

LXIV INTERNATIONAL COUNCIL MEETING

WORKING MATERIALS

Opatija, Croatia

October 27th - November 3rd 2013



Human Rights Partner of ELSA



Corporate Partner of ELSA



Law . Tax

English Language Partner of ELSA



Media Partner of ELSA

EuropeanVoice.com

LL.M. Partner of ELSA



LL.M. Partner of ELSA



Auditing Partner of ELSA



Career Partner of ELSA

Individuum

elsa

The European Law Students' Association

GENERAL INFORMATION

FOREWORD

Dear ELSA friends,

We are a few months in to this ELSA year and time has come to prepare ourselves to meet each other. After almost ten years the ELSA Network returns to Opatija, Croatia for the LXIV International Council Meeting.


The 1st of August this year marked more beginnings than the one of just the ELSA year. For the past two months we have started to implement both our new IFP topic and our new Strategic Plan for 2018. Exciting and challenging projects which will be a part of not just *our* work but the work of all the Officers for the upcoming years. We have the great responsibility of creating the foundations for these projects with a group of great Officers from all around Europe.

Aside from these long term projects, we are facing challenges in our daily work, in new and old projects, in working with a team, in planning, in finding motivation and in being an ELSA Officer.

Our hope and aim for this year is that we can take on these challenges and other challenges we might face **together** as a Network; to find our common ground where and whenever. As an ELSA Officer it is easy to forget that we are many in this boat and that the way to move forward is to work together.

I would like to take the opportunity to thank the Organising Committee for all the hard work they have put in to this ICM so far and all the hard work they will put into it during the upcoming month until November 3rd. Without them this amazing opportunity would not have been possible. I will get to share it with a group of people - Clemens, Ana, Oda, Tino, Petra, Rebecca and Anneloes - who have become family in the past three months. We hope that as many of our ELSA friends as possible will join us in Opatija for a great week!

On behalf of the International Board 2013/2014


Emil Nyquist
Deputy Secretary General
ELSA International

Contents

GENERAL INFORMATION.....	2
FOREWORD	2
REMINDERS.....	7
General Reminder	7
Deadlines for nominations.....	8
The Council Meeting Guide for fresh and experienced participants	8
Obligations of National Groups	11
Call for Secretary General of the International Board 2013/2014	12
Call for Treasurer of the International Board 2013/2014.....	13
Call for Vice President for Marketing of the International Board 2013/2014	14
What is the role of the International Board?.....	15
Call for Internal Auditors of ELSA International 2012/2013.....	17
Call for Vice Auditor of ELSA International 2013/2014	18
What is the role of the Internal Auditor of ELSA International?.....	19
Call for the International Presidents' Meeting Host Summer 2014 and the International Council Meeting Host Spring 2015	20
Pre-call for Supporting Area Meeting Host and Key Area Meeting Host summer 2014.....	21
Memento.....	23
DRAFT TIMETABLES AND AGENDAS.....	26
ICM TIMETABLE	26
Draft Timetable	26
Draft Agenda	27
Opening Plenary, Sunday, October 27 th , 2013 (14.00 – 17.30).....	27
Mid-Plenary, Tuesday, October 29 th , 2013 (15.00 – 20.00).....	29
Final Plenary, Saturday, November 2 nd (10.00 – 21.30).....	31
BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP	34
Draft Timetable	34
Preparations and reminders for the Board Management, External Relations and Expansion Workshop	35
Draft Agenda	36
INTERNAL MANAGEMENT WORKSHOP	45
Draft Timetable	45

Preparations and reminders for the Internal Management Workshop	46
Draft Agenda	47
FINANCIAL MANAGEMENT WORKSHOP	55
Draft Timetable	55
Preparations and reminders for the Financial Management Workshop	56
Draft Agenda	57
MARKETING WORKSHOP	65
Draft Timetable	65
Preparations and reminders for the Marketing Workshop	66
Draft Agenda	67
ACADEMIC ACTIVITIES WORKSHOP	76
Draft Timetable	76
Preparations and Reminders for the Academic Activities Workshop	77
Draft Agenda	78
SEMINARS AND CONFERENCES WORKSHOP	89
Draft Timetable	89
Preparations and reminders for the Seminars & Conferences Workshop.....	90
Draft Agenda	91
STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP.....	99
Draft Timetable	99
Preparations and reminders for the STEP Workshop.....	100
Draft Agenda	101
OPEN WORKSHOPS.....	108
Draft Agenda	108
ACTIVITY REPORTS	111
INTERNATIONAL BOARD 2013/2014	111
Anneloes Dijkstra, President ELSA International 2013/2014	111
Emil Nyquist, Deputy Secretary General ELSA International 2013/2014	113
Rebecca Yourstone, Deputy Treasurer ELSA International 2013/2014.....	115
Petra Podgoršek, Deputy Vice President for Marketing ELSA International 2013/2014...117	
Tino Boche, Vice President for Academic Activities ELSA International 2013/2014	119
Oda Linneberg Uggen, Vice President for Moot Court Competitions ELSA International 2013/2014	121
Ana Roce, Vice President for Seminars and Conferences ELSA International 2013/2014	123

Clemens Hartig, Vice President for Student Trainee Exchange Programme ELSA International 2013/2014	125
INTERNATIONAL BOARD 2012/2013	127
Bartosz Balewski, President ELSA International 2012/2013.....	127
Anette Aav, Secretary General ELSA International 2012/2013	130
Alpo Olavi Lahtinen, Treasurer ELSA International 2012/2013	132
Anders Liljeberg, Vice President for Marketing ELSA International 2012/2013	134
Vasco Silva, Vice President for Academic Activities ELSA International 2012/2013	137
Corinna Mückenheim, Vice President for Moot Court Competitions ELSA International 2012/2013	140
Federica Toscano, Vice President for Seminars & Conferences ELSA International 2012/2013	142
Dena Dervanović, Vice President for Student Trainee Exchange Programme ELSA International 2012/2013	146
DIRECTORS, ASSISTANTS AND TEAMS OF ELSA INTERNATIONAL 2012/2013..	148
Vilte Kristina Steponenaite, Director for Advertisements of ELSA International 2012/2013	148
Tessa Mallia Borg, Director for Legal Writing ELSA International 2012/2013	151
Burcu Filiz, Director for Human Rights ELSA International 2012/2013	152
Marko Dolenc, Director for Media Law Programme ELSA International 2012/2013.....	154
Ovidiu Razvain Nistor, Director for Delegations ELSA International 2012/2013	156
Dariia Oliinyk, Director for Student Hunting ELSA International 2012/2013	158
Nevin Alija, Assistant for Expansion ELSA International 2012/2013.....	160
Lars Olaf Raabe, Assistant for EMC2 ELSA International 2012/2013	161
Ana Roce, Assistant for Study Visits ELSA International 2012/2013.....	162
Iva Šimková, Diana Correia de Sá & Antonella Biasi, IFP Team ELSA International 2012/2013	163
PROPOSALS.....	164
THE INTERNATIONAL BOARD	164
Standing Orders amendment concerning Article 19.....	164
Decision Book amendment concerning Institutional Relations section of the BEE part (BEE 02/13 I).....	165
Decision Book amendment concerning The ELSA Development Foundation section of the FM part (FM 02/13 I)	167
Decision Book amendment concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part (S&C 02/13 I).....	168

Decision Book amendment concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part (S&C 02/13 II)	169
Decision Book amendment concerning Implementation of the S&C Quality Standards of the S&C part (S&C 02/03 III)	170
NATIONAL GROUPS	171
Decision Book amendment to the Strategic Planning section of the General part (GEN 02/13 I).....	171
Decision Book Amendment to the General Regulations of the STEP-part (STEP 02/13 I)	173
Decision Book amendment to the Penalty Section of the STEP part (STEP 01/13 II).....	174
Decision Book Amendment to the Matching Section of the STEP-part (STEP 02/13 III)	175
Decision Book Amendment to the Matching Section of the STEP-part (STEP 02/13 IV)	176
APPLICATIONS.....	178
OBSERVERSHIP APPLICATIONS.....	178
Observership Application of ELSA Armenia.....	178
MEMBERSHIP APPLICATIONS.....	191
Membership Application of ELSA Russia	191
ANNEXES	210
ANNEX 1 – Final Accounts of ELSA International 2012/2013	210
ANNEX 2 – Auditing Report on the Final Accounts 2012/2013.....	211
ANNEX 3 – Final Accounts of the ELSA Development Foundation.....	212
ANNEX 4 – Auditing Report of the Final Accounts of ELSA Development Foundation 2012/2013.....	213
ANNEX 5 – Proposed Revision of the Budget of ELSA International 2013/2014	214
ANNEX 6 – Debtors of ELSA International as of 21 st of September	217
ANNEX 7 – Draft Council Meeting Host Agreement.....	220
ANNEX 8 – Draft International Presidents’ Meeting Host Agreement, Summer 2014.....	227
ANNEX 9 – Letter of Authorisation	233

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 2013/2014).

To be prepared for the stay...

- Check out the ICM Website at <http://icm.elsa.hr/about/icm-croatia> and make sure you have taken note of all the Organising Committee's instructions;
- Make travel arrangements to be in Opatija, Croatia in time for the opening of the ICM at 14.00 on Sunday 27th of October;
- 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 2014;
- Consider hosting the ICM in Spring 2015;
- Consider running for Secretary General of the International Board 2013/2014;
- Consider running for Treasurer of the International Board 2013/2014;
- Consider running for Vice President for Marketing of the International Board 2013/2014;

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

- Bring your NATIONAL DRINKS and SWEETS!
- Bring good mood and happy smiles!
- Bring all of your ELSA Spirit!

Deadlines for nominations

The deadline for nominations for
SECRETARY GENERAL
OF THE INTERNATIONAL BOARD 2013/2014;
is Monday, October 28th 2013, 23.59 (CET)

and

The deadline for nominations for
TREASURER
OF THE INTERNATIONAL BOARD 2013/2014;
is Monday, October 28th 2013, 23.59 (CET)

and

The deadline for nominations for:
VICE PRESIDENT FOR MARKETING
OF THE INTERNATIONAL BOARD 2012/2013;
is Monday, October 28th 2013, 23.59 (CET)

and

The deadline for nominations for:
AUDITORS
OF THE INTERNATIONAL BOARD 2012/2013
AND VICE AUDITOR
OF THE INTERNATIONAL BOARD 2013/2014;
is Monday, October 28th 2013, 23.59 (CET)

and

The deadline for nominations for:
INTERNATIONAL PRESIDENTS' MEETING HOST SUMMER 2014
AND
COUNCIL MEETING HOST SPRING 2015
is Tuesday 29th of October at 23:59 (CET)

and

for the deadline for nominations for:
COUNCIL GUESTS ICM MALTA 2014
is Friday 1st 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 supporting and key area. Each Workshop is supervised by the relevant International Board member(s) 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 Deputy Secretary General of ELSA International and attended by National Secretaries General.

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

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

Academic Activities (AA) – supervised by the Vice President for Academic Activities and the Vice President for Moot Court Competitions of ELSA International and attended by National AA and MCC 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 the 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 nine or more ICM officers supporting the Plenary sessions during the ICM. 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 properly.

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 Deputy Secretary General of ELSA International, 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, the voting rights of a National Group 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 Deputy 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 Deputy 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 Deputy Secretary General of ELSA International at secgen@elsa.org.

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

Call for Secretary General of the International Board 2013/2014



The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House?

This is your opportunity:
Join the International Board!

MAKE A DIFFERENCE FOR ELSA:

RUN FOR THE POSITION OF

**SECRETARY GENERAL
OF THE
INTERNATIONAL BOARD OF 2013/2014!**

Call for Treasurer of the International Board 2013/2014



The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House?

This is your opportunity:
Join the International Board!

MAKE A DIFFERENCE FOR ELSA:

RUN FOR THE POSITION OF
**TREASURER
OF THE
INTERNATIONAL BOARD OF 2013/2014!**

Call for Vice President for Marketing of the International Board 2013/2014



The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House?

This is your opportunity:
Join the International Board!

MAKE A DIFFERENCE FOR ELSA:

RUN FOR THE POSITION OF
**VICE PRESIDENT FOR MARKETING
OF THE
INTERNATIONAL BOARD OF 2013/2014!**

What is the role of the International Board?

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

Secretary General

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

Treasurer

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

Vice President Marketing

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

Procedure of the elections of the International Board

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

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

The nominee shall prepare a personal presentation in writing and distribute this to the National Groups before midnight on the day before the 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 Candidate(s) Workshop, all the candidates will first present themselves and their candidature and after that there will be time to answer questions from the Workshop participants. If there are several people running for the same board position, the nominees have to leave the Workshop room during the presentation of the other nominees.

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

There may not be more than two people from the same Member or Observer of ELSA on the International Board.

Call for Internal Auditors of ELSA International 2012/2013



The European Law Students' Association

Are you an accurate person?

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

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

**INTERNAL AUDITOR
OF
ELSA INTERNATIONAL
2012/2013!**

Call for Vice Auditor of ELSA International 2013/2014



The European Law Students' Association

Are you an accurate person?

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

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

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

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

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

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

The Internal Auditors are responsible for checking the documents and accounts in the headquarters of ELSA in Brussels.

What are the general responsibilities of the Internal Auditors?

- Travelling to Brussels in order to control the accounts of ELSA International and the ELSA Development Foundation;
- Writing the Internal Auditors' report about the auditing of ELSA;
- Presenting the Internal Auditors' report in the International Council Meeting.

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

- Basic knowledge of accounting;
- Basic knowledge of auditing;
- A certain interest in financial matters;
- No involvement in ELSA International for the term 2012/2013 and 2013/2014.

**Call for the International Presidents' Meeting Host Summer 2014 and the
International Council Meeting Host Spring 2015**



The European Law Students' Association

**SUMMER IPM 2014
SPRING ICM 2015**

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

Imagine the best ELSA experience ever!

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

Do you wonder how it would feel 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?

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 2014

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 the:

Supporting Area Meeting

or

Key Area Meeting!

Summer 2014

MAKE A DIFFERENCE FOR ELSA!

Election of Host for the International Council Meeting Spring 2015

The hosts for the next two upcoming ICMs have been appointed. The Spring ICM 2014 will take place in St. Julians, Malta, organised by ELSA Malta and the Autumn ICM 2014 will take place in Bodrum, Turkey, organised by ELSA Turkey.

If you are thinking about organising an ICM in your National Group in spring 2015, 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.

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 Deputy Secretary General of ELSA International and **paid all debts** due to ELSA International.

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

- 2) You have delivered the **letter of authorisation** to the Deputy Secretary General of ELSA International. Please complete the letter of authorisation that is annexed to these 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 the voting process;
- The names of all other representing 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 elected 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 Deputy Secretary General of ELSA International in good time.

Head of Delegation

Every National Group must have a *Head of Delegation*. This person will be responsible for making sure that:

- delegates are on time;
- delegates are informed about all practicalities, before and during the ICM;
- delegates are summoned to discuss important issues raised in the workshops and in the Plenary.

