the decision book
- Use the double-entry system of accounting
- Use a recognised accounting procedure
- Ensure that all financial activities outside the ELSA International accounts are reported
- Avoid use of abbreviations and cryptic references
- Ensure that refunding of claims is only made upon submission of original receipts. The reason for the expenditure shall be documented by the claimant. If no original receipt can be obtained, substantial proof shall be provided, documented and recorded.
- Submit a budget for approval at the Spring Council Meeting
- Prepare and present the interim and final accounts for their respective term in office
- Include in the Working Materials of each International Council Meeting a list with the concrete figures regarding outstanding debts toward ELSA International.
For the debts arising from NGs the following details shall be included in the list:
 - The name of the NG that has a debt towards ELSA International
 - The exact amount owned
 - The source of the debt
 - ~~- The reason why the debt was not covered~~
 - The status of each outstanding debt (e.g. payment plan, delay of the payment)

Comments:

ELSA International was excluded from both the beneficiary and financer sides of the ELSA Development Foundation in ICM Algarve. Due to ELSA International no longer paying EDF Contribution, the respective responsibility is outdated and should be removed from the Decision Book.

List of debtor National Groups should at the moment contain a reason for the debt not being covered. Immediate reason for debt not being covered is naturally open payments. Reason for these differs a lot and ELSA International is not the best organ to explain reasons behind finances of National Groups.

Decision Book amendment to the International Focus Programme section to the Decision relating to ELSA in General part (GEN 02/12 I)

The International Board proposes the following to the Council:

(...)

4.4. Responsibilities of ELSA International

- Overall coordination of the implementation of the IFP;
- Coordinate the research for finding the best “hot legal topic” and subtopics for the IFP;
- Make sure during every last International Council Meeting before the period for an IFP finishes a proposal for a topic and subtopics will be put into voting according to the results of the before mentioned research;
- Establish contacts necessary for the high standard of IFP events and communicate them to the network;
- Creating an IFP Manual, and keep it updated;
- Publish at least one article on the IFP in every issue of Synergy;
- Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;
- Provide necessary training, information and other assistance to national and local groups;
- Ensure that the IFP Policies are working properly;
- Ensure that all groups submit Evaluation Forms at the end of each event organised;
- Report to the Network over the ELSA INFO list about the beginning and outcome of the IFP, and if necessary periodically in between about any other matter which is found necessary to share with the Network;
- Encourage the national groups to apply for the host for the Final IFP Conference (if any) and assist in its organisation;
- Ensure that the Final IFP Publication (if any) is finalised, and
- Collect all IFP Activity Reports and articles from the ELSA network and prepare the information for evaluation;
- Ensure that there are also articles and reports by professionals and lectures in the IFP publication

Prague, March 25th – April 1st 2007

In force

PLE 01/07 I, BEE 02/08 I, GEN 01/10 I, II

The topic of the IFP shall be the following:

~~“Health Law”.~~

“Fortress Europe: Legal Challenges for Integration”.

The duration is 1st August 2010 until 31st July 2013. The final result of the IFP will be a conference and a publication.

Comment:

The topic has been selected after its correct submission, according to the deadline and criteria communicated in the Call for Topics. It has been the subject of research for a Working Group, that elaborated an Input Paper that has been included in these Working Materials on page 203.

The decision upon this proposal will be taken by a secret vote during Final Plenary. The Working Groups will present their results during Mid-Plenary. Furthermore, there will be a possibility to ask them questions during the joint workshop session of BEE, S&C, AA and STEP on Monday.

Decision Book amendment to the International Focus Programme section to the Decision relating to ELSA in General part (GEN 02/12 II)

The International Board proposes the following to the Council:

(...)

4.4. Responsibilities of ELSA International

- Overall coordination of the implementation of the IFP;
- Coordinate the research for finding the best “hot legal topic” and subtopics for the IFP;
- Make sure during every last International Council Meeting before the period for an IFP finishes a proposal for a topic and subtopics will be put into voting according to the results of the before mentioned research;
- Establish contacts necessary for the high standard of IFP events and communicate them to the network;
- Creating an IFP Manual, and keep it updated;
- Publish at least one article on the IFP in every issue of Synergy;
- Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;
- Provide necessary training, information and other assistance to national and local groups;
- Ensure that the IFP Policies are working properly;
- Ensure that all groups submit Evaluation Forms at the end of each event organised;
- Report to the Network over the ELSA INFO list about the beginning and outcome of the IFP, and if necessary periodically in between about any other matter which is found necessary to share with the Network;
- Encourage the national groups to apply for the host for the Final IFP Conference (if any) and assist in its organisation;
- Ensure that the Final IFP Publication (if any) is finalised, and
- Collect all IFP Activity Reports and articles from the ELSA network and prepare the information for evaluation;
- Ensure that there are also articles and reports by professionals and lectures in the IFP publication

Prague, March 25th – April 1st 2007	In force
PLE 01/07 I, BEE 02/08 I, GEN 01/10 I, II	

The topic of the IFP shall be the following:

~~“Health Law”.~~

“Alternative Ways of Dispute Resolution”.

The duration is 1st August 2010 until 31st July 2013. The final result of the IFP will be a conference and a publication.

Comment:

The topic has been selected after its correct submission, according to deadline and criteria communicated in the Call for Topics. It has been the subject of research for a Working Group, that elaborated an Input Paper that has been included in these Working Materials on page 206.

The decision upon this proposal will be taken by a secret vote during Final Plenary. The Working Groups will present their results during Mid-Plenary. Furthermore, there will be a possibility to ask them questions during the joint workshop session of BEE, S&C, AA and STEP on Monday.

Decision Book amendment to the International Focus Programme section to the Decision relating to ELSA in General part (GEN 02/12 III)

The International Board proposes the following to the Council:

(...)

4.4. Responsibilities of ELSA International

- Overall coordination of the implementation of the IFP;
- Coordinate the research for finding the best “hot legal topic” and subtopics for the IFP;
- Make sure during every last International Council Meeting before the period for an IFP finishes a proposal for a topic and subtopics will be put into voting according to the results of the before mentioned research;
- Establish contacts necessary for the high standard of IFP events and communicate them to the network;
- Creating an IFP Manual, and keep it updated;
- Publish at least one article on the IFP in every issue of Synergy;
- Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;
- Provide necessary training, information and other assistance to national and local groups;
- Ensure that the IFP Policies are working properly;
- Ensure that all groups submit Evaluation Forms at the end of each event organised;
- Report to the Network over the ELSA INFO list about the beginning and outcome of the IFP, and if necessary periodically in between about any other matter which is found necessary to share with the Network;
- Encourage the national groups to apply for the host for the Final IFP Conference (if any) and assist in its organisation;
- Ensure that the Final IFP Publication (if any) is finalised, and
- Collect all IFP Activity Reports and articles from the ELSA network and prepare the information for evaluation;
- Ensure that there are also articles and reports by professionals and lectures in the IFP publication

Prague, March 25th – April 1st 2007	In force
PLE 01/07 I, BEE 02/08 I, GEN 01/10 I, II	

The topic of the IFP shall be the following:

~~“Health Law”.~~

“Energy Law and Environmental Law”.

The duration is 1st August 2010 until 31st July 2013. The final result of the IFP will be a conference and a publication.

Comment:

The topic has been selected after its correct submission, according to deadline and criteria communicated in the Call for Topics. It has been the subject of research for a Working Group that elaborated an Input Paper that has been included in these Working Materials on page 211.

The decision upon this proposal will be taken by a secret vote during Final Plenary. The Working Groups will present their results during Mid-Plenary. Furthermore, there will be a possibility to ask them questions during the joint workshop session of BEE, S&C, AA and STEP on Monday.

Decision Book amendment to the International Focus Programme section to the Decision relating to ELSA in General part (GEN 02/12 IV)

The International Board proposes the following to the Council:

(...)

4.4. Responsibilities of ELSA International

- Overall coordination of the implementation of the IFP;
- Coordinate the research for finding the best “hot legal topic” and subtopics for the IFP;
- Make sure during every last International Council Meeting before the period for an IFP finishes a proposal for a topic and subtopics will be put into voting according to the results of the before mentioned research;
- Establish contacts necessary for the high standard of IFP events and communicate them to the network;
- Creating an IFP Manual, and keep it updated;
- Publish at least one article on the IFP in every issue of Synergy;
- Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;
- Provide necessary training, information and other assistance to national and local groups;
- Ensure that the IFP Policies are working properly;
- Ensure that all groups submit Evaluation Forms at the end of each event organised;
- Report to the Network over the ELSA INFO list about the beginning and outcome of the IFP, and if necessary periodically in between about any other matter which is found necessary to share with the Network;
- Encourage the national groups to apply for the host for the Final IFP Conference (if any) and assist in its organisation;
- Ensure that the Final IFP Publication (if any) is finalised, and
- Collect all IFP Activity Reports and articles from the ELSA network and prepare the information for evaluation;
- Ensure that there are also articles and reports by professionals and lectures in the IFP publication

Prague, March 25th – April 1st 2007	In force
PLE 01/07 I, BEE 02/08 I, GEN 01/10 I, II	

The topic of the IFP shall be the following:

~~“Health Law”.~~

“Media Law”.

The duration is 1st August 2010 until 31st July 2013. The final result of the IFP will be a conference and a publication.

Comment:

The topic has been selected after its correct submission, according to deadline and criteria communicated in the Call for Topics. It has been the subject of research for a Working Group that elaborated an Input Paper that has been included in these Working Materials on page 214.

The decision upon this proposal will be taken by a secret vote during Final Plenary. The Working Groups will present their results during Mid-Plenary. Furthermore, there will be a possibility to ask them questions during the joint workshop session of BEE, S&C, AA and STEP on Monday.

Decision Book amendment to the International Focus Programme section to the Decision relating to ELSA in General part (GEN 02/12 V)

The International Board proposes the following to the Council:

(...)

4.4. Responsibilities of ELSA International

- Overall coordination of the implementation of the IFP;
- Coordinate the research for finding the best “hot legal topic” and subtopics for the IFP;
- Make sure during every last International Council Meeting before the period for an IFP finishes a proposal for a topic and subtopics will be put into voting according to the results of the before mentioned research;
- Establish contacts necessary for the high standard of IFP events and communicate them to the network;
- Creating an IFP Manual, and keep it updated;
- Publish at least one article on the IFP in every issue of Synergy;
- Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;
- Provide necessary training, information and other assistance to national and local groups;
- Ensure that the IFP Policies are working properly;
- Ensure that all groups submit Evaluation Forms at the end of each event organised;
- Report to the Network over the ELSA INFO list about the beginning and outcome of the IFP, and if necessary periodically in between about any other matter which is found necessary to share with the Network;
- Encourage the national groups to apply for the host for the Final IFP Conference (if any) and assist in its organisation;
- Ensure that the Final IFP Publication (if any) is finalised, and
- Collect all IFP Activity Reports and articles from the ELSA network and prepare the information for evaluation;
- Ensure that there are also articles and reports by professionals and lectures in the IFP publication

Prague, March 25th – April 1st 2007	In force
PLE 01/07 I, BEE 02/08 I, GEN 01/10 I, II	

The topic of the IFP shall be the following:

“Health Law”.

The duration is ~~4st August 2010 until 31st July 2013~~ 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 2009/2010 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 partnerships and to sufficiently develop 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 of three years - first year for 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 – allows a deeper insight of the subject and the evolution of different partnership. For these reasons, the International Board proposes to the Council to maintain the current duration for the new International Focus Programme.

NATIONAL GROUPS

Statutes amendment concerning the Article 11

ELSA Denmark and ELSA Hungary propose 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 12:

Since national groups (Members) of ELSA and the International Presidents' Meeting already has 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 and ELSA Hungary propose 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 and 15

ELSA Denmark and ELSA Hungary propose 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 Vice Presidents in charge of Academic Activities, Vice Presidents in charge of Seminars and Conferences and the Vice Presidents in charge of the Student Trainee Exchange Programme.

The aims of the Key Area Meeting is to train the key area officers in their area of work and at the same time 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 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.

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 Secretaries General, Treasurers and Vice Presidents in charge of Marketing.

The aims of the Supporting Area Meeting is to train the supporting area officers in their area of work and at the same time 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 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 and to continue to be more popular to set up and attend and 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 and thus foster 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 also 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.

Statutes amendment concerning the Articles 16, 17, 18, 19, 20, 21 and 22

ELSA Denmark and ELSA Hungary propose the following to the Council:

Finance**Article 1416 – 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.

Article 1517 – 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.

Article 1618 - 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.

Statutes and Standing Orders**Article 1719 – 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.

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.

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.

Dissolution

Article ~~20~~22 – 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.

Standing Orders amendment to Article 7

ELSA Denmark and ELSA Hungary propose the following to the Council:

Article 7 – Council Meeting Voting Procedure

7.1 The voting procedure shall be as following:

(i) The Chair asks the Council for arguments in favour and against a proposal and any proposed amendments thereto.

(ii) If any amendments are proposed, the Chair asks the Council to vote on the amendments. The Chair asks for votes in favour, votes against and abstentions. The Chair announces the result of the voting process.

(iii) The Chair asks the Council to vote on either the original proposal or the amended proposal, depending on whether any amendment was accepted. The Chair asks for votes in favour, the votes against and abstentions. The Chair announces the result of the voting process.

(iv) If there are two or more proposals on the same issue and neither of them obtains an absolute majority in the first vote, the Chair may ask for a new vote on the two proposals that obtained the most votes.

(v) The Chair may reverse the voting procedure on non-disputed or procedural votes. The Chair asks for votes against and for abstentions. The Chair announces the result of the voting process.

7.2 Secret Voting

Voting in Council shall be carried out by written and secret vote (ballots) whenever there is an election, a membership application, demotion, expulsion or any one voting delegate requests a secret vote. In all other cases voting in Council shall be carried out by a show of hands.

Whenever secret voting takes place, counting of votes shall be conducted publicly by the Chair and the tellers.

Only one delegate per each national group is allowed to be present in the room during the counting of votes. The delegates allowed to watch the counting of the votes have to stay in silence and cannot disturb the counting procedure.

7.3 When voting, the Members shall be allowed to split their three (3) votes as referred to in Article 11.5 of the Statutes.

Comments:

This amendment is based on several considerations that are important to take into account.

- These votes are sensitive and emotional to the involved parties.

- If secret voting does not take place, there is a presumption that some members will not vote objectively due to fear of populism.
- We will get rid of a major procedural discussion if this amendment is implemented, since it has previously been shown that there is always, at least, one member who demands secret voting for these types of votes. This amendment will provide a faster voting procedure regarding the mentioned voting as such discussions will be avoided and because the voting ballots can be made and handed out beforehand.
- This proposal is only directed at these special sensitive votings, since experiences have proved that these votings are not handled best ad hoc. We therefore see this amendment of the statutes as the most diplomatic and reasonable solution.

The change in article 7.2, section 2, is merely a grammar correction.

Decision Book amendment to the S&C Policies section in the S&C part (S&C 02/12 I)**ELSA Croatia proposes the following to the Council:**

8. Institutional Study Visits

8.1 Institutional study visits are visits to international governmental or non-governmental organisations, public administrations or private institutions.

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 organisation, or public administration or private institution of the foreign country.

Comments:

For the evaluations and Strategic Goals is important to have a definition what a International Institutional Study Visit is. This was not clear enough and can make confusion in situation when a country has to submit evaluations of the international events and in situation when we have to take in consideration did a country fulfill the requests from the Strategic Goals.

INPUT PAPERS

THE INTERNATIONAL BOARD

Input Paper concerning communication and information in ELSA

Originating from the One Year Operational Plan of ELSA International 2012/2013, this input paper has the purpose of emphasizing the importance of communication and using of communication tools as well as the models of how and what kind of information we exchange within the ELSA Network.

Communication with the Network is essential for an effective work in our Network that consists of 41 National Groups, comprising more than 300 law faculties. For the good quality of the work of the International Board, this year we encourage the Network to use the communication tools that are provided by us, meaning mailing lists, Facebook, Skype and other possible communication channels. Despite the rise of new communication channels email and mailing lists still maintains its position as the leading form of official communication within the Network.

There are essentially three different kinds of mailing lists: discussion list, such as our area mailing lists with list subscribers discussing topics on the list; information list, such as ELSA-INFO serving more subscribers but without possibility to initiate discussions on the list and finally a newsletter with limited amount of post and information tailored towards external audience.

Currently ELSA has a set of well-functioning discussion lists (area lists) mainly aimed for national officers. What ELSA lacks is both a functioning internal information list and a newsletter aimed for externals. ELSA-INFO with its 1600 subscribers is at the moment a mixture of information list and a newsletter and thus serves neither purpose well. External subscribers are not interested in calls for delegations or working groups. They would perceive such messages as spam while these might be highly interesting for an active member in some local group.

Recognizing the importance of tailored and timely communication, ELSA International would like to open a discussion with the National Groups on communication strategy of ELSA International and especially creation of an externally-oriented newsletter and an information list for information members or other subscribers sharing the internal point of view of ELSA might find interesting. Key arguments in favour of an internal information list are direct and immediate reach of all subscribers. This reach could make a real difference for example in case of calls. Newsletter aimed for externals would, on the other hand, help building a professional image of ELSA among the partners and thus generate more co-operation possibilities.

Since these changes would influence the communication flow within the Network, ELSA International is interested in hearing the opinions of the National Groups before implementing any such improvements.

Input Paper concerning financial and grant situation of ELSA International

Grants are one of the main sources of financing operations of non-governmental organisations. As defined in the Decision Book on page 48: “Grants are funds obtained from private or public foundations, governmental organisations, non-governmental organisations or institutions for a purpose specified by the donor.” The most important grant ELSA International has been applying to in the last years is the Youth in Action structural grant for international non-governmental youth organisations.

In 2010 and 2011, ELSA International applied and was granted the grant for a period of one calendar year. This caused challenges for reporting the grant, since the grant term was not in accordance with the ELSA-year. In the calendar year of 2010, ELSA International made accounted profit of EUR 61,958.96 and was thus required to return the pre-payment of the grant, EUR 19,344.00 in spring 2012 after reporting the grant period, when the final accounts of 2010/2011 were approved. Currently the International Board is negotiating with the Commission on a payment plan for returning the grant.

In 2011 it was decided that applying for Youth in Action should be done on financial year basis instead of calendar year applications. This would make it easier to follow-up the use of money and to report the grant, because the grant term would match the operational term. Grant application for the term 2012/2013, however, was not successful and thus there will be no EACEA grant income this year. The International Board of 2012/2013 will pay a special attention in researching and analysing the grant applications in order to draft successful applications for the next year and to avoid returning of grants in the future.

Combined the returning of the 2010 grant and not receiving grant for 2012/2013 has put ELSA International into financial distress that will reflect into the operational possibilities of the International Board this year. Fundraising from both private sector and alternative grants will be one of the main priorities of the current board. One tool for this development is improving the co-operation of Treasurer and Key Areas in grant applications and taking priorities of granting institutions into consideration while planning future operations.

With careful research and planning of grant applications, improved Key Area involvement, strategic approach to grants and focus in private sector fundraising and advertisement sales, ELSA International 2012/2013 is confident that the current financing difficulties will be short-lived and ELSA International will be able to focus on its preferred operations: supporting the Network with quality projects and workshops as well as improving ELSA’s recognition among our external stakeholders.

Input Paper concerning Essay Competitions

Introduction

An essay is an article or paper on a legal topic. Usually essays contain writer's personal point of view concerning a specific topic.

ELSA is aware of the relevance of writing essays as part of an effective legal education. Firstly it is clear that writing legal essays is different from writing in other genres mostly because legal writing is a technical part of each of the national languages. A legal writer needs some legal background and a good amount of legal insight.

The aim of an essay competition is to prepare law students and young lawyers for this special form of written communication that is required within the legal profession. To achieve the planned results, ELSA must assure there will be a jury who shall be guided by factors such as clarity, conciseness, persuasiveness and conformity with the objective standards that have evolved in the legal profession.

Notice that having a highly qualified jury is essential for the success of the competition and can correspond to a unique opportunity to start new cooperation with legal institutions, universities and law firms that will provide members for the jury and even prizes or possibilities in legal publications.

Background

The idea of having Essay Competitions as a project of Academic Activities within ELSA was implemented at the ICM in Brussels 1992. On the very same ICM also the philosophy statement was approved. Essay Competitions serve the purpose of the statement as it contributes to legal education and provide the opportunities for law students to learn about legal systems in a spirit of critical dialogue and scientific co-operation.

Planning an Essay Competition

To plan an Essay Competition a few steps should be followed. The following text intends to give some suggestions on how to plan an essay competition. Since there are always several organisational options, these suggestions are not absolute.

1. Firstly discuss within your board what your Legal Writing options are. If your option to improve legal writing in your local or national group is to launch an essay competition be aware that having a good activity plan is essential.
2. Choose the topic. One of the best options might be to focus on the International Focus Programme or to choose a hot topic, popular among the potential participants.
3. Research for possible members for the jury. After having a topic you can contact professors or lawyers who teach or work in a specific topic of law. Contacting a Professor who previously helped you or your predecessor with an ELSA event, it is most of the times a good option.