Reporting Time

After the daily workshop sessions are over, the National Groups will be granted reporting time (check ICM and Workshop timetables). The Head of Delegation is responsible for gathering all the members of the National delegation. This is the moment when the delegation meets and discusses important matters brought up in the workshops and in the Plenary. It is also a perfect moment to create real ELSA spirit within your delegation, since an ICM is the right place to create friendship outside *and* inside your national team.

ELSA Vision Contest

Please be ready to prepare an act and/or a singing and dancing performance – to represent your National Group in a fabulous 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 of this 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.

Plenary Presentations

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

- The demonstration of any presentations during the Plenary sessions 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 an appropriate length (between 3 and 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;
 2. International Area Meetings (non-statutory);
 3. Training Events;
 4. ELSA Core Activities events;
 5. Social Events;
 6. Others.

Finger rules for Workshops

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

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

One finger:	New idea/topic
Two fingers:	Reply/comment
Three fingers:	End the discussion – it’s not useful
Pinky:	Technical remark (e.g. “open the window” or “the text is too small”)
Scissors fingers:	Remove/cut from speakers’ list.

Thumbs up/down: Show immediate feedback to a statement, instead of asking for the word to only say “I like xxx’s idea” or “I don’t like xxx’s idea”.

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



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

ICM Opatija								
Draft ICM Timetable								
Time	Sun 27 th	Mon 28 th	Tue 29 th	Wed 30 th	Thu 31 st	Fri 1 st	Sat 2 nd	Sun 3 rd
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	Open Workshops	Free time	Workshops	Final Plenary	Departure of the Participants	
11:00								
11:30								
12:00								
12:30	Letters of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch		Lunch
13:00								
13:30	Opening Plenary	Workshops	Mid-Plenary	Workshops	Conference	Workshops		Final Plenary
14:00								
14:30								
15:00								
15:30								
16:00	Opening Workshops	Reporting Time	Reporting Time	Reporting Time	Dressing/Reporting Time	Final Plenary		
16:30								
17:00	Officers & Freshers	Dinner	Dinner	Dinner	Dinner	Dinner		
17:30								
18:00	HoD	Dinner	Dinner	Dinner	Dinner	Dinner		
18:30								
19:00	Party	Party	Party	Party	Party	Party		
19:30								
20:00	Party	Party	Party	Party	Party	Party		
20:30								
21:00	Party	Party	Party	Party	Party	Party		
21:30								
22:00	Party	Party	Party	Party	Party	Party		
22:30								
23:00	Party	Party	Party	Party	Party	Party		
23:30								

Draft Agenda**Opening Plenary, Sunday, October 27th, 2013 (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 2013/2014**
Andrea Konjevic, Head of Organising Committee
- 14.10 **Opening of the Council Meeting by the President of ELSA International**
Anneloes Dijkstra
- 14.15 **Presentation of the Officers of ELSA International**
- 14.25 **Welcoming of the Council Guests and Externals**
Anneloes Dijkstra
- 14.35 **Information from the Organising Committee of the Council Meeting**
Andrea Konjevic, Head of Organising Committee
- 14.45 **Presentation of ICM Sponsors and Partners**
Andrea Konjevic, Head of Organising Committee
- 15.00 **Announcement of the list of votes by the Deputy Secretary General of ELSA International**
Emil Nyquist
- 15.15 **Reading out the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II)**
Emil Nyquist
- 15.20 **Election of the Chair of the Plenary**
Emil Nyquist
- 15.30 **Election of the other Plenary officers: Vice Chair, two to four secretaries, two to four tellers and three members of the nominations committee**
Chair
- 16.00 **Approval of the Council Meeting Agenda, presentation of the Council Meeting structure and presentation of the open workshops**
Chair and ELSA International

-
- 16.20 **Approval of the Minutes of the LXIII International Council Meeting in Cologne, Spring 2013**
Chair
- 16.30 **Report from the XLVI International Presidents' Meeting in Tbilisi, Georgia**
Chair of the International Presidents' Meeting in Tbilisi
- 16.40 **Reports from the III Supporting Area Meeting in Konjic, Bosnia & Herzegovina**
Chairs of the III Supporting Area Meeting
- 16.55 **Reports from the III Key Area Meeting in Bratislava, Slovak Republic**
Chairs from III Key Area Meeting
- 17.10 **Welcome back to Croatia**
Sandra Budimir, Ex-President ELSA Croatia, Organiser of the XXXV ICM Opatija
- 17.25 **Information regarding the Officers' and Freshers' Trainings**
Emil Nyquist
- 17.30 **End of the Plenary session**

Mid-Plenary, Tuesday, October 29th, 2013 (15.00 – 20.00)

- 15.00 **Revision of the list of votes**
Emil Nyquist
- 15.20 **Information from the Organising Committee**
Organising Committee
- 15.30 **Announcement of Nominations**
Nominations Committee
- 15.40 **Presentation and approval of S&C and BEE Workshop related proposal**
Chair and Workshop Chair
- 15.50 **Presentation of ALSA**
Surendra Ananth, President of ALSA International 2013/2014
- 16.00 **Presentation and Question and Answer time for the candidate(s) for the position of Secretary General of the International Board 2013/2014**
Chair(s) and Candidate(s)
- 16.15 **Presentation and Question and Answer time for the candidate(s) for the position of Treasurer of the International Board 2013/2014**
Chair(s) and Candidate(s)
- 16.30 **Presentation and Question and Answer time for the candidate(s) for the position of Vice President for Marketing of the International Board 2013/2014**
Chair(s) and Candidate(s)
- 16.45 **Presentation of the voting procedure**
Chair
- 16.50 **Handing out of ballot sheets**
Emil Nyquist
- 16.55 **Break**
- 17.10 **Casting of the votes**
- 17.20 **Presentations of International Events**
Organising Committees of respective events
- 17.40 **Presentation by Pernod Ricard**
Géraldine Dichamp

- 17.50 **Announcement of the results of the elections**
Chair
- 18.15 **Presentation of the IFP Health Law Final Report**
Tino Boche, Oda Linneberg Uggen, Ana Roce and Clemens Hartig
- 18.30 **Presentation of Strategic Plan 2013 Final Report**
Anneloes Dijkstra
- 18.40 **Presentation of the Strategic Plan for 2013-2018**
Anneloes Dijkstra
- 18.50 **Presentation by BEST**
Mathieu Vandenberghe, Ambassador of BEST
- 19.00 **Presentation of Partners of ELSA International**
Anneloes Dijkstra
- 19.10 **Presentation by Individuum**
Afshin Moayed
- 19.25 **Questions and Answers for ELSA International**
Chair
- 20.00 **End of Plenary Session**

Final Plenary, Saturday, November 2nd (10.00 – 21.30)

- 10.00 **Revision of the List of Votes**
Emil Nyquist
- 10.20 **Announcement of Nominations**
Nominations Committee
- 10.30 **Revision of the Budget of ELSA International 2013/2014**
Chair and Rebecca Yourstone
- 10.50 **Presentation and voting on moving ELSA International's jurisdiction**
International Jurisdiction Working Group
- 11.20 **Presentation and approval of the AA Workshop Report**
Chair and Workshop Chair
- 11.30 **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**
- 12.05 **Break**
- 12.30 **Presentation of the Final Accounts of ELSA International 2012/2013 and External Auditors' Reports 2012/2013**
Chair, Alpo Olavi Lahtinen and the Financial Management Workshop Chair
- 13.00 **Presentation of the Final Accounts of ELSA Development foundation 2012/2013**
Chair, Alpo Olavi Lahtinen and the Financial Management Workshop Chair
- 13.30 **Lunch Break**
- 15.00 **Revision of the List of Votes**
Emil Nyquist
- 15.20 **Report from the President of the International Board 2012/2013**
Bartosz Balewski
- 15.50 **Presentation of the Candidates for Auditors of ELSA International 2012/2013 and Vice Auditor of ELSA International 2013/2014**
Chair(s) and Candidate(s)

-
- 16.35 **Presentation of the voting procedure**
Chair
- 16.40 **Handing out of ballot sheets**
Emil Nyquist
- 16.50 **Casting of the votes**
- 16.55 **Presentation and approval of the MKT Workshop Report and recommendations**
Chair and Workshop Chair
- 17.05 **Presentation and approval of the FM Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 17.25 **Presentation and approval of the IM Workshop Report and recommendations**
Chair and Workshop Chair
- 17.35 **Presentation and approval of the STEP Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 17.55 **Presentation and approval of the BEE Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 18.15 **Presentation and Q&A for ELSA Online 2 Enquiry**
Working Group
- 18.30 **Presentation by Missing Children Europe**
- 18.40 **Announcement of the results of the elections**
Chair
- 18.50 **Presentation of the IPM Host Candidate(s), Summer 2014**
Chair and Candidate(s)
- 19.00 **Questions and Answers to the IPM Host Candidate(s), Summer 2014**
Chair and Candidate(s)
- 19.10 **Presentation of the ICM Host Candidate(s), Spring 2015**
Chair and Candidate(s)

-
- 19.20 **Questions and Answers to the ICM Host Candidate(s), Spring 2015**
Chair and Candidate(s)
- 19.30 **Presentation of the Council Guests for the Spring ICM 2014**
Nominations Committee
- 19.40 **Membership application of ELSA Russia**
Chair, Chair of the Joint BEE, IM and FM Workshop, representatives of ELSA Russia
- 19.45 **Q&A Membership application of ELSA Russia**
Chair, representatives of ELSA Russia
- 19.55 **Observership application of ELSA Armenia (formerly Armenian Young Lawyer- Researchers' Association)**
Chair, Chair of the Joint BEE, IM and FM Workshop, representative of ELSA Armenia
- 20.00 **Q&A Observership application of ELSA Armenia**
Chair, representative of ELSA Armenia
- 20.10 **Presentation of the voting procedure**
Chair
- 20.15 **Handing out ballot sheets**
Emil Nyquist
- 20.25 **Break**
- 20.40 **Casting the votes**
- 20.50 **Presentation of ELS**
ELS Executive Committee and ELS members
- 21.00 **White Ink – The first ever ELSA thriller**
Erik Vrij, Author
- 21.05 **Announcement of the results of the elections**
Chair
- 21.15 **Miscellaneous**
- 21.30 **Closing of the LXIV International Council Meeting**
Anneloes Dijkstra

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

ICM Opatija											
Draft BEE Timetable											
Time	Sun 27 th	Mon 28 th	Tue 29 th	Wed 30 th	Thu 31 st	Fri 1 st	Sat 2 nd	Sun 3 rd			
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast			
08:30											
09:00											
09:30											
10:00											
10:30	Alumni	ELSA International Jurisdiction	Open Workshop	Free time	Observer/ Member	Final Plenary	Departure of the Participants				
11:00	5 Year Strategy Handbook	Unified ELSA	Open Workshop	Sightseeing	Final Accounts						
11:30					Relief of Resp. 12/13						
12:00					Letters of A. & Payments			Lunch	Lunch	Lunch	Lunch
12:30											
13:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch					
13:30											
14:00											
14:30											
15:00								IFP & ELSA Day	Mid-Plenary	Selling ELSA & STEP	Conference
15:30	Delegations	Motivate Your Board									
16:00			Opening Workshops	Misc. & Closing							
16:30	Budget 13/14	Online Solutions									
17:00	Reporting Time	Reporting Time	Reporting Time	Dressing/ Reporting Time							
17:30	Officers & Freshers	Reporting Time	Reporting Time	Reporting Time	Dressing/ Reporting Time						
18:00											
18:30	HoD	Dinner	Dinner	Dinner	Dinner						
19:00	Dinner										
19:30	Party	Party	Party	Party	Party	Gala Ball					
20:00											
20:30											
21:00											
21:30											
22:00	Party	Party	Party	Party	Party						
22:30											
23:00											
23:30											

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

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 the workshops...

- Please prepare a written Activity Report and sent it to BEE mailing list beforehand;
- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXIII Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 38th Edition, especially the parts dedicated to Board Management, External Relations and Expansion and Strategic Planning;
- Read the Minutes of the BEE Workshop in the LXII Council Meeting in Batumi and LXIII Council Meeting in Cologne; You can download them from:
ICM Batumi: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_II_Batumi.pdf
ICM Cologne: http://files.elsa.org/ICM_Minutes/ICM_Min_2013_I_Cologne.pdf
- Read the minutes from IPM Yalta and IPM Tbilisi;
- Read the One Year Operational Plan (OYOP) of ELSA International 2013/2014 (Common and Individual).

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

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

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

Let's have an amazing BEE Workshop! Can't wait to see all of you (again)!

Sincerely Yours,



Anneloes Dijkstra

President

ELSA International 2013/2014

Draft Agenda

Sunday, 27th of October (17.30 – 20.00)

17.30 – 18.30

Welcome to the BEE Workshop!

Aims:

To get to know each other and to talk about our expectations. To discuss the purpose of this ICM, to present and approve the agenda and to elect the Workshop Officers. During this session we will also establish some rules for the rest of the week.

Means:

- Opening of the BEE Workshop
- Round of Expectations
- Election of the Chair, the Vice Chair and the Secretaries
- Workshop rules
- Presentation and approval of the agenda

Preparations:

Prepare your inputs and expectations for this ICM. Read the agenda carefully and think about WS rules that can be adopted. Think about why we have these meetings and how we can profit the most from them. What does this ICM mean for you? What do you intend to get out of it?

18.30 - 20.00

Officers' Trainings

Aim:

To train the Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. The 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 answer questions that arise

Monday, 28th of October (10.00 – 13.30)

10.00 – 11.00

Joint Workshop BEE & IM: Alumni

Aim:

To shortly introduce how we are cooperating with Alumni on International level and to discuss what the Alumni cooperation looks like and how it works in the National Groups.

Means:

- Introduction by ELSA International
- Sharing of experiences and ideas

11.00 – 13.30

5 Year Strategy Handbook

Aims:

Together, we will try to set up a framework for the 5 Year Strategy Handbook. We will develop the areas of importance concerning Strategic Development that were discussed at the IPM in Tbilisi and we will create concrete conclusions that will be further finalized by the Strategy Working Group (that will be created during the ICM).

Means:

- Introduction of the IPM discussion
- Introduction of new proposal concerning Strategic Planning in the Decision Book
- Discussion and voting about the proposal

- Four areas of importance: small working groups
- Creation of concrete conclusions
- Voting upon framework and content of Handbook
- Creation of the Strategy Working Group

Preparation:

Read the new Strategic Plan, the minutes from IPM Tbilisi about Strategic Planning, the Strategic Planning Decision Book Proposal and the current Strategic Planning part of the Decision Book. Make sure you prepare all your thoughts about the creation of this 5 Year Strategy Handbook.

13.30 – 15.00

Lunch

Monday, 28th of October (15.00 – 19.00)

15.00 – 17.00

Joint Workshop BEE, MKT, S&C, AA: IFP & ELSA Day**Aim:**

To introduce the development strategy of the IFP and present the second edition of ELSA Day

Means:

- Presentation by ELSA International
- Roundtable discussion

Comments:

In order to have a good implementation of the new IFP topic we need to discuss the strategy of developments and the outcome that we want to achieve.

17.00 – 17.30

Joint Workshop BEE, S&C: Decision Book Proposal (Delegations)**Aim:**

To discuss proposed amendments of the Decision Book

Means:

- Presentation of the proposals
- Roundtable discussion and voting

Comments:

The proposals are concerning ELSA delegations that are regulated in the BEE part of the Decision Book. As the S&C Officers are mainly responsible for delegations, we will discuss the proposals together: Presidents and S&C Officers.

Preparations:

Read the proposal regarding Delegations on page [165](#)

17.30 – 19.00

Joint Workshop BEE & FM: Budget of ELSA International 2013/2014**Aim:**

To revise the current budget of ELSA International 2013/2014 according to the updated financial situation.

Means:

- Presentation of the proposal on the revision of the budget of ELSA International 2013/2014 by ELSA International
- Q&A
- Discussion
- Amendments
- Voting

Preparations:

Look through the proposal on the revision of the budget of ELSA International 2013/2014 on page [214](#)

Tuesday, 29th of October (10.00 – 13.30)

10.00 – 11.30

Joint Workshop BEE, IM & FM: ELSA International Jurisdiction**Aims:**

To present the research done by the International Jurisdiction Working Group and the best three National Jurisdiction Research Groups. To make a decision on moving the jurisdiction of ELSA International and to have a discussion on the possibilities of where to move.

Means:

- Introduction on Jurisdiction of ELSA International
- Presentation of IJWG
- Discussion about the possibility of moving the jurisdiction
- Presentation of the best three NJRG's
- Q&A to NJRG's
- Discussion and voting on possible move

Comments:

At the moment there are 10 different National Jurisdiction Research Groups who are all researching the possibilities of moving the jurisdiction of ELSA International to their country. The International Jurisdiction Working Group is providing them with a framework and supporting them in their research. Two weeks before the ICM, the IJWG will select the best three possibilities and help the NJRG's prepare their presentation for ICM.

11.30 – 13.30

Joint Workshop BEE & MKT: Unified ELSA**Aim:**

To discuss about the marketing for presidents in practice. We will go through several types of materials that presidents need while representing ELSA to externals. We will discuss the ways of cooperation between presidents and marketers and bring up the importance of unified communication.

Means:

- Presentation by ELSA International
- Small working groups
- Discussion

Comments:

Besides the main discussion, participants will also practice and brainstorm about the new ways to look unified toward externals.

Wednesday, 30th of October (10.00 – 13.30)

10.00 – 13.30

Open Workshops

We have organised two blocks with three different open workshops for you. We recommend you to have at least *one representative from your Delegation at each workshop* to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found starting from page [108](#)

OPEN WORKSHOPS 1

10.00 – 12.00

Profile of ELSA

Social Events & ELSA

IT Team

OPEN WORKSHOPS 2

12.00 – 13.30

Strategic Planning

ELSA House

Jurisdiction

13.30 – 15.00

Lunch

Wednesday, 30th of October (15.00 – 19.00)

15.00 – 18.00

Joint Workshop BEE&STEP – “A STEP to BEE”

Aims:

To learn how important this combination is for STEPraising and Fundraising. To learn about techniques on presenting and selling as well as to work as a team.

Means:

- Introduction into STEP & BEE
- Externals Simulation
- Skills and knowledge management
- Feedback and Evaluation

18.00 – 19.00

Joint Workshop BEE & IM: Online Solutions

Aim:

To look at possible ‘online’ solutions that could improve the work of ELSA international and ELSA as a Network.

Means:

- Presentation of possible Online Solutions
- Discussion about the solutions

Comments:

Since we have had a very difficult past concerning online platforms/systems, our board is looking at several different solutions that could support us in our work. Also, we are looking at online platforms (that are not custom made) which could be helpful for our Network.

Friday, 1st of November (10.00 – 13.30)

10.00 – 11.00

Joint Workshop BEE & IM: Observership and Membership Applications**Aims:**

To present and discuss the Membership application of ELSA Russia.

To present and discuss the Observership application of ELSA Armenia

Means:

- Introduction by ELSA International
- Presentation of the application by ELSA Russia
- Q&A to ELSA Russia
- Presentation of the application by ELSA Armenia
- Q&A to ELSA Armenia
- Voting on the recommendation of the application

Preparations:

Please read the Membership application of ELSA Russia starting from page [191](#)

Please read the Observership application of ELSA Armenia starting from page [178](#)

11.00 – 12.00

Joint Workshop BEE & FM: Approval of the Final Accounts 2012/2013**Aim:**

To vote upon the Final Accounts for the financial year of 2012/2013

Means:

- Presentation by the Treasurer of ELSA International 2012/2013
- Presentation by the Auditors of ELSA International 2012/2013
- Q&A
- Voting

Preparation:

Read the Final Accounts of ELSA International 2012/2013 and the annexes to the Final Accounts via link on page [210](#)

12.00 – 13.30

Joint Workshop BEE & FM: Relief of Responsibility of ELSA International 2012/2013

Aim:

To vote upon workshop recommendation regarding relief of responsibilities of ELSA International 2012/2013

Means:

- Presentation of the Activity Report of ELSA International 2012/2013
- Q&A
- Voting

13.30 – 15.00

Lunch

Friday, 1st of November (15.00 – 18.30)

15.00 – 16.00

Strategy!

Aim: To create a concrete working structure for the Strategy Working Group and to finalize our conclusions from the workshop on the 5 Year Strategy Handbook to be able to present them correctly to the whole Council.

Means:

- Summarize all work done in the workshop on the 5 Year Strategy Handbook
- Create concrete conclusions that we want to present to the Council
- Set up a framework for the Strategy Working Group
- Voting on the proposal regarding Strategic Planning

Comments:

The whole week you will discuss the Strategic Goals in very many different ways. After the first workshop in the beginning of the week you will have some time to discuss everything with your board and with other ELSA Groups. Make sure to write down conclusions so we will be able to present something concrete to the Council in the Final Plenary.

Preparations:

Read the proposal regarding Strategic Planning starting on page [171](#)

16.00 – 17.00

Motivate Your Board!**Aim:**

Motivation is the most important factor within a board. Instead of talking about Board 'Management' like in IPM Tbilisi, we will discuss board Motivation.

Means:

- Discussion & roundtable on board motivation!

Preparation:

Think of all the ways that you motivate your board and write them down somewhere. In this workshop we will discuss all of your inspirational 'exercises' or ideas that you use, to see if we can gain some inspiration from each other in this area.

17.00 – 18.30

Miscellaneous, evaluation & closing**Aims:**

A good closing of our BEE Workshop is the most important thing before we say goodbye. This workshop is to discuss the topics that you would like to discuss with the Presidents before we return home, to evaluate the discussions we have already had and to properly close the meeting.

Means:

- Discuss miscellaneous topics
- Roundtable of ICM evaluation
- Closing

Preparations:

During the meeting, write down topics you would like to still discuss before leaving the ICM. Keep a feedback list in your notebook during the whole meeting so you will be able to properly evaluate the meeting. Think of a special way to say goodbye in your own language.

INTERNAL MANAGEMENT WORKSHOP**Draft Timetable**

ICM Opatija									
Draft IM Timetable									
Time	Sun 27 th	Mon 28 th	Tue 29 th	Wed 30 th	Thu 31 st	Fri 1 st	Sat 2 nd	Sun 3 rd	
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
08:30									
09:00									
09:30									
10:00		Alumni	Jurisdiction	Open Workshop	Free time	Observer- /Membership Applications	Final Plenary	Departure of the Participants	
10:30		Tools of the Trade							
11:00			Trainings	Training Motivation Skills	Open Workshop	Sightseeing			Flow of Information in ELSA
11:30									
12:00		Letters of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch		
12:30									
13:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch		
13:30									
14:00									
14:30									
15:00		Network	Mid-Plenary	Training Crisis/ Conflict Management	Conference	Human Resources: Sharing best Practises	Final Plenary		
15:30									
16:00		NSS				Online Solutions		Reporting Time	Dressing/ Reporting Time
16:30									
17:00		Opening Workshops	Candidates	Reporting Time	Reporting Time	Dressing/ Reporting Time			
17:30									
18:00	Officers & Freshers	Reporting Time	Reporting Time	Reporting Time	Dressing/ Reporting Time				
18:30									
19:00	HoD	Dinner	Dinner	Dinner	Dinner	Dinner			
19:30									
20:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner			
20:30									
21:00	Party	Party	Party	Party	Party	Gala Ball	Party		
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 LXIII Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 38th Edition;
- Read relevant sections of the Minutes of the Internal Management Workshop in the LXII Council Meeting in Batumi and LXIII Council Meeting in Cologne. You can download them from:
ICM Batumi: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_II_Batumi.pdf
ICM Cologne: http://files.elsa.org/ICM_Minutes/ICM_Min_2013_I_Cologne.pdf
- Read relevant parts of the minutes from III Supporting Area Meeting in Konjic, Bosnia & Herzegovina – They will be provided on the mailing lists
- Read the One Year Operational Plan (OYOP) of ELSA International 2013/2014;

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 LXIV Council Meeting.

Welcome to the IM Workshop!



Emil Nyquist

Deputy Secretary General

ELSA International 2013/2014

Draft Agenda

Sunday, 27th October (17.30 – 20.00)

17.30 - 18.30

Opening Workshop

Aim:

To elect the Workshop Officers and to approve the Draft Agenda. To get to know each other and to share expectations for the upcoming week.

Means:

- Opening of the Financial Management Workshop
- Presentation of the tasks of the Workshop Officers
- Election of the Workshop Chair, Vice Chair and Secretaries
- Defining 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 the Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. The 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 answer questions that arise

Monday, 28th October (10.00 – 13.30)

10.00 – 11.00

Alumni**Aim:**

To shortly introduce how we are cooperating with Alumni on International level and to discuss what the Alumni cooperation looks like and how it works in the National Groups.

Means:

- Introduction by ELSA International
- Sharing of experiences and ideas

11.00 – 12.30

Tools of the Trade**Aim:**

To get familiarized with the tools that are available to Officers in the Network and to discuss their functionality

Means:

- Presentation by ELSA International
- Q&A
- Discussion

12.30 – 13:30

Joint Workshop AA and IM: Training Opportunities**Aim:**

To discuss and brainstorm new opportunities of trainings to reflect the tasks AA and MCC Officers have to deal with, and to map what the current needs of the officers are, in order to facilitate useful trainings.

Means:

- Short introduction by ELSA International
- Working groups
- Presentation of results
- Conclusions

Comments:

It is important to keep the training portfolio up to date and close to the needs of the network.

Preparations:

Please think about the concrete output you would need from a training.

13.30 – 15.00

Lunch**Monday, 28th October (15.00 – 19.00)**

15.00 – 17.30

Network**Aim:**

To get an overview of the Network. Who are the people working for the same thing around Europe? What are they working on? How do they work?

Means:

- Short introduction by ELSA International
- Presentations by the participating groups
- Discussion

Comments:

The ELSA Network today is different from what it was 30, 20 and 10 years ago. What has changed? The Cold War ended, the European Union more than doubled in size, air travels multiplied, borders opened, ELSA became an organisation of 38 000 members in 42 countries. Even though the terms are better than ever we are missing out on all the amazing things that are going on in our association.

Preparations:

Please prepare a presentation of a few minutes of your National Group (People, Groups, Projects, Successes, Failures)

17.30 – 18:00

Network Support System**Aim:**

To introduce and discuss the Network Support System

Means:

- Short introduction by ELSA International
- Q&A
- Discussion

Comments:

After getting the inputs and overview of the National Groups it will be a good opportunity to discuss how we help each other.

Preparations:

Please read the section about Network Support System of the 38th edition of the Council Meeting Decision Book

18.00 – 19.00

Candidate(s) workshop**Aim:**

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

Means:

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

Tuesday, 29th October (10.00 – 13.30)

10.00 – 11.30

Joint Workshop BEE, IM & FM: ELSA International Jurisdiction

Aims: To present the research done by the International Jurisdiction Working Group and the best three National Jurisdiction Research Groups. To make a decision on moving the jurisdiction of ELSA International and to have a discussion on the possibilities of where to move.

Means:

- Introduction on Jurisdiction of ELSA International
- Presentation of IJWG
- Discussion about the possibility of moving the jurisdiction
- Presentation of the best three NJRG's
- Q&A to NJRG's
- Discussion and voting on possible move

Comments: At the moment there are 10 different National Jurisdiction Research Groups who are all researching the possibilities of moving the jurisdiction of ELSA International to their country. The International Jurisdiction Working Group is providing them with a framework and supporting them in their research. Two weeks before the ICM, the IJWG will select the best three possibilities and help the NJRG's prepare their presentation for ICM.

11.30 – 13.30

Training: Motivation skills

Aim:

To improve the Motivation skills of the IM Officers

Means:

- Training delivered by a Trainer from the International Trainers' Pool of ELSA

Wednesday, 30th October (10.00 – 13.30)

We have organised two blocks with three different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found starting from page [108](#)

OPEN WORKSHOPS 1

10.00 – 11.30

Profile of ELSA

Social Events and ELSA

IT Team

OPEN WORKSHOPS 2

12.00 – 13.30

Strategic Planning

ELSA House

Jurisdiction

13.30 – 15.00

LUNCH

Wednesday, 30th October (15.00 – 19.30)

15.00 – 18.00

Training on Conflict/Crisis Management

Aim:

To improve the Conflict/Crisis Management skills of IM Officers

Means:

- Training delivered by a trainer from the International Trainers' Pool

18:00 – 19:00

Joint Workshop BEE & IM: Online Solutions

Aim:

To look at possible ‘online’ solutions that could improve the work of ELSA international and ELSA as a Network.

Means:

- Presentation of possible Online Solutions
- Discussion about the solutions

Friday, 1st November (10.00 – 13.30)

10.00 – 11.00

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

Aims:

To present and discuss the Membership application of ELSA Russia.

To present and discuss the Observership application of ELSA Armenia

Means:

- Introduction by ELSA International
- Presentation of the application by ELSA Russia
- Q&A to ELSA Russia
- Presentation of the application by ELSA Armenia
- Q&A to ELSA Armenia
- Voting on the recommendation of the application

Preparations:

Please read the Membership application of ELSA Russia starting from page [191](#)

Please read the Observership application of ELSA Armenia starting from page [178](#)

11.00 – 12.30

Information Flow in ELSA

Aim:

To discuss the way information moves in our Network and how we can improve this.

Means:

- Short introductions by ELSA International
- Discussion

Comment:

In a Network of around 38 000 Members and and (according to the 14th SotN Report) around 4 700 active members a major challenge to to make information flow effectively. What tools, methods and ideas are available to assist us in this?

12.30 – 13.30

Workshops**Aim:**

To give a basic overview of giving workshops. To share our experiences.

Means:

- Presentation by ELSA International
- Discussion

Comment:

As National, future National(?), future International(?) Officers we might face the challenge of giving Workshops and often without prior experience of doing so. Some of the participants will have given workshops some won't but getting inputs in either case is very useful.