4. While contacting possible members for the jury have in mind that a prize for the participants or best legal writers will be needed. Depending on the interests of the possible participants decide if you want to get a monetary prize or a legal publication, for instance.
5. It is common that the jury decides the title or specific question addressed in the essay. Make sure it accomplishes the objectives settled.
6. Create a draft of the EC Rules and present it to the jury. The first time you launch an EC you may ask for the support from other AA officer in the network who had previously organized an EC.
7. Plan a timetable for the event appropriate to the possible participants and planned objectives.
8. Develop a marketing plan with the Marketing officer having in mind the competition purposes.
9. Launch the competition.

As it was previously said, this is just one of the possible ways of planning an essay competition. There are always other options.

Local and National Essay Competitions

It may be common for law students and young lawyers to write essays. Most of the courses or subjects in legal field require frequently that papers submitted by students be completed in a form of an essay.

Subsequently it is understandable why it is so important for local and national officers to plan and to launch essay competitions. The local AA officers have the possibility to launch an essay competition for local members but it is also possible to open the competition on a national level or even to accept international participants.

Local essay competitions are a good option to promote ELSA in your city or university, to get new partners and the support from professors and to acquire new members. All the questions regarding the essay competition may be discussed with the responsible for AA in the national board.

International Essay Competitions

ELSA International organises international essay competitions every year. These competitions are generally open to all ELSA members and, depending on the specific project, sometimes even to participants from all over the world.

Some of the international essay competitions are planned in the collaboration with other international associations or institutions. For example, essay competitions in collaboration with the Council of Europe, regarding Human Rights.

In the past years, EI also has launched continuous editions of the International Focus Programme Essay Competition which concerns this specific legal topic, for example, Health Law.

ELSA International is usually the direct responsible for these competitions with the cooperation of the local and national officers who play a relevant role in finding participants and promoting the event in their universities.

However, having in mind the purpose of organising projects with international relevance, it is also important that the National and the Local Groups organise international essay competitions themselves. By doing it, they would be easily working for the achievement of the objectives of the Strategic Goals or 2013.

Essay Competitions' Outcome

Frequently students seem to be more interested in see a practical result of their research than to be awarded with a monetary prize. For a law student or young lawyer, having their essays published is very attractive. For most of the law professionals it is rare to have the opportunity to publish some of their papers. Consequently, to give that opportunity to a student is a good way to foster her/his enthusiasm regarding law and ELSA itself.

A reasonable solution is to have a partnership with a law review that can publish the best essays. Another way to achieve this goal is to have those essays published in your university law review.

Other possibility is to publish the essay online in your local or national group website or even in your university website. This is a good way to keep the awareness of participating in such events and it might be a way to recognize the quality of the students and academic institution.

Final remarks

Through this Input Paper, ELSA International intends to raise the awareness of the importance of the organisation of essay competitions by the ELSA Network. These short guidelines are also meant to provide the Academic Activities officers with enough background for taking part in the Joint Workshop with Marketing, regarding the promotion of the essay competitions. This Input Paper also gives a general overview of the session dedicated to this topic held during the 2nd Key Area Meeting.

Input Paper concerning Legal Courses

Legal education and soft skills

According to the Philosophy Statement, ELSA is committed to contribute for the improvement of legal education. It also aims to assist law students and young lawyers to be professionally skilled. Considering the involvement of the Academic Activities field in ELSA in the development of the topics above referred, there is the necessity to evaluate the effects of our projects to achieve these goals and the ways to improve them. Academic Activities aim to deepen practical knowledge, develop skills to supplement the regular education curriculum and to assure an earlier contact with legal professionals and academic experts.

It has been discussed in the last years, different possibilities to reform the Academic Activities area in a direction that would bring not only new projects but also practical solutions that address the necessities and requirements of the ELSA member.

From the analysis of the most recent Market Research of ELSA, it is possible to conclude that one of the main requests of our current and prospective members is to have access to activities that help them in the development of soft, practical and professional skills. This option towards practical skills and an investment in their self-development is easy to understand. Nowadays, the job market evaluates and seeks for much more than what university curricula can provide to their students. And ELSA, as a leading students' organisation aims to give an answer to the requests from the legal professional world.

Having in mind the described assumptions, ELSA International considers that there is a need to create a new project, easily adopted by the ELSA Groups, to improve legal education through the formation on soft skills. This explains ELSA International's motivation to implement the project ELSA Legal Courses in our Network.

ELSA Legal Courses and its potential

As it was previously stated in the One Year Operational Plan of ELSA International 2012/2013, the ELSA Legal Courses aim to develop new opportunities that will provide the necessary practical skills to complement the education received by law students during their studies and to train law students and young lawyers to be comprehensive, thoughtful and proactive. This project also is determined to improve law students' and young lawyers' soft skills and to ensure the development of the Legal Writing activities by providing ELSA members with specific training on Legal English and Legal Writing.

During the 2nd Key Area Meeting, the ELSA Legal Courses were presented to the Academic Activities officers. A group of officers have been taking part in the discussions in how to structure the legal courses and by ICM Batumi, the first plan for it will be ready. It is relevant to state that the ELSA Legal Courses shall not be confused with the trainings that are usually provided to the ELSA officers. The Legal Courses are directed to the ELSA members and are supposed to have a longer duration. They have been also planned to provide diverse skills from the trainings and to include a wider range of topics.

It is to be highlighted that the Legal Courses shall be planned to provide the participants with practical skills and exercises. By this, it is meant that a Legal Course is not a lecture. Instead, it shall be focused on the improvement of practical knowledge. Such courses can have as topics, for example, oral and written communication, analytical reasoning, legal research, client service management, technological legal tools, time management, organisation and teamwork.

Other of the most relevant opportunities provided by the Legal Courses is to prepare our members in the fields of Legal Writing, Legal English and Legal Research. By providing them with the chance to take part in a course dedicated to these topics, they will be more prepared to write and submit their essays for international, national and local Essay Competitions. They would also have a concise view of their tasks as members of a Legal Research Group. Legal Courses can have as topic any kind of preparations for Moot Court Competitions, which would help the Academic Activities officers to reach a larger number of students and increasing the number of participants and teams in different moot courts organised within our Association.

ELSA International wants to encourage the National and the Local Groups to provide their members with activities to enhance a more professional curriculum, to motivate National and Local Groups to cooperate with institutions providing legal training opportunities and to assist ELSA officers to provide Legal English and Legal Writing courses as part of the ELSA activities. There is a clear potential in the implementation of the Legal Courses. The reasons are various. Firstly, it is a project easily planned and managed. Secondly, it does not necessarily request any financial investment. After having a common structure for the Legal Courses in ELSA, the Network will be able to focus on the topics and partnerships for the project. Each Group that takes a Legal Course as an Academic Activities' project will be able to involve law firms, companies, other NGOs, universities and training organisations. This is a unique opportunity to start new cooperation with legal institutions, universities and law firms that will provide experts to deliver the trainings in soft skills, Legal Writing or Legal English. The Legal Course can be provided to ELSA members for any of the referred institutions. It shall be academically and administratively prepared by ELSA.

It is also relevant to state that in some of the ELSA Groups, activities very similar to the Legal Courses have been organised by years. However, they were never categorised and the responsibilities of their organisation was never clarified. ELSA International believes that all the projects that have the same characteristics as a Legal Course, according to the definition that it will be determined by the Academic Activities Workshop, shall integrate the direct responsibilities of the Academic Activities officers.

To achieve the goals proposed for our term, we want to raise the awareness of the organisation of the Legal Courses. We also intend to involve the entire Network, through the Academic Activities officers, to take part in the discussion of the structure and definition of the ELSA Legal Courses. Be involved and help ELSA to change the way to provide law students with practical, real world professional skills training that allow the transition from the learning experience to the working life!

Input Paper concerning evaluation in ELSA

Evaluation has been one of the most relevant topics for the Key Areas of ELSA since the beginning of the term 2012/2013. It has also been a relevant topic in the past. With this Input Paper, ELSA International aims to raise the awareness for the importance of reporting and evaluating events. Evaluation is an important aspect of any event, since it allows the necessary reflection on the event itself. It also permits proper future planning.

The importance for ELSA in general

Evaluation and Common Goals

Every project and every idea should start from an analysis of what are the needs of the Association and the results that we would like to achieve. This is particularly important when it comes to Strategic Planning. The only effective strategy to set up a new plan for the next 5 years starts with the evaluation of the results achieved with the current Strategic Goals, thus the analysis of the reported information. Statistics on reported events and projects allow the understanding of the current situation of the Network, of its strengths and weaknesses, and consequently the setting of new, common, and ambitious but achievable Goals.

At the moment, the Network is not well aware of its status and its achievements. Statistics show only data from a few of the events organised. The lack of a correct evaluation gives only a partial view of the results achieved and does not allow us to work on proper data in order to structure future planning. This is also one of the reasons why we do not know if we achieved the Strategic Goals for 2013 or not.

The same happens with other important decisions for ELSA, like the choice of the New IFP Topic. This choice should be based on a concrete evaluation of the implementation of the current topic in order to understand what should be the characteristics of the new one and how the International Board and the Network should cooperate to reach the common goal of a correct implementation of the programme.

Evaluation and external image

The lack of evaluation, the impossibility to say if we achieved our goals or not, is not only an internal problem, but it is also an issue that is related to ELSA's image towards externals and prospective partners. Each time ELSA approaches externals and claims to be the largest independent law students' organisation in the world, it could be requested to present some of its projects and some data of its activities. ELSA International estimates that the Network organises thousands of events, the low amount of reported events obliges us to show an image of our association that does not correspond to the truth. This is not only bad for our image, it does not justify the work made by committed officers that worked hard to produce good results.

Evaluation and Knowledge Management

Every year, Local and National ELSA Groups organize high quality events with a well-structured academic programme, distinctive speakers and the support of relevant national and international Institutions. Contacts and ideas are a assets, not only for the group itself, but for the entire

Network. A correct evaluation of the event or the project includes also a report of this information, which in this way can be stored and used in the future by other people.

Unfortunately, what happens nowadays is that good results achieved by officers are mostly kept inside the national borders, and disappear after few months, due to the transition of ELSA officers and the new upcoming generations of ELSA Officers. The lack of archiving has often been considered a weakness of ELSA. However, without a correct evaluation, we will not have any content for any source like that.