13.30 - 15.00

Lunch

Friday, 1st November (15.00 – 18.30)

15.00 – 17.00

Human Resources: Sharing best practices**Aim:**

To introduce the work of the working group for a Human Resources guideline. To share and discuss best practices in person to benefit the guideline.

Means:

- Short introduction by ELSA International
- Presentation by the working group
- Q&A
- Discussion

17.00 – 18.30

Misc. & 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**Draft Timetable**

ICM Opatija													
Draft FM Timetable													
Time	Sun 27 th	Mon 28 th	Tue 29 th	Wed 30 th	Thu 31 st	Fri 1 st	Sat 2 nd	Sun 3 rd					
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast					
08:30													
09:00													
09:30													
10:00													
10:30	Activity Report	Jurisdiction	Open Workshop	Free Time	Applications	Final Plenary	Departure of the Participants						
11:00	Taxes	Grants	Open Workshop	Sightseeing	Final Accounts								
11:30					Relief of Responsibility								
12:00													
12:30	Proposals	Lunch	Lunch	Lunch	Lunch			Lunch					
13:00	Letters of A. & Payments												
13:30	Opening Plenary					EDF			Mid-Plenary	Training: Planning in Financial Management	Conference	Penalty System	
14:00												Candidate Workshop	Participation Fees
14:30													
15:00													
15:30		Opening Workshop	Budget	Reporting Time	Reporting Time		Dressing/ Reporting Time						
16:00	Officers & Freshers	Reporting Time											
16:30													
17:00													
17:30	HoD	Dinner	Dinner			Dinner		Dinner					
18:00	Dinner												
18:30													
19:00													
19:30													
20:00		Party	Party	Party	Party	Party	Gala Ball						
20:30													
21:00													
21:30													
22:00													
22:30	Party	Party	Party	Party	Party								
23:00													
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 LXIII Council Meeting of ELSA, held in Cologne;
- Read the Council Meeting Decision Book, 38th Edition, focus on the Financial Management part;
- Read the Minutes of the Financial Management Workshop in from the LXII Council Meeting in Batumi and the LXIII Council Meeting in Cologne. You can download them from:
 - ICM Batumi: http://files.elsa.org/ICM_Minutes/ICM_Min_2012_II_Batumi.pdf
 - ICM Cologne: http://files.elsa.org/ICM_Minutes/ICM_Min_2013_I_Cologne.pdf
- Read the One Year Operational Plan (OYOP) of ELSA International 2013/2014 and the International FM OYOP for 2013/2014;
- Please prepare a written Activity Report and send it to the FM mailing list;

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

Also, feel free to use the FM mailing list (ELSA-FM@LISTSERV.ELSA.ORG) to start discussion and get a good start before the ICM. The FM mailing list can be used to bring up ideas you want to share and issues you feel need to be discussed before or during the ICM.

Welcome to the FM Workshop!



Rebecca Yourstone
Deputy Treasurer
ELSA International 2013/2014

Draft Agenda

Sunday, 27th October (17.30 – 20.00)

17.30 - 18.30

Opening Workshop

Aim:

To elect the Workshop Officers and to approve the Draft Agenda. To get to know each other and to share expectations for the upcoming week.

Means:

- Opening of the Financial Management Workshop
- Presentation of the tasks of the Workshop Officers
- Election of the Workshop Chair, Vice Chair and Secretaries
- Defining 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 the Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. The 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 answer questions that arise

Monday, 28th October (10.00 – 13.30)

10.00 - 11.30

Activity Report**Aim:**

To evaluate the term in office so far and get an impression on what is going on in the FM area in different groups. To go through the Activity Reports prepared for the ICM. To share experiences; good ones as well as bad ones.

Means:

- Presentation of Activity Reports
- Sharing of experiences

Preparations:

Please prepare a written Activity Report and send it to the FM mailing list (ELSA-FM@LISTSERV.ELSA.ORG) before the ICM. Also, read the FMers Activity reports sent to the list prior the ICM.

11.30 - 12.30

Taxes**Aim:**

To give an update on the tax situation of ELSA International. To discuss the tax situation for NGO's in different countries and to share experiences and/or problems.

Means:

- Presentation
- Q&A
- Roundtable
- Discussion

12.30 - 13.30

Proposals**Aim:**

To discuss the FM proposals by ELSA International.

Means:

- Presentation of the proposals
- Discussion
- Voting on proposals

Preparations:

Read the proposals by ELSA International on pages [164](#) and [167](#)

13.30 - 15.00

Lunch

Monday, 28th October (15.00 – 19.00)

15.00 - 16.30

EDF

Aim:

To get the Treasurers more familiar with the EDF and the regulations regarding it. To discuss potential solutions to the debt situation of the EDF.

Means:

- Presentation
- Group discussions
- Presentation of group discussions
- Conclusions

Comment:

The ELSA Development Foundation was created to overcome structural weaknesses in the Network. At the moment ELSA International has a large debt towards the EDF, and we need to find a solution on how to best separate the funds of the EDF from the ones of ELSA International.

16.30 - 17.30

Candidate(s) Workshop

Aim:

To give the candidate(s) for the position of Treasurer of ELSA International 2013/2014 and opportunity to present themselves. To ask questions to the candidate(s).

Means:

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

17.30 - 19.00

Joint Workshop BEE & FM: Budget

Aim:

To revise the current budget of ELSA International 2013/2014 according to the updated financial situation.

Means:

- Presentation of the proposal on the revision of the budget of ELSA International 2013/2014 by ELSA International
- Q&A
- Discussion
- Amendments
- Voting

Preparations:

Look through the proposal on the revision of the budget of ELSA International 2013/2014 on page [214](#)

Tuesday, 29th October (10.00 – 13.30)

10:00 – 11:30

Joint Workshop BEE, IM & FM: ELSA International Jurisdiction**Aims:**

To present the research done by the International Jurisdiction Working Group and the best three National Jurisdiction Research Groups. To make a decision on moving the jurisdiction of ELSA International and to have a discussion on the possibilities of where to move.

Means:

- Introduction on Jurisdiction of ELSA International
- Presentation of IJWG
- Discussion about the possibility of moving the jurisdiction
- Presentation of the best three NJRG's
- Q&A to NJRG's
- Discussion and voting on possible move

Comments:

At the moment there are 10 different National Jurisdiction Research Groups who are all researching the possibilities of moving the jurisdiction of ELSA International to their country. The International Jurisdiction Working Group is providing them with a framework and supporting them in their research. Two weeks before the ICM, the IJWG will select the best three possibilities and help the NJRG's prepare their presentation for ICM.

11.30 – 13.30

Joint Workshop FM, AA and S&C: Project Grants**Aims:**

The purpose of this workshop is to get the officers more familiar with project grants aiming to finance AA and S&C activities as well as the application procedures related on a general level.

Means:

- Presentation by ELSA International 2013/2014
- Simulation
- Evaluation
- Conclusion

Comments:

Grants can provide great opportunities to finance the projects of our association. Still there are a lot of regulations and obligations attached to grants and the application procedure. As an association ELSA is still very inexperienced with these procedures. Therefore, we will have to start to deal with this topic on a broader scale and discuss it with the officers.

13.30 - 15.00

Lunch

Wednesday, 30th October (10.00 – 13.30)

We have organised two blocks with three different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found starting from page [108](#)

OPEN WORKSHOPS 1

10.00 – 12.00

Profile of ELSA

Social Events and ELSA

IT Team

OPEN WORKSHOPS 2

12.00 – 13.30

Strategic Planning

ELSA House

Jurisdiction

13.30 - 15.00

Lunch

Wednesday, 30th October (15.00 – 19.00)

15.00 - 19.00

Training on FM planning**Aim:**

To give the Treasurers the tools they need to plan and structure their work.

Means:

- Training delivered by an ITP Trainer

Comment:

In the last couple of years the SotNs have shown that lack of financial management has been one of the biggest difficulties within the FM area. The goal of this Training is to give the Treasurers the tools needed to plan and structure their work, as well as to overcome potential obstacles, in order to deal with this issue.

Friday, 1st November (10.00 – 13.30)

10.00 – 11.00

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

To present and discuss the Membership application of ELSA Russia.

To present and discuss the Observership application of ELSA Armenia

Means:

- Introduction by ELSA International
- Presentation of the application by ELSA Russia
- Q&A to ELSA Russia
- Presentation of the application by ELSA Armenia
- Q&A to ELSA Armenia
- Voting on the recommendation of the application

Preparations:

Please read the Membership application of ELSA Russia starting from page [191](#)

Please read the Observership application of ELSA Armenia starting from page [178](#)

11.00 - 12.00

Joint Workshop BEE & FM: Approval of the Final Accounts 2012/2013**Aim:**

To vote upon recommendation of approval the Final Accounts for the financial year of 2012/2013

Means:

- Presentation by the Treasurer of ELSA International 2012/2013
- Presentation by the Auditors of ELSA International 2012/2013
- Q&A
- Voting

Preparations:

Read the Final Accounts of ELSA International 2012/2013 and the annexes to the Final Accounts via link on page [210](#)

12.00 - 13.30

Joint Workshop BEE & FM: Relief of responsibility of ELSA International 2012/2013**Aim:**

To vote upon workshop recommendation regarding relief of responsibilities of ELSA International 2012/2013.

Means:

- Presentation of the Activity Report of ELSA International 2012/2013
- Q&A
- Voting

13.30 - 15.00

Lunch

Friday, 1st November (15.00 – 18.30)

15.00 - 16.30

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

To discuss the STEP penalty system and talk about possible solutions for improving it.

Means:

- Presentation of the current penalty system
- Discussion
-

Preparations:

Read the Penalty System Part in the STEP section of the Decision Book. Read the proposal on page [174](#)

16.30 - 17.30

Participation fees

Aim:

To discuss the current participation fees and the regulations regarding favored/non-favored countries.

Means:

- Working groups
- Discussions
- Conclusion

Preparations:

Read the sections about Fees and Event Fees in the FM part of the Decision Book.

17.30 - 18.30

Misc. & Closing

Aim:

To discuss topics that were not covered in the sessions during the week. To close open discussions on topics that were not fully discussed during the week. To evaluate the week and the Financial Management workshop.

Means:

- Discussion
- Roundtable

MARKETING WORKSHOP**Draft Timetable**

ICM Opatija								
Draft Marketing Timetable								
Time	Sun 27 th	Mon 28 th	Tue 29 th	Wed 30 th	Thu 31 st	Fri 1 st	Sat 2 nd	Sun 3 rd
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30								
09:00								
09:30		Where it all starts - Research	STEP promotion	Open Workshops	Free time	S&C promotion	Final Plenary	Departure of the Participants
10:00								
10:30								
11:00		From Adrema to Follow up - PR	Unified ELSA	Open Workshops	Sightseeing	Extreme Makeover	Final Plenary	
11:30								
12:00								
12:30	Letters of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch		
13:00								
13:30								
14:00	Opening Plenary	IFP and ELSA Day	Mid-Plenary	Training: Communication and Motivation	Conference	ELSA Shop(ping)	Final Plenary	
14:30								
15:00								
15:30		Opening Workshop	MKT for dummies - Handbook	Reporting Time	Reporting Time	Which role is yours?	Final Plenary	
16:00								
16:30								
17:00		Officers & Freshers	Candidates	Reporting Time	Reporting Time	Dressing/ Reporting Time	Final Plenary	
17:30								
18:00								
18:30	HoD	Dinner	Dinner	Dinner	Dinner	Final Plenary		
19:00								
19:30								
20:00	Dinner	Dinner	Dinner	Dinner	Dinner	Final Plenary		
20:30								
21:00								
21:30	Party	Party	Party	Party	Party	Gala Ball	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, do not forget *to write an Activity Report* and send it to the Marketing mailing list and go through the following documents:

- Read these Working Materials;
- Read the Statues and Standing Orders in force after LXIII International Council Meeting;
- Read the 38th edition of the International Council Meeting Decision Book
- Read the Minutes of the Marketing Workshop from the LXIII International Council Meeting; You can download them from:
ICM Cologne: http://files.elsa.org/ICM_Minutes/ICM_Min_2013_I_Cologne.pdf
- Read the Minutes of the Marketing Workshop from the III Supporting Area Meeting – They will be sent out on the Mailinglist;
- Read the One Year Operational Plan (OYOP) of ELSA International and Marketing OYOP;
- Bring your fresh ideas and positive energy!

Links to these documents can be found from the same e-mail as these Working Materials. Please get familiar with the above mentioned documents, to enable good basic for discussions and outcome of the Workshop sessions.

Also, please read this Draft agenda. Should you need any clarification or have a question, please do not hesitate to contact the Deputy Vice President for Marketing of ELSA International at vpmarketing@elsa.org.

Use the MKT mailing list (ELSA-MARKETING@LISTSERV.ELSA.ORG) and start a discussion even before the International Council Meeting.

Welcome to the MKT Workshop!



Petra Podgoršek

Deputy Vice President for Marketing

ELSA International 2013/2014

Draft Agenda

Sunday, 27th October (17.30 – 20.00)

17.30 – 18.30

Opening Workshop

Aim:

To open the Marketing Workshop of the LXIV International Council Meeting. To elect the Workshop Officers and to approve the draft agenda. To get to know each other and to share expectations for the week. To give a general overview of the meeting.

Means:

- Opening of the Marketing Workshop
- Presentation of the tasks of the Workshop Officers
- Election and voting upon the Workshop Officers
- Presentation of the Workshop rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable: Expectations of the participants.

Comments:

Write down questions you might have, even though they are not related to any of the topics on the agenda. All these questions will be answered during the Question & Answer time on Friday at the closing workshop.

18.30 - 20.00

Officers' Trainings

Aim:

To train the Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. The 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 answer questions that arise

Monday, 28th October (10.00 – 13.30)

10.00 – 11.30

Where it all starts - Research

Aim:

To give the participants a general overview of Marketing Research. We will go through the tools, methods and easy ways of conducting the research for the National/Local Groups.

Means:

- Presentation by ELSA International
- Discussion
- Sharing the best practices by Participants

Comments:

Think about the research in your ELSA Group. Does your ELSA Group conduct any research? For which events/projects? When? How often? Do you think it is important to have the research for ELSA Activities or ELSA in general?

11.30 – 13.30

From Adrema to Follow up - PR

Aim:

To learn about and have practice with the tools that can be used in Public Relations, with the special attention to Press Release and the whole process behind it - from draft to published Press Release.

Means:

- Presentation by ELSA International
- Exercise
- Conclusion by ELSA International

13.30 – 15.00

Lunch

Monday, 28th October (15.00 – 19.00)

15.00 – 17.00

Joint Workshop AA, S&C, BEE and MKT: IFP- Media Law and ELSA Day

Aim:

To introduce the development strategy of the IFP and present the second edition of ELSA Day.

Means:

- Presentation by ELSA International
- Roundtable discussion

Comments:

In order to have a good implementation of the new IFP topic we need to discuss the strategy of developments and the outcome that we want to achieve.