The importance for the officer

Ideally as many people as are involved in the event should be involved in the evaluation. The evaluation from the participants is essential for providing ELSA officers with the necessary information to fill in the Event Evaluation Form. Evaluation also allows having a more realistic account of the event.

The evaluation of projects and events is essential future improvement. The consideration of results achieved, of problems faced and solutions is an important moment for an organising committee of an event. It is an opportunity to make a critical assessment of the events, to state lessons learnt, to identify the outcomes, to review the aims and objectives and to identify problems. By that the officers will also store extra information essential for future planning.

What to do?

Evaluation in ELSA is meant to be done through the use of the Event Evaluation Forms. The problem of the accessibility of these forms has been solved by the creation of the Officers Portal, available at officers.elsa.org. This is a small step towards a permanent solution of this problem. We as the International Board of ELSA, together with the IT Team, are working on other improvements. However, the awareness of the Network of the importance of Evaluation is essential.

Input Paper concerning ELSA DAY

Let us be a Network for Human Rights and for our Vision!

The lack of internationality, the fragmentation of the Network and the lack of Human Rights events are some of the weaknesses that our association is suffering at the moment. To overcome these difficulties, ELSA International presented a new idea during the International Presidents' Meeting in Paris, August 2012. The outcome of the discussion was a unanimous recommendation to realise the ELSA Day. The event has also been discussed during the Key Area Meeting and has been welcomed with the same enthusiasm.

The ELSA Day will be the subject of a joint Workshop with Presidents and S&Cers at International Council Meeting, where details will be analysed. This is the general outline of the event.

What?

The ELSA Day will consist of coordinated events about human rights in the entire ELSA Network. The ELSA day will take place in all our National and Local Groups in the same day. The majority of officers attending International Presidents' Meeting and Key Area Meeting expressed their desire to the solution of having this ELSA day in the entire Network.

The type of events organised by the Network is very wide. Every ELSA event can be part of the ELSA Day. Officers can decide to organise a seminar, a lecture, an Institutional Study Visit or whatever the group can come up with.

Events should respect the following characteristics:

- The topic of the Day: ELSA, Human Rights and our Vision.
- It should be very well promoted among the territory (Universities, Media, students etc.).
- It should be documented by pictures, videos, a report of the event and, if exists, academic material.

When?

ELSA International would like to propose the ELSA day to take place between the 19th and the 20th of March. These dates have been chosen considering holidays, common exams period and other activities that take place at law faculties around the Network. It is also important for us to realise this event before International Council Meeting in Cologne in order for us to be able to discuss the outcome. A Doodle questionnaire has been sent to the Network in order to collect suggestions of possible dates

Why?

- The Network will be working on the same huge event together, and this will strengthen the idea of ELSA Network.
- We will show to our partners and potential ones that ELSA is actually a NGO that is able to distinguishing itself in the field of Human Rights and Legal Education.

- We can promote the ELSA Day among International Institutions, and this will improve our image among them.
- Our Human Rights Partner, the Council of Europe, will appreciate our commitment and could be involved, too.
- Other important NGOs could be involved, and this will improve our connections and contribute to the establishment of future cooperation.

NATIONAL GROUPS

Input Paper concerning making Key Area Meeting and Supporting Area Meeting statutory meetings; by ELSA Germany and ELSA Spain

Dear network,

We would like to bring up a topic, recently discussed at the KAM in Brno. It was brought to question, whether or not the Key Area Meeting should have the right to submit proposals to the council, similar to the International Presidents Meeting.

Our statutes describe the role of the International Presidents Meeting in Article 13.1 as follows:

“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.”

The purpose of the meeting 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 upmost 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)?

In order to keep this paper short and to get a feedback as pluralistic as possible we decided not to bring up a proposal during the ICM Batumi, but to kindly ask you, to think about the idea presented.

We would like to address our thanks to you already in advance, and hope to see all of you in Batumi soon!

Input Paper concerning proposal of the New Topic for the International Focus Programme; by Working Group 1

Topic: “Fortress Europe: Legal Challenges for Integration”

Main Substantive Content

"Fortress Europe" can have different meanings depending on whom you ask." The refugee who cannot enter Europe finds the term relevant in one way and the non-EU trading partner another. As the topic relates to *legal challenges for integration*, this is what must be the starting point of the discussion concerning the future of Europe. The topic contains much of what has not been discussed in the most recent debate in general terms; what kind of European integration do we want? Economic, social or political. Or a mix of several elements. Is integration even desired when integration means alienation in some cases? Is there a contradiction between free movement and a socially responsible dimension? To not become political it is necessary to keep in mind what the context is. At the moment the European Union is becoming more of a unit than ever before, at least when it comes to policy-making outwards. But is Europe truthfully that united? There are social differences within the union that can be questioned, even on a strictly legal basis. These aspects are central to the near and far future development. It can be stated that Europe as a unit is getting stronger in a globalized context. To erect even higher walls around Europe can questionably be a sustainable solution if human rights and cultural diversity is to be respected and strengthened. This aspect also has relevance to the case in the international sense of integration and universality of human rights. As the world population is growing and the amount of migration increases globally and in Europe, these are issues that need to be dealt with to ensure everyone their fundamental rights and a sustainable development. What law students and young lawyers need to be aware of is partly this; integration concerns every individual as the world is getting more accessible with the globalized economy and technology for some parts of the population. What *legal challenges* are there for an *integration* which ultimately includes everyone, at least to an extent that law stretches and peoples' rights are being regarded. There lies a lot of potential in this field when it comes to allowing better understanding of other cultures and legal traditions, as there are wide possibilities to conduct national and comparative studies of legal systems and treaties, and ELSA has an enormous capability to do this.

List of potential core topics or subtopics (the bulleted list should highlight the academic discussion potential)

- Law of Asylum – national comparison, European level
- Refugee Law
- Different types of visa and how to achieve them in different countries = Right of residence
- Integration of foreign people – How are the states dealing with this topic? Non-discrimination
- European citizenship
- Human Trafficking
- Foreign students in Europe – difficulties and possibilities to stay after graduating

- international organisations dealing with Asylum Law, Refugees,... (e.g. UNHCR, Migration Policy Centre in Florence,...)
- History of migration – currently raising due to worldwide crisis – eg. Arab Spring
- Psychological problems of Asylum seeker
- underage refugees and their specific needs
- Right to access health care
- Protection of fundamental rights
- Recognition of documents
- Execution of courts decisions
- Mediation in multicultural context
- Development Aid – Millennium development goals

International and European Legal basis

- United Nations Convention Relating to the Status of Refugees (CRSR) (Geneva)
- European Convention for the Protection of Human Rights and Fundamental Freedoms (ECHR)
- Schengen Agreement
- Dublin Regulation (Regulation 2003/343/CE)
- ILO conventions on labour and employment law
- EURODAC regulation
- national Asylum laws, Citizenship laws, Labour laws, Residency laws

Why can it stimulate interest at local level?

The discussions about Legal Challenges for integration will continue for many years as it is not a national but a European and a global, very important issue which is growing and becoming a serious problem. Open borders within the European Union, war and famine in the Third World lead to an increase of migration all over the world. All these people have to be integrated into society. Therefore more and more debates about how to deal with immigrants, persons applying for asylum are taking place in all the European countries. The different aspects have to be considered. The important, challenging and interesting part of this development however is, that this change is not taking place behind closed doors. We are in contact with this development nearly every day. Courts will have to consider legal aspects when dealing with refugees seeking asylum, the states will have to deal with financial aspects and in the end each and everyone have to think about how to integrate immigrants in everyday life. Migration is all around us: when going to the Italian to have a pizza or the Indian restaurant or when eating Sushi. We already adopted habits from all over the world. Now the challenge is to fully integrate the people for a better future benefiting all of us.

It is expected that more and more questions will show up. The global debate is taking place right now and it will last for many future years. It is now an issue of discussions and debates of adapting legal acts, conventions, regulating the process – a process where ELSA could capture a leading role in accordance with our focus on human rights.

“Legal challenges for integration” is a “hot legal topic”, interesting for local groups because it concerns us as citizens of our countries, as human beings and also as people who might be in a situation of integration somewhere in the future. In addition there are many ELSA members with international roots themselves. In order to make people responsible it is important to implement regulations, policies, statutes, and laws and to create and develop rights and obligations concerning this specific topic and all the legal issues related to it.

We think that the “Legal challenges for integration” is an actual and “hot” topic within the ELSA Network – one which aims for “A just world in which there is respect for human dignity and cultural diversity.”

External Relations

On the European level, the Commissioner Cecilia Malmström can be contacted; the UN will be willing to help for sure.

Different university institutes In general external relations and marketability have a lot in common, so we add here a list of potential sponsors who external relations can be established with:

- Network of European Foundations (NEF)
- European Programme for integration and migration (Epim)
- European Council on Refugees and Exiles (Ecre)
- European Court of Human Rights (ECtHR)
- European Border Management Agency (FRONTEX)
- International Centre for Migration Policy Development (ICMPD), Vienna and Brussels, ICMPD-Brussels@icmpd.org
- Migration Policy Group - independent think-tank working on Migration & Mobility, Brussels
- International Organization for Migration (IOM)
- Migration Policy Centre in Florence, mpc@eui.eu

Other (eg. Fundraising potential, marketability)

- Ministries of European countries
- European council and commission
- Firms dealing with Corporate Social Responsibility (CSR) are often interested in these topics.
- Health insurance companies, banks
- Private Foundations, e.g. IKEA
- Media
- World Bank
- WTO
- UNHCR
- NGOs on local, national and international level

Input Paper concerning proposal of the New Topic for the International Focus Programme; by Working Group 2

Topic: “Alternative ways of Dispute Resolution”

Main Substantive Content

Alternative Dispute Resolution (ADR) is a very important method for solving disputes, especially in the world of international business and in a legal context that sees courts with an immense accumulation of affairs. ADR has become a hot topic in many areas of law.

For example, the interesting question remains whether arbitration shall be allowed in matters of consumers – because what is great advantage in arbitration for businessman could be great disadvantage for consumers.

Apart from the academic challenges of this topic, it can also be an interesting challenge for projects for Moot court, which are one of the cornerstones of ELSA.

Alternative Dispute Resolution is a very broad topic that is relevant in many areas of the law. It clearly is part of the procedural aspect of Law.

However, it can exist as a parallel as well as within classical structures of litigation. It is not a new topic - the Iceland Saga of the Burnt Njall already speaks about a successful mediator and in Asia, mediation is even preferred to court litigation.

Recently ADR has become increasingly popular but it is still not taught on a broad level in universities.

It can range from family reconciliation, to high level negotiations and investment arbitration.

In its versatility and flexibility it is unique but still tangible and open to academic research.

ADR is increasingly becoming the preferred choice of dispute resolution, as it is an informal Dispute Resolution process in which the parties meet with a professional third party who helps them resolve their dispute. ADR provides a cheaper and more amicable method to resolve a dispute.

ADR is increasingly sought out also because current economic conditions collide with court funding needs to reduce court trial time notably in civil disputes.

ADR procedures function in parallel to civil pre-trial practice to conclude most cases in lieu of trial.

Skilled mediators, arbitrators, special masters, early neutral evaluators and advocates are vital to the disputants, the judiciary, and even the implicit, constitutional imperative that rights are worth

it. It is necessary to teach and hone negotiation skills and encourage future experts in ADR to pursue what they are good at.

Lastly, we must remember that a principal focus of ELSA is Human Rights. ADR allows individuals to be heard – in a shorter time limit and also discourages any tribunals to bypass fundamental principles such as the right to a fair hearing. Being cheaper, it also allows parties to cross the hurdle of extensive costs of tribunal hearings.

List of potential core topics or subtopics (the bulleted list should highlight the academic discussion potential)

1. Commercial Arbitration – enormous academic discussion potential.
2. Arbitration and Consumers
3. Arbitration in Sports – Arbitration and ADR in sports has been in practice for many years and is instilled in most international and national sports federations.
4. Online Arbitration – this is very new and has not been studied to a large extent, therefore providing a huge scope of innovative research and discussion as an IFP topic.
5. ADR service-provider opportunities in international practice
6. ADR practice development
7. ADR as an alternative to state litigation?
8. ADR open to other professionals than lawyers?
9. ADR as an alternative to state litigation?
10. ADR open to other professionals than lawyers?
11. Mediation as a dispute settlement in WTO litigation
12. Mediation as a dispute settlement in WTO litigation
13. Art of negotiation
14. Simulations
15. WIPO Arbitration and Mediation centre (e.g. internet domain names)
16. Binding nature of ADR decisions – law enforcement
17. ADR vs. Court
18. ADR structures in place (e.g. sport, commercial)
19. Success of ADR
20. Career opportunities
21. Developments affecting contractually mandated arbitration enforceability
22. Tolerance for cross-cultural negotiation approaches
23. WIPO Arbitration and Mediation centre (e.g. internet domain names)

There is an enormous scope for: new types of moot court competitions, seminars and conferences, legal research groups, institutional visits to ADR institutions.

International and European Legal basis

International conventions and legal instruments relevant to ADR. These include, in particular:

- The "New York Convention" (United Nations Convention on the Recognition and Enforcement of Foreign Arbitral Awards, 10 June 1958), which ensures the recognition

and enforcement of foreign arbitral awards, and is the most important international legal instrument relevant to arbitration. It is in force in all EU Member States, though some Member States have adopted it only with important reservations (see below under "Enforcement of the Decision").

- UNCITRAL Model Law on International Commercial Arbitration (1985)
- Rules of international arbitration centres (ICC, CIETAC, ..)
- WIPO Arbitration Rules; WIPO Mediation Rules;
- WTO Dispute Settlement Understanding;
- On December 9, 1999, the OECD finalized "Guidelines for Consumer Protection in the Context of Electronic Commerce"³ which contain general principles for ADR systems in electronic commerce.
- The 1968 Brussels Convention on jurisdiction and the enforcement of judgments in civil and commercial matters provides default jurisdictional rules for disputes, including those involving consumers.
- A proposal to amend the Brussels Convention, which would firmly anchor the place of the consumer's domicile as the default jurisdictional rule in electronic commerce disputes, has been approved by the Member States and the Commission, and is presently awaiting entry into force.⁴
- The Convention on the law applicable to contractual obligations (the "Rome Convention" of 19 June 1980) provides default choice-of-law rules for contracts, including consumer contracts.

European legal basis:

- European Mediation Directive (1998)
- European Commission regulation 874/2004;
- Recommendation No 98/257/EC;
- 1968 Brussels Convention Art. 13 +15;
- Council Directive 93/13/EEC; Directive 97/7/EC;
- "Directive of the European Parliament and of the Council on certain legal aspects of Information Society services, in particular electronic commerce, in the Internal Market" (the "E-Commerce Directive")

In relation to courts – recognition, status, applicability.

Eg. Domain names – many .eu disputes are settled using ADR processes as outlined in the European Commission regulation 874/2004. ADRs are handled by the Prague-based Czech Arbitration Court, an independent body selected by EURid. The Czech Arbitration Court offers its services in all official EU languages. Its rulings are legally binding, unless a losing party chooses to appeal the decision through a conventional court of law

Community law (including the Brussels and Rome Conventions as described above) sets certain minimum standards for consumer dispute resolution procedures, which are described as follows in the Commission's "Recommendation for out-of-court settlement of consumer disputes":

Why can it stimulate interest at local level?

1. It is a hot and attractive topic with high potential. The importance of ADR is growing there are not a lot of studies/masters/academic courses dedicated to this subject. Therefore, this would be a subject that is unique to ELSA, not only for event-organisation but also for STEP opportunities.
2. It has deep cultural roots as well as an important impact on today's generation of legal practitioners and courts – they all have heavy backlogs of cases.
3. It covers a wide range of subject areas, as general as civil law and as specific as sports law, for example.
 - Not only seminars and conferences that would attract huge interest, but also simulations, therefore involving students.
 - It is a hot topic to have essay competitions at local and at national level.Examples of interest that has already been shown in the network, just in 2012:

1st SLS on ADR by ELSA Vienna – extremely successful, with a high candidature rate and attractivity.

During the 1st SLS on Sports law in Nantes 2012, the mediation and arbitration seminars were by far the most popular ones with participants.

There is one conference in Lviv in October 2012 on the topic of Mediation that attracted a lot of interest in the network

ADR provides a fantastic new opportunity for l@w events and to generally enter into a new domain with regard to contacts, job and internship opportunities. It also does not require jurists to be lawyers, which provides an added previously little-known option to career paths for current law students.

External Relations

Alternative ways of Dispute Resolution considers the real-world decisions that attorneys and clients must make about the creation of deals and the resolution of disputes. The ideas discussed and skills taught in ADR permeate all aspects of being a lawyer – from counselling clients, planning a course of action for your client, assessing cases, negotiating, mediating (either as an advocate or a mediator), and arbitrating (either as an advocate or an arbitrator). The difference is that these experts are not necessarily registered at a Bar of Lawyers.

ADR has a huge potential for ELSA, especially as the interest generated in this area is disproportional to the opportunities available.

Apart from UNCITRAL, there are many possibilities for cooperation with arbitration or mediation centres, which are both national and international. The most known international arbitration centre in Europe is ICC which is seated in Paris.

Cooperation and speakers from (amongst others) could be for example:

ICC (Paris), LCIA (London), SCC (Stockholm)

DIS (Köln), VIAC (Vienna), Swiss Chambers' Arbitration Institution, NAI (Rotterdam), CAM (Mailand), HKIAC (Hong Kong), SIAC (Singapur), AAA (New York), ACICA (Sydney), ICC YAF (of ICC), Young ICCA (of ICCA), Queen Mary's College, WIPO, WTO, UNESCO.

This demonstrates the range of countries that could easily be motivated to take part.

This is a new target audience. ELSA will be among the first student associations to display interest and this will work in its favour. It will also be a positive image for ELSA as the association is tackling new issues and endeavouring to make a fruitful academic contribution to the legal domain.

Other (eg. Fundraising potential, marketability)

In terms of fundraising potential, this is an opportunity to contact new types of organisations and attract interest from a new sector.

Marketability potential is high, given the high level of interest and increasing attractiveness of this domain for legal and economic reasons. The marketability is a great aspect, because this would be a topic that is new, hot and especially unique to ELSA.

Input Paper concerning proposal of the New Topic for the International Focus Programme; by Working Group 3

Topic: “Energy Law, the Environment and Sustainable Development”

Main Substantive Content

Energy and environmental law are undoubtedly hotly debated topics that have been object of much scholarly and political debate. What is probably the most interesting aspect is how these two fields interact.

While on the one hand, there has been a strong emphasis on raising awareness to the need to protect, conserve and save our environment, on the other hand, the lack of resources and the need of guaranteeing security of energy supply has lead to the adoption of legislation that has not always taken into account environmental factors. Thus, while we have witnessed a growth of environmental legislation at a national and international level, at the same time there has been no integration with the domestic or international energy policy.

Until the 1992 UN Conference on Environment and Development in Rio de Janeiro environmental sustainability and energy policy were not thought to be able to coexist. The paradigm was simple: for economic development we cannot put a limit to energy consumption. Energy law’s emphasis has been on ensuring an adequate supply of energy, rather than providing energy systems with an emphasis on maximizing efficiency, respecting ecology or ensuring equity in use among all users. As a result, energy law has developed without much regard for the negative environmental impacts of energy generation. Prices for energy services for decades have ignored environmental externalities, and most often disregarded whether the poor can access such services. However this seems to be changing.

The purpose of this topic is to inform about the present situation regarding the area on energy regulation and how this may interlink with environmental regulations. Who decides the agenda? How is the responsibility divided between government and the energy sector? What is the current situation, and what is the main objective for the future? How is the environment secured against extraction of the oil and gas that are non-sustainable? What trade regulations are being introduced to protect the environment? What are CO2 emission quotes, and how does the concept function?

It further seeks to investigate whether these two fields can coexist. Is it possible to achieve economic development having regard to the environment? In other words, is sustainable development truly possible?

Environmental and energy issues are also related to other areas such as trade law, health law and human rights, competition law or investment law and therefore offer many possibilities of implementation in an unlimited number of ELSA activities.

List of potential core topics or subtopics (the bulleted list should highlight the academic discussion potential)

Biodiversity, Conservation and sustainable use of living resources, Climate change and migrations, Human rights and environment, Trade & Sustainable Development, Resources Management, Environmental liability, Pollution, Gas Emissions, Quality of air and water, Natural habitats and animal protection, Agriculture, Urban environment, Environment & Health, GMO legislation and food safety, Marine habitats conservation, Assessment & management of environmental noise, Nuclear waste management, Waste of water, General waste legislation, Law of the sea, Chemical pollution, Green economy, Green jobs, Protection of the Ozone layer, Environmental damages.

Renewable energy, Energy taxation, Nuclear energy, Eco-design, Nuclear accidents and radiological emergency, Nuclear safety and management, Wind energy, Green energy, Conservation of energy, Energy supply, Market transformation, Energy security, Energy Production, transportation and use Competition Law aspects, International investment law aspects, International Cooperation.