17.00 – 18.00

MKT for dummies – Marketing Handbook

Aim:

To give participants a general overview of the process of making Marketing Handbook and to brainstorm together with participants which topics/style of writing shall be included and implemented in the new Marketing Handbook.

Means:

- Presentation by ELSA International
- Exercise
- Discussion

Comments:

Bring the example of the Marketing Handbook of your ELSA Group, so we can implement the best things from each in the common Marketing Handbook. Think also about the beginning of your term in the office – would it be useful for you to have the Marketing Handbook and would you use it also during your term in office? Which topics do you think are essential and should be included in the Marketing Handbook? Are you interested to actively participate and contribute to the new Marketing Handbook and learn more about Marketing?

18.00 – 19.00

Candidate Workshop

Aim:

Participants will receive the presentation by the candidate(s) for the position of the Vice President for Marketing of ELSA International 2013/2014. Also, the participants will have the possibility to ask questions to the candidate(s).

Means:

- Presentation of the Candidate(s)
- Questions & Answers to the candidate(s)

Comments:

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

Tuesday, 29th October (10.00 – 13.30)

10.00 – 11.30

Joint Workshop STEP, MKT: STEP Promotion

Aim:

To introduce and discuss about the strategy of promotion for STEP for the next year and to discuss about the cooperation between STEPers and Marketers within this Area.

Means:

- Presentation by ELSA International
- Discussion

Comments:

Besides main discussion, participants will have a chance to brainstorm about new ways on how to improve the STEP area from the marketing perspective, to make even better relationship with trainees on the one and employers on the other hand.

Preparations:

Please bring your MKT materials

11.30 – 13.30

Joint Workshop BEE, MKT: Unified ELSA

Aim:

To discuss about the marketing for Presidents in practice. We will go through several types of materials that presidents need while representing ELSA to externals. We will discuss the ways of cooperation between presidents and marketers and bring up the importance of unified communication.

Means:

- Presentation by ELSA International
- Small working groups
- Discussion

Comments: Besides the main discussion, participants will also practice and brainstorm about the new ways to look unified toward externals.

13.30 – 15.00

Lunch

Wednesday, 30th October (10.00 – 13.30)

We have organised two blocks with three different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found starting from page [108](#)

OPEN WORKSHOPS 1

10.00 – 12.00

Profile of ELSA

Social Events and ELSA

IT Team

OPEN WORKSHOPS 2

12.00 – 13.30

Strategic Planning

ELSA House

Jurisdiction

13.30 – 15.00

Lunch

Wednesday, 30th October (15.00 – 19.00)

15.00 – 19.00

Training: Communication in combination with Motivation

Aim:

To give the participants interesting and useful knowledge about communication and also encourage them for cooperation and communication within the Network during their term in Office.

Means:

- Training delivered by a Trainer from the International Trainers' Pool

Friday, 1st November (10.00 – 13.30)

10.00 – 11.30

Joint Workshop S&C, MKT: S&C Promotion

Aim:

To discuss about the promotion of the S&C area.

Means:

- Presentation by ELSA International
- Discussion

Comments:

Since the S&C area is very diverse in its projects, we will put the special focus on how could ELSA Groups define their niche within the area while promoting S&C projects and what kind of promotional tools could S&Cers use and make in the upcoming year to make their projects even better promoted.

11.30-12.30

Extreme Makeover – Members' Magazine

Aim:

To give participants the insight about the process and challenges regarding producing Synergy Magazine. To discuss about the idea of restructuring our Members' Magazine. Also, to give the

floor to the participants to share the best practices regarding their Members' Magazines/Newsletters.

Means:

- Presentation by ELSA International
- Sharing the best practices by the Participants
- Open discussion
- Conclusion by ELSA International

Comments: Bring example of your Members' Magazine/Newsletter to share the best practices and to raise the awareness about your Magazine/Newsletter among the participants. Also, go through the last editions of the Synergy Magazine and prepare comments about what could be changed and restructured.

12.30 – 13.30

A design world...in which there is respect for excellent ideas and creative diversity.

Aim:

To discuss about the needs of the Marketers regarding the templates, designing the materials and our Corporate Identity. To open the discussion together with the Graphic Design Team on how to provide the support to the Marketers with the bottom up approach and raise the topic how to increase the unified image of ELSA.

Means:

- Open discussion
- Participants showing their materials
- Conclusion by ELSA International

Comments: Bring your marketing materials for comparison and inspiration and useful starting point for our discussion and brainstorming. Also, go through the ELSA Identity Handbook. You can find it on Officers' Portal under Marketing section.

13.30 – 15.00

Lunch

Friday, 1st November (15.00 – 18.30)

15.00 – 16.00

ELSA Shop(ping)**Aim:**

During the Supporting Area Meeting (SAM) ELSA International presented the idea that we could have a common place (website, internal shop, forum) to gather all ELSA products produced within our Network and to use this products for internal and external promotion. The idea was very well accepted among SAM participants and therefore, we want to open and develop this discussion further on at the International Council Meeting.

Means:

- Open discussion
- Participants
- Conclusion by ELSA International

Comments:

Do the research for your ELSA group and check if you are or were in the past, producing ELSA products. If possible, bring products to the Workshop to show them to the participants.

16.00 – 17.30

Which role is yours? ADV and Promotion of ELSA projects/events**Aim:**

Based on the debate during the Supporting Area Meeting, marketers are many times facing the lack of the time to plan and the lack of Human Resources during promotion of their projects/events. Therefore, this workshop will be divided in two parts. First part will be the presentation about Advertising and the second will be about promotion of ELSA events/projects within the Network. In the second part the participants will be working in groups practicing the promotion, with their fellow marketers, for different projects/events and by presenting them, gain the ideas and potentially make the common plans for promoting different ELSA projects/events.

Means:

- Presentation by ELSA International
- Exercise
- Conclusion by ELSA International

17.30 – 18.30

Misc. & closing the Workshop

Aim:

To conclude the Marketing workshop and to discuss/answer the questions, which were left open during the week. To find out about participants' expectations for the upcoming ICM and to get feedback and ask about satisfaction with this International Council Meeting and Marketing Workshop.

Means:

- Questions & Answers
- Feedback
- Conclusion by ELSA International

ACADEMIC ACTIVITIES WORKSHOP**Draft Timetable**

ICM Opatija												
Draft AA Timetable												
Time	Sun 27 th	Mon 28 th	Tue 29 th	Wed 30 th	Thu 31 st	Fri 1 st	Sat 2 nd	Sun 3 rd				
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast				
08:30												
09:00												
09:30												
10:00												
10:30	The Key Area AA in the Board	Legal Publications	Open Workshops	Free time	HRMCC	Final Plenary	Departure of the Participants					
11:00	Problem solving for AA & MCC Officers	Grants		Open Workshops	Sightseeing			Legal Research Groups				
11:30	Trainings		Institutions									
12:00												
12:30	Letters of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch						
13:00												
13:30	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch		Lunch				
14:00												
14:30												
15:00									Marketing IFP	Mid-Plenary	MCCs in general	Conference
15:30							EMC2				Open AA Forum	
16:00	Opening Workshops	Projects of the Network	Mid-Plenary	Fairy Tale MCC	Conference	Closing Workshop						
16:30							Final Plenary					
17:00	Officers & Freshers	Reporting Time	Mid-Plenary	Reporting Time	Reporting Time	Dressing/ Reporting Time						
17:30							HoD					
18:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner						
18:30												
19:00	Party	Party	Party	Party	Party	Gala Ball	Party					
19:30												
20:00												
20:30												
21:00												
21:30												
22:00	Party	Party	Party	Party	Party	Party						
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 read the following materials, and download them on your computer to bring to the Workshop sessions:

- Statutes and Standing Orders, in force after the 61st Council Meeting of ELSA
- Council Meeting Decision Book, 35th Edition, the general part and the AA part
- Working Materials
- Minutes of the AA Workshop from ICM Cologne and KAM Bratislava
- AA Handbook
- MCC Organizers' Manual
- IFP Handbook
- AA Forms

Make sure to read the Minutes from the AA workshop at the last International Council Meeting. This is of great importance for the procedure, discussions and outcome of the Workshop sessions. In order for us to make some progress from the outcome of the AA Workshops during the Key Area Meeting in Bratislava, it is important that you also read these minutes.

You can find the rest of the documents listed above on the officers' portal; www.officers.elsa.org. Please bring your laptop with you, it is recommended since it will be useful during the Workshops.

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

Please prepare a written Activity Report, and send it out on the AA mailinglist before ICM. It is important for all of us to be aware of what is going on in the network, in order for us to have the best possible outcome of the Workshops.

The more prepared you come to ICM, the better outcome we will have! And most importantly, bring positive energy, your own thoughts and ideas and a lot of ELSA spirit!

We are looking forward to see you in the AA Workshops!



Tino Boche

VP AA of ELSA International



Oda Linneberg Uggen

VP MCC of ELSA International

Draft Agenda

Sunday, 27th October (17.30 – 20.00)

17.30 – 18.30

Opening Workshop

Aim:

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

Means:

- Opening of the 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: Introductions and expectations of the participants

Comments:

After finalizing the procedural issues for the Workshop, participants will be ready to listen to the presentations given by ELSA International, and to get actively involved in the discussions and roundtables taking place during the KAM.

18.30 - 20.00

Officers' Trainings

Aim:

To train the Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. The 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 answer questions that arise

Monday, 28th October (10.00 – 13.30)

10.00 – 11.00

The Key Area AA in the Board**Aim:**

To give the AA officers a general overview of possible interaction with other areas, with a special focus on the officers for Moot Court Competitions, since this is a general development in the network.

Means:

- A short overview from ELSA International
- Q&A
- Discussions

Comments:

It is important to discuss the possibilities the officers have to cooperate, and also make the officers aware about the advantages of having one person in the board in charge of Moot Court Competitions and the structural changes related to it.

11.00 – 12.30

Problem Solving for AA and MCC Officers**Aim:**

The variety of tasks AA and MCC Officers have to deal with are very diverse. This Workshop is therefore aiming to simulate some general situations which might occur during the term of office.

Means:

- Short introduction by ELSA International
- Roundtable
- Simulations
- Evaluation
- Conclusions

Comments:

It is important to get inputs and be aware of situations that might occur during your term in office in a structured environment. This Workshops also serves as an introduction to the following joint Workshop with the IM Officers, because it can make us aware of trainings we might need to develop.

12.30 – 13:30

Joint Workshop AA and IM: Training Opportunities**Aim:**

To discuss and brainstorm new opportunities of trainings to reflect the tasks AA and MCC Officers have to deal with, and to map what the current needs of the officers are, in order to facilitate useful trainings.

Means:

- Short introduction by ELSA International
- Working groups
- Presentation of results
- Conclusions

Comments:

It is important to keep the training portfolio up to date and close to the needs of the network.

Preparations:

Please think about the concrete output you would need from a training.

13.30 – 15.00

Lunch

Monday, 28th October (15.00 – 19.00)

15.00 – 17.00

Joint Workshop AA, S&C, BEE and MKT: IFP- Media Law and ELSA Day**Aim:**

To introduce the development strategy of the IFP and present the second edition of ELSA Day.

Means:

- Presentation by ELSA International
- Roundtable discussion

Comments: in order to have a good implementation of the new IFP topic we need to discuss the strategy of developments and the outcome that we want to achieve.

17.00 – 19.00

Presentations from local and national officers**Aim:**

To give the officers a chance to present current projects and plans in their respective ELSA groups and have a chance to inspire each other with ideas and experiences.

Means:

- Short introductions by ELSA International
- Presentations by the participants (approximately five minutes per participant)
- Discussion

Comments:

During the open workshop in the AA Workshop during the Key Area Meeting in Bratislava, it became clear that there are a lot of great projects going on in the network, which differ from the “classical AA-projects”. This workshop serves to give the officers a chance to present their own projects and learn about other’s projects. This workshop is put purposely in the beginning of the week, so that the officers have time to discuss further outside of Workshop time, and so that they can think about which projects they would like to discuss further in the Open Workshop at the end of the week.

Preparations:

Please prepare a short presentation about projects going on in your ELSA Group this year. The presentation should be maximum five minutes.

Tuesday, 29th October (10.00 – 13.30)

10.00 – 11.30

Legal Publications**Aim:**

This workshop will explain the history of Legal Publications and its role in ELSA during the last 20 years. Furthermore we will talk about the reintroduction of the Law Review within the Network.

Means:

- Presentation by ELSA International 2013/2014
- Discussion about the outline for the Law Review
- Q&A

Comments:

ELSA had a strong impact in the field of Legal Publications especially with the Law Review in the past. Unfortunately and mainly due to the lack of Human Resources in our association we neglected the proper upkeep of these projects with the affect that they slowly died or were replaced. Nether the less a Legal Publication would an important academic output for our association as well as a good tool to win partners and new academic contacts.

Preparations:

Please read the outline of the Law Review we will send via the AA mailing list.

11.30 – 13.30

Joint Workshop FM, AA and S&C; Project Grants**Aim:**

The purpose of this workshop is to get the officers more familiar with project grants aiming to finance AA and S&C activities as well as the application procedures related on a general level.

Means:

- Presentation by ELSA International 2013/2014
- Simulation
- Evaluation
- Conclusion

Comments:

Grants can provide great opportunities to finance the projects of our association. Still there are a lot of regulations and obligations attached to grants and the application procedure. As an association ELSA is still very inexperienced with these procedures therefore we will have to start to deal with this topic on a broader scale and discuss it with the officers.

13.30 – 15.00

Lunch

Wednesday, 30th October (10.00 – 13.30)

We have organised two blocks with three different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found starting from page [108](#)

OPEN WORKSHOPS 1

10.00 – 11.30

Profile of ELSA
Social Events and ELSA
IT Team**OPEN WORKSHOPS 2**

12.00 – 13.30

Strategic Planning
ELSA House
Jurisdiction

13.30 – 15.00

Lunch

Wednesday, 30th October (15.00 – 19.00)

15.00 – 16:00

Moot Court Competitions in general**Aim:**

To give officers the chance to exchange their experiences with past and future Moot Court Competition projects on national and local levels. To create an interactive session for brainstorming about establishment and organization of Moot Court Competitions on local and national level.

Means:

- Presentation by ELSA International
- Roundtable
- Working Groups
- Presentation of results
- Conclusions

Comments:

It is important for officers to share their knowledge and experience in the Moot Court Area. This way we can learn from each other and assist each other in solving our challenges. With this Workshop, we raise the awareness of Moot Court Competitions, and educate our members on how to develop them. The results from the working groups will be kept, and added to the MCC Organizer's Manual.

Preparations:

Please inform yourself about the ongoing Moot Court Projects on the national and local level in your Member Country and get familiar with the MCC Organizer's Manual.

16.00 – 17.00

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

To present the 12th edition of the ELSA Moot Court Competition on WTO Law in cooperation with the World Trade Organization. This workshop will focus on specific challenges related to this project in particular and the promotion of the project and how to gather teams, since the Registration Deadline is the 10th of December.

Means:

- Presentation by ELSA International
- Working Groups
- Conclusions

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. The topic of Trade Law is somewhat narrow. In addition to this, the structure of the competition requires a more specific approach regarding promotion.