International and European Legal basis

- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel)
- Convention on Biological Diversity (CBD)
- Convention on International Trade in Endangered Species (CITES)
- Convention on Migratory Species (CMS)
- Ramsar Convention on Wetlands of International Importance (Ramsar)
- UN Convention to Combat Desertification (CCD)
- UN Framework Convention on Climate Change (FCCC)
- Kyoto Protocol to the United Nations Framework Convention on Climate Change (Kyoto, 1997)
- Vienna Convention to Protect the Ozone Layer (Vienna)
- Montreal Protocol of the Vienna Convention
- EU ETS Directive
- Energy Charter Treaty

Why can it stimulate interest at local level?

EU's increasing dependency of fossil fuel and the raising level of CO₂ are problems that affect everyone in one or another way. As a result of this, it is necessary to develop new and sustainable energy sources to maintain the energy source integrity of the EU. On this perspective, law students and young lawyers may use the IFP topic to develop their legal skills and do their share to work for a better future and personal refinement.

External Relations

Among the very many research centres and IOs:

- ECOLEX (Gateway to Environmental Law)
- The International Environmental Law Research Centre (ielrc.org)
- the Environmental Law Alliance Worldwide(E-LAW)
- the Centre for International Environmental Law
- The Wildlife Interest Group, American Society of International Law
- EarthRights International
- the United Nations Environment Programme
- Law, Environment and Development Journal
- Environmental legislation support (based in UK)
- The Interamerican Association for Environmental Defense
- Bowman Law Environmental Law Canada
- <http://www.ukela.org/>
- Environmental Legislation Updates (based in UK)
- International Development Law Organization
- International Institute for Sustainable Development
- CIRPS.it (Italy)

Must also consider Law Firms for STEP purposes. Every major Firm will have both a Energy Department and a Environmental Law Department

Other (eg. Fundraising potential, marketability)

Energy has recently emerged at the forefront of sustainable development. Energy and especially the Law behind it is a hot legal topic, which is supported by not only companies but also governments due to the importance of finding long lasting solutions.

Input Paper concerning proposal of the New Topic for the International Focus Programme; by Working Group 4

Topic: “Media Law”

Main Substantive Content

Media law is an area of the law which covers media communications of all sorts and sizes. There are three general areas of interest within media law. The first is print media, including newspapers, magazines, print advertising and so forth. The second is telecommunications, including radio and television broadcasting. Finally, digital communications and the Internet are a broad field within media law, and as the Internet evolves, this frontier is constantly changing.

The main focus of media law is the fundamental role of the media in democratic systems and legal standards for the protection of freedom of expression. Special attention is given to the rules of conflict-freedom of expression and other human / constitutional / civil rights and freedoms, or rights of personality, as privacy, reputation, honour, right to their own image, etc. This broad legal term is also encompassing many issues such as copyright or trademark infringement, libel, slander, censorship, privacy, confidentiality, and freedom of information.

Media law interferes with multiple disciplines, such as law, politics, international relations and economics, among others. It enables all people dealing with medias to learn about the limits of their freedom of expression and rules collection and processing of information, including legal information, so that they can be aware of responsible social role of media, while not hurting rights and freedoms of others.

List of potential core topics or subtopics (the bulleted list should highlight the academic discussion potential)

- Concept of media law in globalised world
- Social networks and privacy
- How social networks are violating human rights
- Mass media in democratic multi-party systems –models and functions
- Role of the media in the protection of human rights
- How journalists see reality – constraints and imperatives
- Informative function of the media and human rights
- Media transparency and abuse of information delivery
- Information security and privacy law
- Freedom of media and human rights reporting
- Privacy and electronic communications
- Sensitivity to the rights of minorities, different, minors
 - Media tactics in reporting on human rights
 - Reporting on minors
 - Gender aspect of media reporting

- Minority groups in media reports
- Reporting on Diversity
 - Right to access to information as human right
 - Tactics access to the media (media relations civil sector in the field of human rights)
 - Basic principles and techniques of attracting attention of public
 - Proactive media strategies NGOs
 - The ethical aspect of media reporting of drastic human rights violations

International and European Legal basis

- European convention for the protection of human rights and fundamental freedoms (especially Art. 10)
- Case law of the European Court of Human Rights and European Court of Justice
- Audio-visual Media Services Directive (Directive 2007/65/EC)
- Protection of Minors and Human Dignity recommendations from 1998 and 2006

Why can it stimulate interest at local level?

Media law is a relatively new area of law that has been assert with the development of the Internet and electronic communications. With their expansion there was a need to establish a common legal framework and to increase regulation in this area. How the media often report very controversial and delicate matters, it is necessary to find the best solution between the rights of individuals and the rights to freedom of speech and access to information. Precisely such border cases can be very interesting and challenging to individuals to deal with media law, especially they can be stimulated with the relevant case law of the ECHR which determines the term privacy in cases of famous people (e.g. the case of Monaco Princess Carolina in the case Hannover vs. Germany).

Although the area is very interesting, today's lawyers need contribute to its development. We believe that ELSA has exceptional mechanisms for this and we think that local groups will happily get involved in the implementation of this topic .In particular, privacy issue son social networks can be very interesting, the rights of minors in the media and how to protect them, etc. The great potential is also in collaboration with journalists' associations, media, etc.

Today when everyone is a potential producer of media content (via comments on portals, posting on social networks, etc.) it is necessary to develop regulations that will develop competences for working with the media and maintain professional and ethical standards in the media. It is necessary to protect fundamental human rights in media, but the need for the protection should be also combined with a practical understanding of how the media industry is financed and regulated. Along with information literacy, it is necessary to educate in media literacy in order to build awareness of the need for filtering, comparison and information protection.

External Relations

The CMCS is a research center of Central European University in Budapest dedicated to advancing media and communication scholarship and policy and the democratic potential of the media. <http://cmcs.ceu.hu/about-us>

The Programme in Comparative Media Law and Policy (PCMLP) at the Centre for Socio-Legal Studies is a research and policy programme that brings together scholars, policymakers and practitioners to study contemporary issues in global media law and policy. We have a particular interest in understanding media and governance in transitioning and fragile states. <http://pcmlp.socleg.ox.ac.uk/>

The LLM in Media Law at Queen Mary, University of London allows students the opportunity to gain expertise in a range of legal regimes governing key aspects of the media, from the regulation of all key forms of media content to the regulation of the infrastructures via which that content is delivered, including traditional, new and still-developing media. <http://www.law.qmul.ac.uk/postgraduate/llm/programmes/media/index.html>

In an age of seemingly infinite broadcast channels, online information at our fingertips, and the ever-increasing economic and cultural significance of the entertainment industry, media law has never been more relevant to our daily lives than it is today.

Other (eg. Fundraising potential, marketability)

We think that through three primary activities: conducting academic and policy relevant research; supporting and developing this area of law with seminars, conferences and other core activities in S&C; and offering traineeships in different medias, journalists' associations, etc. we can contribute to legal education at our universities, we can raise awareness for the protection of human rights in media and we can enable law students and young lawyers to deal more professionally and more carefully with all issues considering media law.

Activities under this topic can be very easily promoted if local groups will establish some kind of partnership with newspapers, television, radio and other electronic medias. This kind of promotion can also be very useful in promotion of ELSA itself and all our other activities.

This area is relatively new and in some countries still pretty unknown what can be advantage in getting sponsors and partners because sometimes they want to invest in new areas and new knowledge. ELSA can also attract a lot of law firms dealing with media law because they can use our Network for their promotion through our activities.

Local groups will be able to ensure a lot of traineeships in this field because trainees can work for individual companies, handling legal issues which come up in the course of doing business. They can also work for organizations which provide advocacy to journalists, or to advocates have private practices with consulting services and other forms of legal assistance available to clients.

Input paper concerning STEP Procedure; by ELSA Austria and ELSA Germany

Background:

The reason behind this Input Paper is to create a platform for all STEP related materials, information and other STEP related topics. That way ELSA can present all STEP-Traineeships in one place under one single design and creating a better and uniform appearance.

Creating online forms and an automatic evaluation of this input will guide the STEP programme into a more contemporary and modern time.

Rough Example – see next page:

The screenshot shows the ELSA website interface. At the top, there is a navigation menu with links for Home, Contact, Press, Fard Sheet, Mobile Version, myELSA Login, and a search bar. The main header includes the ELSA logo and the tagline 'the world's largest independent law students' association'. Below the header, there is a section for 'Available Traineeships' with a dropdown menu showing options for Austria, Belgium, Malta, and Portugal. The main content area features a section for 'Available Traineeships' with a sub-section for 'Croatia, Zagreb (TN-HR/02)' and a list of 'recently expired' traineeships. The 'recently expired' list includes Croatia, Zagreb (TN-HR/01), Poland, Poznan (TN-PL/07), Poland, Poznan (TN-PL/15), Poland, Poznan (TN-PL/16), and Poland, Poznan (TN-PL/17). The page also includes a footer with 'About ELSA' and 'ELSA is the world's largest independent law students'.

Example for implementing the STEP-Platform:

STEP Procedure

3. STEP-Platform

ELSA International shall create an online platform for STEP in order to facilitate the procedures of Job Hunting and Student Hunting as well as the procedures of Application and Evaluation.

3.1 General Regulations

1. Display of information

For better access to information, ELSA International will provide a new homepage listing all materials related to STEP.

1.1 General Information

General information about STEP, the application, the matching and further relevant information will be provided.

1.2 Available Traineeships

Within this page all available Traineeships will be presented in categories such as “country”, “focus (of law)”, “salary”, “duration” or any other useful category.

1.3 Testimonials

A certain area on this site is reserved for testimonials about traineeships.

2. Online Forms

2.1 General Forms

ELSA shall provide all forms related to STEP as online forms.

The Forms will be accessible with restrictions such as a temporary access, hidden link or any other measure in order to avoid misuse of those.

2.2 Contact Form

An online contact form requesting basic information about a student interested in a Traineeship will be used. This information will be sent to the Local Group providing the Traineeship and to the respective National Group.

3.2 Specific Regulations

1. Application and Evaluation

1.1 Automating

Each application and evaluation is filled in in an Online Form and evaluated automatically. In order to guarantee that each national board has the same standard, one specific and automatized file is generated. These Online Forms are provided by ELSA International.

1.2 Further Procedure

The generated files are automatically sent to:

- The Local Group providing the traineeship
- The respective National Group
- The International Board

ANNEXES

Annex 1 – Final Accounts of ELSA International 2011/2012

The Final Accounts of ELSA International 2011/2012 are still being audited and will be provided before the beginning of the LXII Council Meeting via official ELSA mailing lists in timely manner.

Annex 2 – The Internal Auditors' Report for the Final Accounts of ELSA International 2011/2012

The Internal Auditors' Report for the Final Accounts of ELSA International 2011/2012 will be provided before the beginning of the LXII Council Meeting via official ELSA mailing lists in timely manner.

Annex 3 – Final Accounts of ELSA Development Foundation 2011/2012

Balance sheet of 31/07/2012

Assets	31/01/2012	31/07/2011	Liabilities	31/01/2012	31/07/2011
	EUR	EUR		EUR	EUR
Fixed Assets	0.00	0.00	Capital		
Total Fixed Assets	0.00	0.00	Opening balances	13,603.71	13,569.58
			Capitalisation current year	0.00	397.31
Current Assets			Profit/Loss	11,436.27	-363.18
<u>Debtors Control Account</u>				25,039.98	13,603.71
(Members)	673.08	878.95			
Accounts Receivable (ELSA)	25,004.90	18,765.08	Total Capital & Reserves	25,039.98	13,603.71
	25,677.98	19,644.03			
<u>Deposits and Cash</u>			Liabilities		
Current Account	0.00	0.00	<u>Creditors Control Account</u>		
Savings Account	0.00	0.00	Accounts Payable	638.00	1,935.44
Petty Cash	0.00	0.00			
	0.00	0.00	Total Liabilities	638.00	1,935.44
Total Current Assets	25,677.98	19,644.03	Deferred Revenue	0.00	4,104.88
Total Assets	25,677.98	19,644.03	Liabilities	25,677.98	19,644.03

Detailed expenditures statement for the period 01/08/2011 to 31/07/2012**1. Expenditures of the Project support mode**

			Requested Amount	Granted Amount	Paid Amount	Still open
<i>EDF Project Support</i>						
1	ELSA Ukraine	2011/2012 EDF ELSA Ukraine no.1 - ELSA Lviv	€ 400.00	€ 400.00	€ 400.00	Closed
2	ELSA Slovenia	2010/2011 EDF ELSA Estonia no.1 - Training days	€ -	€ -	-	Closed
3	ELSA Rotterdam	2010/2011 EDF ELSA Estonia no.1 - Training days	€ 750.00	€ 200.00	-	Closed
4	ELSA UCP Lisboa	2010/2011 EDF ELSAUCP Lisboa no 1 - SLS	€ 667.00	-	-	Closed
TOTAL			€ 1,817.00	€ 600.00	€ 400.00	€ -

2. Expenditures of the Training support mode

			Requested Amount	Granted Amount	Paid Amount	Still open
EDF Training Support						
1	ELSA International	2011/2012 EDF EI no.1 ITP trainers to IPM	€ 500.00	€ 500.00	€ 426.25	Closed
2	ELSA International	2011/2012 EDF EI no.2 ITP trainers to SAM	€ 300.00	€ 300.00	€ 265.14	Closed
3	ELSA International	2011/2012 EDF EI no.3 ITP trainers to KAM	€ 300.00	€ 300.00	€ 225.74	Closed
4	ELSA Sweden	2011/2013 EDF ELSA Sweden no.1 - ITP trainer to NCM Lund	€ 330.00	€ 100.00	€ 100.00	Closed
5	ELSA Belgium	2011/2013 EDF ELSA Belgium no.1 - Training camp	€ -	€ -	€ -	Closed
6	ELSA Estonia	2011/2012 EDF ELSA Estonia no.1 - Training days	€ 440.00	€ 100.00	-	Not claimed
7	ELSA The Netherlands	2011/2012 EDF ELSA The Netherlands no.1 - Transition days	€ 350.00	-	-	Closed
8	ELSA Timisoara	2011/2012 EDF ELSA Timisoara no.1 - Trainin days	-	€ 200.00	-	Open
TOTAL			€ 2,220.00	€ 1,500.00	€ 1,017.13	€ -

3. Expenditures of the Network support mode

			Requested Amount	Granted Amount	Paid Amount	Still open
<i>EDF Network Support</i>						
1	ELSA Kazakhstan	2011/2012 EDF ELSA Kazakhstan no.1 - ICM Attendance	-	€ 800.00	€ 200.00	Pending approval
2	ELSA Ukraine	2011/2012 EDF ELSA Ukraine no.1 - ICM Attendance	€ 500.00	€ 500.00	€ 500.00	Closed
3	ELSA Romania	2011/2012 EDF ELSA Romania no.1 - ICM Attendance	-	-	€ -	-
4	ELSA Serbia	2011/2012 EDF ELSA Romania no.1 - ICM Attendance	€ 958.00	€ 200.00	€ -	Not claimed
5	ELSA Aix- Marseille	2011/2012 EDF ELSA France no1. - NB to attend the NCM	€ 600.00	€ 200.00	€ -	Open
6	ELSA Albania	2011/2012 EDF ELSA Albania no.1 - ICM Attendance	-	-	€ -	-
TOTAL			€ 2,058.00	€ 1,700.00	€ 700.00	€ -

Annex 4 – The auditors' Report for the Final Accounts of ELSA Development Foundation 2011/2012

Brussels, 23rd September 2012

We, Peter Christian Binau-Hansen and Aleksandra Wójcik, Auditors of the ELSA Development Foundation (EDF) for the operational year 2011/2012 were supposed to audit 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.

The audit has been carried out from the 21st to the 23rd of September 2012 at ELSA International's office in Brussels.

At this point we want to point out that due to the fact we have only been provided with the minutes from two meetings and two EDF application forms (from the period 1st February to 31st July 2012) printed during the audit without any documents attached. The Auditors were informed, that due to miscommunication between the Treasurer and the Director for Grants, the Dropbox-folder containing all the EDF applications had been deleted.

The Auditors were informed that the balance sheet, profit and loss account, the overview of expenses divided by mode of support was not prepared by the Treasurer. The Auditors have therefore not been able to audit these documents.

Due to the above the Auditors have not been able to check whether the internal deadlines for EDF applications have been followed and if granted applications have been followed up correctly with submitted reports prior to the payment of the granted amount. The Auditors have neither been able to check if the rules on capitalisation of the Foundation set forth by Art. 13.1 of the EDF regulations in the Decision Book have the followed.

Therefore the Auditors were unable to perform a proper audit of the Final Accounts of the ELSA Development Foundation (EDF).

The situation is highly unsatisfactory especially that, as we have been informed, there were not so many EDF applications received. We have an impression this is just an outcome of handling financial matters at the last moment before the audit. The auditing weekend this year took place three weeks later than previous years and the Treasurer therefore had sufficient time to prepare the required documents. If bookkeeping had been performed on a regular basis such problem would not occur.

Separation of ELSA and EDF

Furthermore, the separation of ELSA and EDF and the establishment of a bank account for the Foundation the situation has not changed since the last audit. Therefore since the establishment

of Foundation in 2009 EDF grants are still being processed via the ELSA accounts. We state **once again** EDF and ELSA are two different legal entities and should be treated accordingly. Despite the Treasurer ensured us last time that this situation will be solved within due time, nothing has changed.

We want to inform the Council that, as we have been informed by a previous International Board Treasurer (who is acquainted with Belgian law) this is not a problem, which is very difficult to solve. It just demands a bit more time and paper work. The Treasurer has been aware of that from some time now. Stating the above, we strongly urge the Treasurer for the operational year 2012/2013 to solve this matter within due time and encourage the Council to follow up on this matter at the next ICM.

Conclusion

In accordance with above explanations we have no other option but to inform the Council that we do not give our recommendation to approve the Final Accounts 2011/2012 of EDF.

The Auditors of ELSA International **do not recommend** the Council to approve the Final Accounts of EDF 2011/2012.

Best regards,



Peter Christian Binou-Hansen
Auditor ELSA Development Foundation



Aleksandra Wójcik
*Vice Auditor ELSA Development
Foundation*

Annex 5 – Proposed Revision of the Budget of ELSA International 2012/2013

Budget ELSA International

All amounts are in Euro (€)

General Income	2012/2013 approved Algarve	2012/2013 proposal Batumi
Not project	92,450.00	90,450.00
EMC ²	35,000.00	67,600.00
HRMCC		25,500.00
Synergy	38,000.00	36,000.00
Projects	2,000.00	2,900.00
General Income total	167,450.00	219,450.00
Expenditures		
Not project	118,450.00	99,899.16
EMC ²	4,500.00	67,600.00
HRMCC		25,500.00
Synergy	38,000.00	32,000.00
Projects	6,500.00	5,400.00
Expenditures total	167,450.00	230,399.16
Profit / Loss		
Not project	-26,000.00	-9,449.16
EMC ²	30,500.00	0.00
HRMCC		0.00
Synergy	0.00	4,000.00
Projects	-4,500.00	-2,500.00
Total profit/loss	0.00	-7,949.16

General Income	2012/2013 approved Algarve	2012/2013 proposal Batumi
Externals	32,500.00	32,500.00
Membership Fee	18,000.00	18,000.00
Observership Administration Fee	250.00	250.00
ELSA ONLINE Fee	15,000.00	15,000.00
Links Project	18,700.00	18,700.00
Bank Interest	400.00	400.00
Miscellaneous Income	600.00	600.00
ELS	3,000.00	2,000.00
European Commission grant	3,000.00	3,000.00
Provision for ELSA House	1,000.00	0.00
General Income total	92,450.00	90,450.00
Expenditures		
The ELSA House:	37,630.00	36,330.00
Rent	28,700.00	29,000.00
Heating	2,500.00	2,500.00
Electricity	3,000.00	3,300.00

Water	1,000.00	800.00
Repairs	500.00	500.00
Fire insurance	430.00	430.00
Improvement of the house	1,500.00	500.00
Office:	2,750.00	2,750.00
Day to day office supplies	1,750.00	1,750.00
Upgrade Office facilities	1,000.00	1,000.00
Communication:	2,150.00	1,600.00
Phone and Fax	1,000.00	900.00
Internet	750.00	500.00
Post	400.00	200.00
ELSA ONLINE Admin.	15,000.00	800.00
Housing of Server	2,000.00	800.00
ELSA ONLINE upgrades & maintenance	13,000.00	0.00
Bank Charges	300.00	300.00
EDF contribution by EI	1,220.00	0.00
ICMs:	4,600.00	4,600.00
Travel Autumn ICM	2,500.00	2,500.00
Accommodation Autumn ICM	300.00	300.00
Materials for ICM	100.00	100.00
Travel Spring ICM	1,300.00	1,300.00
Accommodation Spring ICM	300.00	300.00
Materials for ICM	100.00	100.00
Internal Meetings	2,000.00	2,000.00
Travels:	9,500.00	6,000.00
Meetings with externals	2,500.00	3,000.00
Meetings within the Network	7,000.00	3,000.00
Trainings	1,000.00	1,500.00
Allowance of the International Board	25,200.00	28,800.00
Allowance of the Director for Moot Courts/VP MCC	3,600.00	0.00
Representation	500.00	500.00
Directors	2,000.00	2,000.00
Auditing:	2,000.00	2,000.00
ICM Travels	1,000.00	1,000.00
Auditing weekends	1,000.00	1,000.00
Annual Report	500.00	500.00