Preparations:

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

17.00 – 19.00

Fairy Tale Moot Court Role Play

Aim:

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

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 sessions is intended to let them understand how a Moot Court pleading looks like.

Preparations:

Read the MCC Handbook in order to understand the procedural part.

Friday, 1st of November (10.00 – 13.30)

10.00 – 11.00

The European Human Rights Moot Court Competition

Aim:

To introduce the 2nd edition of the European Human Rights Moot Court Competition, which is organized in cooperation with the Council of Europe. An evaluation of the promotion and amount of teams, as well as an opportunity to brainstorm about improvements for the Final in Strasbourg and the future of the competition.

Means:

- Presentation by ELSA International
- Roundtable and discussions
- Conclusions

Comments:

It is important that all officers are familiar with this important project. It is also an advantage to use the AA Workshop as a forum for discussing possible improvement of the competition.

Preparations:

Please inform yourself on what has been done to promote the competition on local and national level in your country. You can read more about the competition at

<http://humanrightsmootcourt.org>.

11.00 – 12.30

Legal Research Groups

Aim:

Legal Research Groups are an important project within the AA area. This workshop aims to explain the exact parameters of this project type as well as past and future research opportunities for the ELSA network.

Means:

- An overview about LRGs are given by ELSA International
- Q&A
- Discussion

Preparations:

Please read the AA Part of the Decision Book and AA Handbook for further information about Legal Research Groups.

12.30 – 13.30

Institutional Relations

Aim:

This workshop will give an overview and raise awareness about the close relation ELSA has to various Institutional Relations. The time will also be used to inform the participants about the status of the current cooperation's as well as possible future ones. ?

Means:

- Presentation of the cooperation with the different Institutional Relations
- Q&A
- Discussion about where we want to go and problems we might have
- Summary

Comments:

ELSA has a strong connection to various kinds of Institutional Relations which help us to realize projects and keep our association running on a general level. New projects of great relevance for our Network are brought to the scene each year. The success of the partnership depends on several different aspects. Among those there is the involvement of the ELSA Network as a whole. We will also present the main projects that ELSA International has been developing and aiming for with its Institutional partners as well as the possibilities for our Groups and our Members and also to discuss good practices. It also aims to explain how the different cooperation are structured and what are the opportunities for the future.

Friday, 1st of November (15.00 – 18.30)

15.00 – 15.30

Studies Abroad Programme**Aim:**

We would like to re-open the discussion among the AA officer concerning Studies Abroad and explain the actual idea and benefits behind this project type. We also would like to analyze the current situation of Studies Abroad with all of you and decide upon the future investment in this field and what measures can be taken to improve its related projects.

Means:

- A little overview is given by ELSA International
- Q&A
- Discussion

Preparations:

Please read the AA Part of the Decision Book and AA Handbook for further information about Studies Abroad in ELSA.

15.30 – 17.30

Open AA Forum**Aim:**

This workshop shall give an open space to the participants to address topics within ELSA or the AA area they would like to discuss or get input about. The topics for this session will be gathered on the mailing list and later be presented during the Open AA Forum of the International Council Meeting. It is also possible to add topics to this Workshops during the ICM week.

Means:

- We will discuss the topics and projects proposed by the Network in an open and informal way

Comments:

In a lot of cases there is not enough time during the workshops to present unique projects organized by the National Groups or discuss aspects of the Key Area AA with an appropriate amount of time. This is why we included this session to ensure this kind of exchange which is important for the development of the Key Area and its officers as a whole.

Preparations:

Think about topics you would like to discuss with the other participants of the AA Workshop or projects you would like to present and share it on the AA Mailing List or send to Oda or Tino from the International Board to include it in the agenda.

17.30 – 18.30

Closing Workshop**Aim:**

In this final workshop we will sum up the ICM together as well as gathering inputs for the Workshop content for the next ICM in Malta. We will also use the time for feedback and for a proper closing of the Workshop.

Means:

- Evaluation of the Workshop
- Roundtable to gather Inputs
- Final Q&A
- Closing of the Workshop

Preparations:

Think about issues and topics that are unclear. Do not hesitate to ask questions if you feel the need to clarify something. Give constructive feedback of the event.

SEMINARS AND CONFERENCES WORKSHOP**Draft Timetable**

ICM Opatija								
Draft S&C Timetable								
Time	Sun 27 th	Mon 28 th	Tue 29 th	Wed 30 th	Thu 31 st	Fri 1 st	Sat 2 nd	Sun 3 rd
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30								
09:00								
09:30								
10:00		What we did?	S&C and IFP	Open Workshops	Free time	S&C Promotion	Final Plenary	Departure of the Participants
10:30	Let's discover our regulations!							
11:00								
11:30								
12:00	Project Grants	Open Workshops	Sightseeing	Share & Care + Closing				
12:30								
13:00	Letters of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch		
13:30								
14:00	Opening Plenary	IFP and ELSA Day	Mid-Plenary	ELSA Summer Law Schools	Conference	Training: Presentation & Motivation Skills	Final Plenary	
15:00								
15:30		Changes in the DB	Time for Study Visits!	Reporting Time	Dressing/ Reporting Time			
16:00								
16:30		Opening Workshops	Communication	Reporting Time	Reporting Time			
17:00								
17:30	Officers & Freshers	Reporting Time	Reporting Time	Reporting Time				
18:00								
18:30	HoD	Dinner	Dinner	Dinner	Gala Ball	Dinner		
19:00								
19:30	Dinner	Dinner	Dinner	Dinner	Gala Ball	Dinner		
20:00								
20:30	Party	Party	Party	Party	Party	Party		
21:00								
21:30								
22:00								
22:30								
23:00								
23:30								

Preparations and reminders for the Seminars & Conferences Workshop

Please read and bring the following materials to the Workshop sessions:

- Statutes and Standing Orders, in force after the 63rd Council Meeting of ELSA
- Council Meeting Decision Book, 38th Edition
- ICM Croatia Working Materials
- Energy, ideas and S&C Spirit

In order to have fruitful discussion and to be able to have good outcome of the sessions, please make sure to read the Minutes from at least the previous International Council Meetings (ICM Cologne) and from the III Key Area Meeting Bratislava. If you bring your laptop with you, it is recommendable that you have these minutes downloaded on your computer.

It is also of great importance for the efficiency of the workshop to be prepared on the content of our internal regulations. Please read the Statute and Standing Orders and the Decision Book, with particular attention to: decision relating to ELSA in general, to S&C and to BEE (Institutional Relations).

Please read also this Draft agenda carefully. You will have an overview of the topics that will be treated and you will be able to prepare ideas and experience to share with the S&C Team!

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

Bring with you S&C Spirit!

Welcome to the S&C Workshop!



Ana Roce
Vice President Seminars and Conferences
ELSA International 2013/2014

Draft Agenda

Sunday, 27th October (17.30 – 20.00)

17.30 – 18.30

Opening Workshop

Aim:

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

Means:

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

18.30 - 20.00

Officers' Trainings

Aim:

To train the Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. The 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 answer questions that arise

Monday, 28th October (10.00 – 13.30)

10.00 – 11.00

What we did?**Aim:**

To share experience of organized projects and to learn about the projects in other National Groups.

Means:

- Roundtable discussion

Comments:

At the moment we are not aware about different projects that are organized in different Local and National Groups. During this session we will have time to share our experience and discuss the challenges that we faced.

Preparation:

Prepare a summary of your Activity Reports and think of which experience, projects, problems do you want to share with the Workshop.

11.00 – 13.30

Let's discover our regulations!**Aim:**

To go through the regulations in the Decision Book that concern S&C Officers. To underline the importance of S&C part of the Decision Book as a roadmap for quality in the organization of S&C events. To discuss proposals to amend the S&C part of Decision Book.

Means:

- Presentation by ELSA International
- Roundtable discussion
- Voting on proposals

Comments:

During ICM Cologne S&C part of the Decision book was changed; is important that all Officers are aware of the regulations and their obligations.

Preparations:

Please read the Seminars & Conferences Part of the Decision Book and the S&C Handbook. Read also the part related to Institutional Relations, in the BEE Part, read the Strategic Goals and the Strategic Planning parts of the Decision Book. Read the proposals by ELSA International on page [168](#) - [170](#)

13.30 – 15.00

Lunch

Monday, 28th October (15.00 – 19.00)

15.00 – 17.00

Joint Workshop AA, S&C, BEE and MKT: IFP- Media Law and ELSA Day

Aim:

To introduce the development strategy of the IFP and present the second edition of ELSA Day.

Means:

- Presentation by ELSA International
- Roundtable discussion

Comments:

In order to have a good implementation of the new IFP topic we need to discuss the strategy of developments and the outcome that we want to achieve.

17.00 – 17.30

Joint Workshop S&C and BEE: Changes in the Decision Book

Aim:

To discuss proposed amendments of the Decision Book.

Means:

- Presentation of the proposals
- Roundtable discussion and voting

Comments:

The proposals are concerning ELSA delegations that are regulated in the BEE part of the Decision Book. As the S&C Officers are mainly responsible for delegations, we will discuss the proposals together: Presidents and S&C Officers.

Preparations:

Read the proposal regarding Delegations on page [165](#)

17.30 – 19.00

Communication

Aim:

To discuss main communication channels that we will use. To learn how to properly transmit information through all levels.

Means:

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

Comments:

Good information flow is crucial for our work. During the Workshop we will present the tools and platform that we have and discuss the challenges that we are facing.

Tuesday, 29th October (10.00 – 13.30)

10.00 – 11.30

S&C and IFP

Aim: to discuss potential S&C project that can be organized and how to implement IFP in our work.

Means:

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

Comments:

As a Key Area we are the one that will organize the project that will reflect the development of the Programme so is important that we are aware of our possibilities and responsibilities.

11.30 – 13.30

Joint Workshop FM, AA and S&C: Project Grants

Aims:

The purpose of this workshop is to get the officers more familiar with project grants aiming to finance AA and S&C activities as well as the application procedures related on a general level.

Means:

- Presentation by ELSA International 2013/2014
- Simulation
- Evaluation
- Conclusion

Comments:

Grants can provide great opportunities to finance the projects of our association. Still there are a lot of regulations and obligations attached to grants and the application procedure. As an association ELSA is still very inexperienced with these procedures therefore we will have to start to deal with this topic on a broader scale and discuss it with the officers.

13.30 – 15.00

Lunch

Wednesday, 30th October (10.00 – 13.30)

We have organised two blocks with three different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found starting from page [108](#)

OPEN WORKSHOPS 1

10.00 – 12.00

Profile of ELSA
Social Events and ELSA
IT Team

OPEN WORKSHOPS 2

12.00 – 13.30

Strategic Planning
ELSA House
Jurisdiction

13.30 – 15.00

Lunch

Wednesday, 30th October (15.00 – 19.00)

15.00 – 17.00

ELSA Summer Law Schools

Aims:

To provide officers with skills and proper structure for organizing ELSA Summer Law Schools.
To discuss steps that will take us to development of the project.

Means:

- Presentation by ELSA International
- Presentation of experienced Officers in organizing SLS
- Working groups
- Presentations by the Working groups
- Open Discussion
- Presentation of the upcoming SLS

Comments:

Summer Law Schools are one of our more prestige events in the Network. It is time to develop the structure, raise the quality of the academic programme and brand them as one event that can help us in their promotion.

17.00 – 19.00

Time for Study Visits!

Aims:

To provide S&C Officers with skills and knowledge for organizing international Study Visits. To present tools that we have.

Means:

- Presentation by ELSA International
- Discussion
- Working groups
- Presentations by the Working groups
- Open Discussion

Comments:

Study Visits include the essence of ELSA; the sharing of experiences between people with different cultural and legal background. They are one of the most developed activities in the Network; however there is space for improving. During workshop we will try to detect all the challenges that we are facing and discuss measures for overcoming the problems.

Preparations: Be ready to present the Study Visits that your Local Groups are planning or would like to have.

Friday, 1st November (10.00 – 13.30)

10.00 – 11.30

Joint S&C and MKT: S&C Promotion**Aim:**

To discuss about the promotion of the S&C area.

Means:

- Presentation by ELSA International
- Discussion

Comments:

Since the S&C area is very diverse in its projects, we will put the special focus on how could ELSA Groups define their niche within the area while promoting S&C projects and what kind of promotional tools could S&Cers use and make in the upcoming year to make their projects even better promoted.

11.30 – 13.30

Share & Care + Closing**Aim:**

To answer questions that has arisen during the event and we didn't have time to discuss, to give feedback of the event and to close the workshop.

Means:

- Q&A
- Roundtable discussion

13.30 – 15.00

Lunch

Friday, 1st November (15.00 – 18.30)

15.00 –18.30

Training: Presentation and Motivation Skills

Aim:

To improve Presentation and Motivation skills of the Officers.

Means:

Training provided by a trainer from the International 'Trainers' Pool.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP**Draft Timetable**

ICM Opatija								
Draft STEP Timetable								
Time	Sun 27 th	Mon 28 th	Tue 29 th	Wed 30 th	Thu 31 st	Fri 1 st	Sat 2 nd	Sun 3 rd
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30								
09:00								
09:30		STEP Intro Calendar	STEP Promotion	Open Workshops	Free time	Innovations in STEP	Final Plenary	Departure of the Participants
10:00								
10:30								
11:00		OYOP	Job Hunting	Open Workshops	Sightseeing	Final Plenary	Final Plenary	
11:30								
12:00								
12:30	Statistics	Lunch	Lunch	Lunch	Lunch	Lunch		
13:00								
13:30								
14:00	Letters of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
14:30								
15:00								
15:30		Opening Plenary	Training: Negotiation and Selling	Mid-Plenary	Selling ELSA & STEP	Conference	Penalty System	Final Plenary
16:00								
16:30								
17:00		Opening Workshops	Reporting Time	Reporting Time	Action Plan	Reporting Time	Misc. and closing	Final Plenary
17:30								
18:00								
18:30	Officers & Freshers	Reporting Time	Reporting Time	Reporting Time	Reporting Time	Dressing/ Reporting Time	Final Plenary	
19:00								
19:30								
20:00	HoD	Dinner	Dinner	Dinner	Dinner	Gala Ball	Dinner	
20:30								
21:00								
21:30	Party	Party	Party	Party	Party	Gala Ball	Party	
22:00								
22:30								
23:00								
23:30								

Preparations and reminders for the STEP Workshop

In order to actively participate and contribute to the Workshops, please, do not forget to write your *Activity Report* and send it to the STEP mailing list (elsa-step@listserv.elsa.org).

Due to some Workshops it will be also useful to write an *Action Plan* for the first 2-3 months. This you could also share on the STEP mailing list.

Furthermore please read and bring the following materials to the Workshop sessions:

- Statutes and Standing Orders, in force after the 63st Council Meeting of ELSA in Cologne (digital)
- Council Meeting Decision Book, 38th Edition (digital)
- STEP Workshop Minutes of the 63rd Council Meeting of ELSA in Cologne You can download them from:
ICM Cologne: http://files.elsa.org/ICM_Minutes/ICM_Min_2013_I_Cologne.pdf
- 3rd Key Area Meeting Minutes (Will be provided on mailinglist)
- Working Materials (digital)
- STEP Handbook and Tutorial (digital)
- Newest version of STEP Forms (digital)
- A lot of motivation and active participation (bring in physically)

Most of these documents you can find at the [ELSA Officers Portal](#).

To be best prepared for everything, you should have had a good and detailed Transition, attended at least the last International Council Meeting held in Cologne, the 3rd Key Area Meeting in Bratislava, or read the Minutes from these internal meetings.

This is of great importance for the procedure, discussions and outcome of the Workshop sessions since otherwise you will be lacking of knowledge or not up to date about the needs of STEP and the issues we will face.

Please bring your laptop with you, it is recommended since it will be necessary during the Workshops. It is also recommended that you have the aforementioned materials saved/downloaded on your computer since Internet was not always accessible in the past.

Please read this agenda carefully; should you need any clarifications, please do not hesitate to contact the Vice President STEP of ELSA International at vpstep@elsa.org.

Welcome to the STEP Workshop!



Clemens Hartig

Vice President for Student Trainee Exchange Programme
ELSA International 2013/2014

Draft Agenda

Sunday 27th October 2013 (17.30 – 20.00)

17.30 – 18.30

STEP Opening Workshop

Aims:

To elect the Workshop Officers and Secretaries, to approve the Agenda, to set the Workshop Rules and to discuss expectations of ICM.

Means:

- Election of Chair and Vice Chair and Secretaries of the workshop
- Presentation of the Agenda by ELSA International
- Approval of the Agenda – by the Workshop
- Set Workshop rules – by the Workshop
- Round table of KAM expectations – by the Workshop

Comments:

After finalising the procedural issues for the Workshop, the participants will set the Rules of the Workshops and share their expectations of ICM..

18.30 - 20.00

Officers' Trainings

Aim:

To train the Officers of this International Council Meeting on their fundamental tasks and responsibilities during the ICM. The 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 answer questions that arise

Monday 28th October 2013 (10.00 – 13.30)

10.00 – 11.00

“Get Together” & Introduction into STEP Cycles and STEP Calendar**Aims:**

To get to know each other and feel confident working as a team at this internal meeting as well as knowing the important phases of our term.

Means:

- Teambuilding Exercises
- STEP Cycle and STEP Calendar Presentation by ELSA International
- Roundtable Feedback

Comments:

Since we have a lot of freshers in STEP this year, we should try to be a good functioning team from the beginning on. Also we should all be aware about our calendar this year in order to not miss opportunities.

11.00 – 12.30

OYOP Workshop**Aims:**

To present the OYOP of ELSA International, STEP in particular and to know what other STEPers planed this year.

Means:

- OYOPs Presentation by ELSA International
- OYOPs Presentations by the participants
- Creating a Team OYOP

Comments:

It is not only important that everyone has goals in his term and plans how to achieve them, but also to plan and aim for a success as a team since we all depend on each other in our Area!

12.30 – 13.30

STEP Statistics

Aim:

To be aware about the up and downs of STEP.

Means:

- Presentation by ELSA International

13.30 – 15.00

Lunch

Monday 28th October 2013 (15.00 – 19.00)

15.00 – 19.00

Training on “*Negotiation and Selling*”

Aim:

To improve the selling and negotiation skills of STEP Officers

Means:

- Training provided by a trainer from the London School of English

Tuesday 29th October 2013 (10.00 -13.30)

10:00 – 11:30

STEP + MKT: STEP Promotion

Aims:

To introduce and discuss about the strategy of promotion for STEP for the next year and to discuss about the cooperation between STEPers and Marketers within this Area.

Means:

- Presentation by ELSA International
- Discussion

Comments:

Besides main discussion, participants will have a chance to brainstorm about new ways on how to improve the STEP area from the marketing perspective, to make even better relationship with trainees on the one and employers on the other hand.

Preparations:

Please bring your MKT materials.

11.30 – 13.30

Job Hunting (theoretical and practical)**Aim:**

To learn about the Job Hunting Theory, its Tools and how to use them.

Means:

- Presentation on the above mentioned points by ELSA International
- Simulations of different Meetings
- Video Project, self-analyses and feedback rounds

Comments:

STEP Officers have next to the President the most meetings with externals. There we present and represent ELSA and we should do it in the best and professional way. Soft skills and social rules are often underestimated. In the field of Job Hunting practice is the only way to success!

Wednesday 30th October 2013 (10.00 – 13.30)

10.00 – 13.30

Open Workshops

We have organised two blocks with three different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation. The descriptions of each workshop can be found starting from page [108](#)

OPEN WORKSHOPS 1

10.00 – 12.00

Profile of ELSA**Social Events and ELSA****IT Team**

OPEN WORKSHOPS 2

12.00 – 13.30

Strategic Planning**ELSA House****Jurisdiction.**

13.30 – 15.00

Lunch

Wednesday 30th October 2013 (15.00 – 19.00)

15.00 – 18.00

Joint Workshop BEE&STEP – “A STEP to BEE”**Aims:**

To learn how important this combination is for STEPraising and Fundraising. To learn about techniques on presenting and selling as well as to work as a team.

Means:

- Introduction into STEP & BEE
- Externals Simulation
- Skills and knowledge management
- Feedback and Evaluation

18.00 – 19.00

Action Plan**Aim:**

To make a plan for the next few weeks and use the new knowledge about Job Hunting.

Means:

- Presentation by ELSA International
- Group and individual work
- Presentations

Comments:

After single workshops, joint workshops and a Training with a strong content of Job Hunting – we should use the ideas and strategies when they are still fresh in our mind as much as possible. To have something to hold on, an Action Plan could be very useful!

Preparations:

Please bring your Action Plan if you already have one and bring your Calendar. (Digital is enough)

Friday 1st November 2013 (10.00 – 13.30)

10.00 – 13.30

Innovations in STEP – Proposal Workshop**Aim:**

To discuss all the new proposals, changes and plans in the Key Area STEP

Means:

- Presentation by ELSA International
- Presentation of Proposals by the proposing countries
- Discussions
- Voting on the Proposals

Preparations:

Read and prepare yourself to comment the proposals that can be found on page [173](#), [175](#) and [176](#)

13.30 – 15.00

Lunch

Friday 1st November 2013 (15.00 – 18.30)

15.00 – 16.30

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

To discuss the STEP penalty system and talk about possible solutions for improving it.

Means:

- Presentation of the current *Penalty System* by ELSA International
- Discussions
- Voting on proposal

Preparations:

Read the *Penalty System* part in the STEP section of the Decision Book. Read the proposal regarding penalty system on page [174](#)

16.30 – 18.30

Miscellaneous & Closing of the Workshops

Aims:

To talk and discuss left over topics, issues or proposals and to give feedback on the Workshops.

Means:

- Talk about left-over topics etc...
- Inputs and feedback from the participants
- Closing of the Workshops

OPEN WORKSHOPS

Draft Agenda

Open Workshops 1 (10.00 – 12.00)

10.00 - 12.00

The IT Team

Aim:

To give an open floor on IT related issues.

Means:

- Workshop led by the IT Team of ELSA International

Comment:

An often arising problem for our network of law students is lack of IT skills. Luckily we have a group of great and skilled people working with this area. The IT team opens up the floor on IT in ELSA and how to improve it.

10.00 – 12.00

Profile of ELSA

Aim:

To further unify the network, we will need to have a clear vision of ELSA's profile and non-political status. We will also discuss the importance of the international nature of our association.

Means:

- Discuss the possibility of a common understanding of ELSA's non-political status
- Raise awareness of the international aspect of ELSA
- Start the process of creating a unified image of ELSA

Comment:

This year we will draw conclusions from the discussions during ICM Cologne and use them to start shaping guidelines to define the meaning of the non-political status within the Network. Furthermore, we will find efficient ways to promote and explain the international opportunities of ELSA as well as opening the discussions to create a unified image of ELSA.

10.00 - 12.00

Social Events & ELSA

Aims:

To talk about organizing social events in ELSA and to present Pernod Ricard and their Responsible Party Initiative. Pernod Ricard will be there with a legal expert to talk about the legal aspects of organizing social events. These legal aspects will be focused on the consummation and sales of alcohol during your social events.

Means:

- Introduction Pernod Ricard
- Responsible Parties
- Social events in ELSA
- Legal aspects of organizing social events
- Discussion

Comment:

During the ICM there will be a ‘Responsible Party’, organized by Pernod Ricard. Think about what you like from this initiative and think about how you organize social events in your own National or Local Groups. We will discuss several aspects of this together.

Open Workshops 2 (12.00 – 13.30)

12.00-13.30

The ELSA House**Aim:**

To give the participants a picture of what is going on in the ELSA House and what it’s like to live and work there.

Means:

- Presentation and House Tour by ELSA International
- Q&A

Comment:

Many Officers wonder what it is like in the ELSA House; how it is to live and work there. Some of the participants might already have visited the house during an ELSA House visit, the Transition BBQ or the Christmas Cocktail, but still want to know more about this ELSA institution. During this session we wish to give participants a different kind of House Tour and answer questions they might have regarding it.

12:00 – 13:30

ELSA International Jurisdiction**Aims:**

To present the research done by the International Jurisdiction Working Group and the best three National Jurisdiction Research Groups. To make a decision on moving the jurisdiction of ELSA International and to have a discussion on the possibilities of where to move.

Means:

- Introduction on Jurisdiction of ELSA International
- Presentation of IJWG

- Discussion about the possibility of moving the jurisdiction
- Presentation of the best three NJRG's
- Q&A to NJRG's
- Discussion and voting on possible move

Comment:

At the moment there are 10 different National Jurisdiction Research Groups who are all researching the possibilities of moving the jurisdiction of ELSA International to their country. The International Jurisdiction Working Group is providing them with a framework and supporting them in their research. Two weeks before the ICM, the IJWG will select the best three possibilities and help the NJRG's prepare their presentation for ICM.

12.00 – 13.30

Strategic Planning**Aims:**

This aims to discuss the status quo as well as the future of Strategic Planning in ELSA due to the introduction of the new Strategic Goals 2018 that were launched at the 1st of August 2013.

Means:

- Presentation by ELSA International 2013/2014
- Discussion of the proposal to amend the Decision Book
- Discussion about the 5 year Strategic Goals Handbook
- Presentation of the 4 areas of importance:
 - Implementation
 - Measurement
 - Common Understanding
 - Promotion
- General Discussions and Q&A

Comment:

Simply put, a strategic plan is the formalized road map that describes how our association will execute the chosen strategy during the next 5 years. For a successful implementation though it is important to have a clear image on what to do - especially during the first year.

Preparations:

Please get familiar with the new Strategic Goals 2018. You can find them in the Decision Book. The most important Minutes related to the decisions made as well as the first discussion about the implementations are the ones from IPM Yalta, ICM Cologne and IPM Tbilisi.

ACTIVITY REPORTS

INTERNATIONAL BOARD 2013/2014

Anneloes Dijkstra, President ELSA International 2013/2014

External Relations

From the very beginning of my term in office, external relations have been my main focus. August was a very good (and important) start for my work with the partners of ELSA International. Besides contacting all of the existing partners and planning meetings with them, I tried to establish new forms of cooperation with new potential partners. Since my month of transition with the previous board, I have gained several contacts in the following organizations/firms: Allen & Overy, Clifford Chance, The University of Law in London, Individuum, The International Bar Association, Pernod Ricard, CBL International, Bird & Bird, The Law Society of England and Wales and more. I followed up on our meetings and got some great results.

CBL International

When I got home, I put some effort into re-establishing a cooperation agreement with CBL International. Fortunately, I was able to get a confirmation of the draft agreement, which I wrote right at the start of my term, during the International Presidents Meeting – so I could announce our ‘new’ partner already in Tbilisi. With CBL International, I signed an agreement for €5.000 and they became our International Summer School Partner.

Individuum

A few weeks after that, Victor Ferreira from ELSA Luxembourg contacted me about a potential partner from Luxembourg: Individuum. They came to the ELSA House in Brussels for a meeting and we signed a cooperation agreement for €5.000 based on advertising and visibility. Individuum became our new Career Partner.

The University of Law

Since the IBA conference in London, I have been trying to stay in contact with the University of London about possible cooperation. Philipp Gnatzy, ELSA Germany, was already in contact with them and helped me set up a meeting. At the moment the University of Law is internally discussing the options of a possible cooperation, after I have sent them a draft agreement and partnership proposal. The University of Law is a University specialized in Legal Practice LLM’s; they might be interested in becoming our new LLM Partner.

Corporate Relations Committee

External relations are definitely the most challenging and rewarding part of my work here in the ELSA office, so I intend to keep it as my main focus. To get some help with the external representation of ELSA, and getting new contacts in International law firms or organizations, I opened a Corporate Relations Committee, consisting of the following three people: Tobias Birsak, Solveig Liv Heilmann and Alisa Burkhard. We have started out with a great meeting about how we want to work together and what we can achieve together. I see a lot of potential in this Committee for building a strong financial platform for ELSA International.

Cooperation with other student NGOs

As for the cooperation with other students NGO's here in Brussels, we have been exchanging a lot of ideas. We also set up a meeting (which will probably be a monthly meeting) where all representatives get together to share best practices. The first meeting was in the ELSA House in the beginning of September and was a great eye opener for me to learn about the management of other International Student NGO's. It was hard to stick to a few topics because there was so much we could learn and share. The meetings will continue every month, every time with a different main topic.

Expansion Team

This year I have opened up an Expansion Team. This team is consistent of the following three people: Taras Repytskyi, Wiera Kupczanka & Elitsa Kirilova. We have had a promising kick-off meeting in which we set up a working framework and in which we gathered ideas for the things we will do this year. The Expansion Team will be a team to not only support ELSA International, but mainly to support the Local Groups (who are having internal difficulties or who are not yet set up and really want to become part of ELSA). The team will be 'in the middle of the Network' to help out with everything from geographical expansion to internal quality expansion. They are greatly motivated and speak a vast amount of languages all together.

IPM Tbilisi

On the 28th of August, the International Presidents Meeting in Tbilisi started. Participants from several different countries attended the IPM and participated actively during its workshops, training and social program. I think we had a very successful meeting in which we got to know each other and in which we were able to create a good platform for our cooperation. Personally, I sincerely hope we can expand this platform to all the other Presidents in the Network. Therefore, I cannot wait until the next International Meeting: ICM Croatia!

Emil Nyquist, Deputy Secretary General ELSA International 2013/2014

Transition

On the morning of the 28th of June I took a deep breath before entering through the big blue door that my predecessor Anette Aav had opened in front of me. As the first one to arrive there were a lot of impressions and ideas to handle. The following month was one of the most intense ones of my life in many aspects. Learning and handling huge amounts of information every day, travelling and getting to know your new board members while living 16 people in a house was an interesting experience. On the 1st of August when I entered into office with all the knowledge and skill I had learnt from Anette I felt ready.