Miscellaneous	1,000.00	1,000.00
Marketing Budget	1,000.00	1,000.00
ELSA International Previous term	500.00	500.00
Statutes amendments	0.00	1,219.16
Return for YiA grant 4.1 2010	3,000.00	3,000.00
Contingency	3,000.00	3,000.00
Expenditures total	118,450.00	99,899.16

Administrative Profit	-26,000.00	-9,449.16
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EMC2	2012/2013 approved Algarve	2012/2013 proposal Batumi
Income EMC2		
EMC ² International Sponsorship	20,000.00	13,100.00
EMC ² Registration	15,000.00	16,500.00
FOR Participation Fee		38,000.00
Income total	35,000.00	67,600.00
Expenditures EMC2		
EMC2 Administration	4,500.00	3,000.00
EMC2 Travels		5,600.00
EMC2 Support for Round Organisers		8,000.00
FOR Administration		3,000.00
FOR Accommodation		27,000.00
FOR Meals		12,000.00
FOR Panellists Travels		4,000.00
FOR Transportation		5,000.00
Expenditures total	4,500.00	67,600.00
EMC2 Profit	30,500.00	0.00

HRMCC	2012/2013 approved Algarve	2012/2013 proposal Batumi
Income HRMCC		
FOR Participation Fee		25,500.00
FOR Sponsorship		0.00
Income total		25,500.00
Expenditures HRMCC		
FOR Administration		3,000.00
FOR Accommodation		10,500.00
FOR Meals		7,000.00
FOR Panellists Travels		3,000.00

FOR Transportation		2,000.00
Expenditures total		25,500.00
HRMCC Profit	0.00	0.00
Synergy	2012/2013 approved Algarve	2012/2013 proposal Batumi
Income Synergy		
Synergy 1st Edition	19,000.00	16,000.00
Synergy 2nd Edition	19,000.00	20,000.00
Income total	38,000.00	36,000.00
Expenditures Synergy		
Synergy 1st Edition	19,000.00	16,000.00
Synergy 2nd Edition	19,000.00	16,000.00
Expenditures total	38,000.00	32,000.00
Synergy Profit	0.00	4,000.00

Projects	2012/2013 approved Algarve	2012/2013 proposal Batumi
Income projects		
Transition BBQ		900
Visits to the House	2000	2000
Income total	2000	2900
Expenditures projects		
ITP Refreshment Weekend	2000	1000
Train the Trainers Week	2000	1000
Transition BBQ		900
Visits to the House	2000	2000
OYOP Weekend	500	500
Expenditures total	6500	5400
Project profit	-4500	-2500

Annex 6 – Debtors of ELSA International

National Group	Debt on 31.01.2012	Membership fee 12/13	Paid on 02.10.2012	Debt on 02.10.2012
ELSA Albania	0.00	52.94	52.94	0.00
ELSA Armenia*	96.29	0.00	0.00	96.29
ELSA Austria	0.00	578.26	578.26	0.00
ELSA Azerbaijan	0.00	271.34	271.34	0.00
ELSA Belgium	318.01	371.05	689.06	0.00
ELSA Bosnia and Herzegovina	0.00	210.95	0.00	210.95
ELSA Bulgaria	1,906.20	60.37	150.00	1,816.57
ELSA Croatia	236.62	276.80	513.42	0.00
ELSA Cyprus		50.00	50.00	0.00
ELSA Czech Republic	0.00	309.10	0.00	309.10
ELSA Denmark	0.00	284.37	284.37	0.00
ELSA Estonia	0.00	68.78	68.78	0.00
ELSA Finland	0.00	273.75	273.75	0.00
ELSA France	4,444.31	622.67	766.98	4,300.00
ELSA Georgia	0.00	141.74	141.74	0.00
ELSA Germany	0.00	3,897.49	3,897.49	0.00
ELSA Greece	0.00	249.30	0.00	249.30
ELSA Hungary	0.00	278.68	0.00	278.68
ELSA Iceland	1,231.40	50.00	0.00	1,281.40
ELSA Ireland	0.00	50.00	0.00	50.00
ELSA Italy	0.00	1,830.31	1,830.31	0.00
ELSA Kazakhstan	1,492.67	50.00	0.00	1,542.67
ELSA Latvia	1,202.55	64.08	64.08	1,202.55
ELSA Lithuania	167.45	196.01	363.46	0.00
ELSA Luxembourg*	200.36	0.00	0.00	200.36
ELSA Malta	0.00	76.17	76.17	0.00
ELSA Montenegro	50.56	59.24	50.56	59.24
ELSA Norway	-9.00	364.44	364.44	-9.00
ELSA Poland	0.00	1,082.24	1,082.24	0.00
ELSA Portugal	0.00	686.88	686.88	0.00
ELSA Rep. Of Macedonia	48.15	56.46	48.15	56.46
ELSA Romania	468.37	609.63	468.37	609.63
ELSA Russia	2,265.57	50.00	50.00	2,265.57
ELSA Serbia	772.39	230.09	0.00	1,002.48
ELSA Slovakia	0.00	366.90	366.90	0.00
ELSA Slovenia	136.12	159.03	159.03	136.12
ELSA Spain	0.00	694.03	694.03	0.00
ELSA Sweden	0.00	659.67	660.00	-0.33
ELSA Switzerland	815.47	950.58	1,766.05	0.00
ELSA The Netherlands	0.00	594.34	594.34	0.00
ELSA Turkey	102.56	240.33	338.95	3.94
ELSA Ukraine	547.57	494.76	862.57	179.76
ELSA United Kingdom	0.00	637.23	0.00	637.23
Total debt	16,493.62			16,478.97
* ELSA Armenia and ELSA Luxembourg are no longer National Groups of ELSA				

Annex 7 – Debtors of the ELSA Development Foundation

National Group	Debt on 31.07.2012	EDF Contribution 2012	Paid on 02.10.2012	Debt on 02.10.2012
ELSA Albania	0.00	0.00	0.00	0.00
ELSA Armenia*	27.00	0.00	0.00	27.00
ELSA Austria	0.00	381.25	381.25	0.00
ELSA Azerbaijan	0.00	0.00	0.00	0.00
ELSA Belgium	0.00	112.50	112.50	0.00
ELSA Bosnia and Herzegovina	0.00	0.00	0.00	0.00
ELSA Bulgaria	25.00	0.00	0.00	25.00
ELSA Croatia	0.00	0.00	0.00	0.00
ELSA Cyprus	0.00	0.00	0.00	0.00
ELSA Czech Republic	0.00	214.33	214.33	0.00
ELSA Denmark	0.00	0.00	0.00	0.00
ELSA Estonia	0.00	0.00	0.00	0.00
ELSA Finland	0.00	0.00	0.00	0.00
ELSA France	0.00	0.00	0.00	0.00
ELSA Georgia	0.00	493.58	493.58	0.00
ELSA Germany	0.00	6,554.02	6,554.02	0.00
ELSA Greece	0.00	0.00	0.00	0.00
ELSA Hungary	0.00	0.00	0.00	0.00
ELSA Iceland	0.00	0.00	0.00	0.00
ELSA Ireland	0.00	0.00	0.00	0.00
ELSA Italy	0.00	62.50	62.50	0.00
ELSA Kazakhstan	621.08	0.00	0.00	621.08
ELSA Latvia	0.00	0.00	0.00	0.00
ELSA Lithuania	0.00	0.00	0.00	0.00
ELSA Luxembourg*	0.00	0.00	0.00	0.00
ELSA Malta	0.00	50.00	0.00	50.00
ELSA Montenegro	0.00	0.00	0.00	0.00
ELSA Norway	0.00	725.01	725.01	0.00
ELSA Poland	0.00	252.00	0.00	252.00
ELSA Portugal	0.00	208.50	0.00	208.50
ELSA Rep. Of Macedonia	0.00	0.00	0.00	0.00
ELSA Romania	0.00	0.00	0.00	0.00
ELSA Russia	0.00	0.00	0.00	0.00
ELSA Serbia	0.00	0.00	0.00	0.00
ELSA Slovakia	0.00	100.00	100.00	0.00
ELSA Slovenia	0.00	0.00	0.00	0.00
ELSA Spain	0.00	0.00	0.00	0.00
ELSA Sweden	0.00	0.00	0.00	0.00
ELSA Switzerland	0.00	460.13	0.00	460.13
ELSA The Netherlands	0.00	52.50	52.50	0.00
ELSA Turkey	0.00	0.00	0.00	0.00
ELSA Ukraine	0.00	0.00	0.00	0.00
ELSA United Kingdom	0.00	0.00	0.00	0.00
TOTAL	673.08	9,666.32	8,695.69	1,643.71

* ELSA Armenia and ELSA Luxembourg are no longer National Groups of ELSA

Annex 8 – Draft International Council Meeting Host Agreement

**INTERNATIONAL
COUNCIL
MEETING HOST
AGREEMENT**

regarding

“ICM_____”

between

The Organising Committee of the LXV 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 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 accommodation, food and social programme fees directly to the OC. 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.
- 4.8 Fulfilling the logistical requirements annexed to this agreement.

- 4.9 Arrange a sponsor's fair in which also the Sponsors of ELSA International can participate.
- 4.10 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.11 Submit financial report after the ICM 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 the request.
- 4.13 To provide receipts, upon request, to all the participants.
- 4.14 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.

_____, ____ of November 2012

Anette Aav
Secretary General
ELSA International

Head of OC

ELSA_____

Annex I to the ICM Host Agreement for the LXV 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 9 – Draft International Presidents’ Meeting Host Agreement

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 accommodation, food and social programme fees directly to the OC. 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.
- 4.8 Fulfilling the logistical requirements annexed to this agreement.
- 4.9 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.10 Submit financial report after the IPM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.
- 4.11 Stay available and responding to requests from the IB within one week from receiving of the request.
- 4.12 To provide receipts, upon request, to all the participants.
- 4.13 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 November 2012

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.