Planning for the upcoming year

One year is a rather short period in the operations of an international YNGO and there is a lot to fit within that period and a lot that is dependent of the work of the board as an entirety. During the first days and weeks, a lot of time went to planning the year, fitting the recurring tasks with new projects and ideas and setting deadlines and dates. This was partly done by drafting the OYOP of the ELSA International 2013/2014 and my personal OYOP and looking into what our needs are organisational wise.

Internal meetings

As the main responsible, the Supporting Area Meeting and the International Council Meeting I have been in continuous contact with the Organising Committees. This has also included preparing the Working Materials for the IM workshop of the SAM and compiling the Working Materials for the entire SAM. For the KAM and the SAM I have also prepared and sent out PTQ s and facilitated the trainings that took place during these meetings. At the SAM I was giving workshops to a small but active group on amongst other things Trainings in ELSA, Human Resources, Area Definition and ICM

For the ICM for now the main issue has been making a game plan for the people in the house to follow during the months before the ICM. Also, I have prepared and compiled the Working Materials, preparing and sent out the SotN Inquiry and prepared and sent Invitations to the Network. In addition to this I have been in contact with the people that ELSA International will propose as Chairs of the plenary, sent out calls for the trainings that will be held at the ICM and initiated the ITP Refreshment Weekend organisation.

Coordination and coaching

I introduced myself to my coaching groups ELSA Belgium, ELSA Hungary, ELSA Ireland, ELSA Slovenia, ELSA Turkey and ELSA Ukraine. I have been trying to plan in order to be able to visit all of them at some point during the year. I also have been having some form of contact with a majority of the national Secretary Generals.

Externals

During transition month I was assigned as the main contact person for our partner organisation Board of European Students of Technology (BEST) so I have made the initial contacts with their international board and set up a meeting. In the beginning of September they came by the ELSA

House to meet us. I have also been in contact with ThinkYoung, a Brussels based think-tank lobbying for young people and I had a meeting with them in the end of August.

Administration

In addition to the abovementioned, the work has involved a lot of daily administrative work such as answering e-mails, updating directories, hunting down updated information and updating templates. The new webpage has also meant some work in the lines of inserting and updating information. Drafting and sending out the Call for Officers was another part of the administrative work. I have also been handling the registration of the the elected board members in cooperation with our Dutch lawyer. In addition, I have prepared the agendas for our board meetings and also chaired and minuted a few of them.

Miscellaneous

I've also issued a call for a working group to work on a guideline for Human Resources Management. Before issuing a call for the Training Team I did a lot of research on trainings and their history in ELSA and started to form an agenda of how to proceed with trainings during this year.

Rebecca Yourstone, Deputy Treasurer ELSA International 2013/2014*Beginning of the term*

The term in office started on the 1st of August, after an intensive month of Transition in the ELSA House. During the Transition month we had a lot of common sessions concerning general ELSA matters. However, the main focus was put on the area specific Transition that I had delivered to me by my predecessor Alpo Lahtinen.

In the end of the Transition, we had an OYOP training, during which we started to draft the common One Year Operational Plan for ELSA International. After the common OYOP was done we all wrote personal OYOPs for our specific areas.

Communication

The beginning of the year is a time for all of us to get to know the officers we will be working with during these upcoming months. Therefore, I introduced myself to the National Treasurers on the mailing list in the beginning of the month. Since then I have been trying to encourage them to introduce themselves on the FM-mailing list and created a Facebook group for them. My hope is that as the term in office progresses they will feel more and more comfortable in sharing ideas, problems and experience with each other through these channels.

I have also introduced myself to my coaching countries ELSA Austria, ELSA Azerbaijan, ELSA Bosnia and Herzegovina, ELSA Czech Republic, ELSA Germany and ELSA Spain and tried to learn more about them as boards and ELSA members.

During the Supporting Area Meeting in Konjic I got the opportunity to meet some of the new FM officers and officers from my Coaching Countries in person, which was really nice!

SAM Konjic

The preparations for the III Supporting Area Meeting in Konjic, Bosnia and Herzegovina, started already during the Transition. Before the meeting I prepared the draft agenda and timetable for the Financial Management part of the Working Materials and once in Konjic I was responsible for the FM Workshops that I had planned before leaving Brussels.

ICM Opatija

Once back in the ELSA House after the SAM it was time to start preparing the Working Materials for the ICM Opatija. Concerning the Working Materials I, as the Deputy Treasurer of ELSA International, have been responsible for creating the FM draft agenda, the budget proposal for ELSA International, other FM related proposals and the list of debtors.

EDF

As the Deputy Treasurer of ELSA International, I have been appointed as the Chairman of the EDF, which means that I am responsible for the administration of the Elsa Development Foundation. This means that my EDF related tasks have included preparing the other members of the Board of Directors for our EDF meetings by sending out relevant material and meeting agendas, as well as chairing the EDF meetings and sending out EDF reports for all groups to fill

in regarding their sponsorship incomes. It has also been my job to go through the EDF reports that have been sent to us after the conclusion of events that have been granted support from the EDF.

Grants

I have also put a focus on grants. In August a call was sent out for members of a Grant Team and in early September I had interviews over Skype with potential team members. Before leaving for the III SAM, we appointed Can Sevener and Laurentiu Gherase to ELSA International's new Grant Team. They will be working on grant related issues with me to help strengthen the grant area within ELSA.

Together with our President, Anneloes Dijkstra, I have also had a very fruitful meeting in the ELSA House with other International Youth NGO's situated in Brussels, during which we shared best practices, experiences and problems regarding grants.

In addition to this I have been working on getting ELSA International registered on the new portal of the European Youth Foundation, so that we can apply for grants there. I have also, together with the VP AA Tino Boche and VP S&C Ana Roce, started to prepare grant applications for the European Youth Foundation.

Moot Court Competitions

During the past month and a half I have been working together with the VP MCC Oda Linneberg Uggem to draft projects budgets for the European Human Rights Moot Court Competition and the EMC², to try to ensure that these will be as financially stable projects as possible. I have also assisted Oda in her search for proper accommodation in Strasbourg for the participant and coaches of the final of the HRMCC

FM practicalities and administration

Ever since the first day in office I have been occupied by a lot of FM practicalities. These tasks have included, but not been limited to, work such as bookkeeping, budgeting, making and keeping track of payments, writing and sending out invoices as well as booking travels. Another task has been to send out reminders for membership fees, ELS membership fees and EDF reports.

Petra Podgoršek, Deputy Vice President for Marketing ELSA International 2013/2014*Start of the year*

It all started on the 18th of May, when I received an email that I was the newly appointed Deputy Vice President for Marketing of ELSA International 2013/2014. I got a chance to work for this amazing association, on the international level, and a wish that was growing in me for three years, became a reality. An encouragement, huge support and the experiences that we gain together with my ELSA friends from sLOVEnia, gave me the motivation and contributed a lot to my decision to apply. The team work was a basic for this to happen and this was a success for us all. Thank you!

July was here and we came to Brussels, ready for a new adventure, together with my new board members. From the 1st to the very last days of July, Anders Liljeberg, my predecessor, tried to give me an insight into the work and tasks that I will be responsible for in the upcoming months. It was a very intense month, full of new information and the 1st of August was approaching very fast.

Focus and one of the top priorities of ELSA International 2013/2014 is to increase transparency of the work of ELSA International and to contribute to better flowing of information and communication within the Network. Therefore, we opened a FB group already at the beginning of Transition and we try to give our members the insight of the things we are doing on a daily basis. I also opened the FB group for Marketers and try to have an open and relaxed atmosphere where marketers will share their ideas and feel free to communicate with their fellow marketers. Email is used for more formal communication. Also, from the marketing perspective Profile of ELSA is important part of the goals for this year. We already started the implementation and discussion about it during the Supporting Area Meeting and we will continue with it during the year with the help of Graphic Design Team, our officers and during internal ELSA meeting. We will strive for more unified image of ELSA.

In these first months in the office I was first getting familiar with all the administrative work of ELSA. We had the launch of three big projects on the 1st of August (HRMCC, SG18 and new IFP topic). There was a lot of communication with externals and our Partners to keep the continuity of the work from the previous board and to manage to fulfil all the agreements with Partners and have a good relationship with them.

Marketing Packages

There were a few packages prepared and updates of the marketing materials in the first two months (General, EMCC, HRMCC, Online Hate Speech Conference, Media cards etc) and also to give the individual support to the Network regarding templates and general support in the Marketing area.

Synergy

My main occupation in August and beginning of September was to search and to negotiate with the new printing and shipping company for our Synergy Magazine. Also, I was collecting all the articles, proofreading them together with my board members, compiling them and made the final layout of the 54th edition of Synergy Magazine. I was also responsible, together with Vilte

Steponenaite, Director for Advertisements of ELSA International 2012/2013, for the advertising part of our magazine, communicating with our potential and existing advertisers via email and telephone and made sure, where possible, that they were placed in the magazine according to their wishes.

Appointing Officers

During August, we opened the calls, had interviews with all the candidates and appointed a new Officers of ELSA International 2013/2014. For the first time in ELSA I opened the Call for the Graphic Design Team (GDT). Noticing the need for creating more unified image of ELSA and providing support to the Network regarding templates and other marketing materials and to implement more unified image of ELSA, it was a time to do the step toward opening this call. I appointed Daniel de Senna Fernandes from ELSA Portugal in the middle of September as an Assistant for GDT. We also scheduled our first meeting for the next week (29th of September) with the Corporate Identity Working Group, to keep the continuity of the work and develop good work further on. For the Director for Advertising, I appointed Irakli Karkashadze from ELSA Georgia. For the Director for Public Relations, I appointed Marcelina Burzec from ELSA Poland. They both got the transition from their predecessors and we are now planning their visit in the ELSA House in the beginning/middle of October for further planning.

Supporting Area Meeting

The Supporting Area Meeting was the opportunity for marketers to gather and have a great start of their term. Therefore, I was preparing in the beginning of September for the workshops, to be useful for our participants and for them to get the general and marketing related insight of ELSA projects, events and work/tasks. We started implementing and discussing about marketers work in this year; we talked about making a new Marketing Handbook (Working Group for MKT HB will be opened soon), about the image of ELSA, the ideas and plans we have for the upcoming year and also brainstormed about the communication we should have within our Area. We will continue with the discussions after SAM via email and more concretely during the upcoming International Council Meeting in Croatia where, hopefully, even more marketers will gather.

I am very much looking forward to finally meet as many marketers as possible in the upcoming International Council Meeting and have a great discussions and output of our Workshop.

Tino Boche, Vice President for Academic Activities ELSA International 2013/2014*Legal Research Group on Online Hate Speech*

Due to the closer coming deadline for the national reports of the Legal Research Group on Online Hate Speech I am currently working on getting a more detailed overview about the project, together with the ICT. This included gathering data as well monitoring the general deadlines as well as the Academic Framework. Part of this work is also the discussion and support of the Final Conference on Online Hate Speech by ELSA Norway who are also my Coaching Country. In the moment I am helping with the research for possible speakers of the conference.

Institutional Relations

The biggest amount of time I've have spent in regards to ELSA during the month of August was fully related to Institutional Relations. I was firstly preparing the upcoming meetings with UNESCO as well as the Council of Europe. I am also in contact with the European Social Charter to discuss the possible new project connected to a simulation of their work and the related Human Rights. Finally I am in constant contact with the Directorate of Communication due to the various projects we are having as well as we are planning with them. I additionally started with a research of past and former Institutional Partners of ELSA International and presented the outcome of this at the IPM in Tbilisi/Georgia.

Travels

Together with our President Anneloes I had the chance to attend the IPM in Tbilisi in Georgia and had therefore the chance to be present at the 1st International Event of our term of office. I had the chance here to talk about IFP, STEP and Institutional Relations of ELSA as well as the ELSA law Review concept and where of course giving inputs in general questions and topics as well. Other travels so far included the Key Area Meeting in Bratislava where I was in charge of the AA workshop together with the Vice President of Moot Court Competitions.

Right after this event I had the chance to visit Norway for a pre-Conference visit in Oslo as well as the NCM of ELSA Norway, my Coaching Country in Bergen. Due to the fact that the whole NCM was old in English I was able to attend the AA workshop as well as the Final plenary.

This trip was followed by the NCM of ELSA The Netherlands in Amsterdam which was also partly in English and I could attend the again the AA workshop.

The last travel that was part of my duties was a four day meeting in Paris where myself and our VP S&C Ana had several meetings and conferences with UNESCO.

General

During the last month I had to take care of a lot of smaller things who piled up to use a serious amount of my time in general. These tasks were especially and to give a general overview:

- The call for Directors for the AA area
- The preparation of IPM and KAM (Presentations & Working Materials)
- Board Meetings & EDF Meetings
- The communication with the landlord and handyman
- Creation of the AA part of the OYOP
- Research and planning for the implementation of the IFP topic Health Law
- Creation of a general outline of the new ELSA Law Review Project presented at the IPM in Tbilisi in Georgia
- Contact with my Coaching Countries Bulgaria, Croatia, France, Malta, Norway and The Netherlands
- Daily emails

Oda Linneberg Uggen, Vice President for Moot Court Competitions ELSA International 2013/2014

I had a well prepared transition, prepared by my predecessor Corinna Mückenheim, learning about all the important aspects of my work for the upcoming year. We went on meetings with important partners and sponsors of both of the two important projects that are my responsibility this year, the ELSA Moot Court Competition and the European Human Rights Moot Court Competition, negotiating and establishing agreements for this year's editions. We planned for the upcoming launches, drafted timelines, updated rules and discussed improvements and possible changes for the upcoming editions. We also spent considerable time on the establishment of the African Regional Round.

The European Human Rights Moot Court Competition (HRMCC)

The second edition of HRMCC was launched on the same day as we officially started our term in office, the 1st of August 2013. In addition to tasks we did as a common board on our first day, I uploaded the case and updated the webpage, posted in social media and sent out emails. Thanks to a great effort from our Deputy Vice President for Marketing, Petra Podgoršek, we were able to send out a promotional package, containing various tools. We are constantly thinking about the best strategy in order to promote the competition, and send out reminders and updates frequently. I have contacted previous participants for testimonials, and asked them if they would be interested in having contact with their local ELSA group and help with the promotion of this year's edition. I am communicating with several National and Local Officers and Groups, interested to know more about the competition, and with potential participants on a daily basis.

I have discussed accommodation and other details about the Final Round in Strasbourg with the Council of Europe. Accommodation is now arranged for. I am currently working on establishing a pool of judges for the Written Submissions and the Final Round. I am happy to announce that we will have some judges from the European Court of Human Rights in the final. I have also sent out invitations to other Human Rights experts, and our Academic Partner, the European Human Rights Association (EHRA) are contributing with judges. Two members of EHRA, Ms. Lucja Miara and Ms. Ana-Maria Telbis, are this year's case authors, and I am in close contact with them about academic aspects of the competition. Together with our Deputy Treasurer, Rebecca Yourstone, we have been looking into the financial situation of the competition and discussed improvements. I am frequently working on updating the webpage and communication with the teams.

The ELSA Moot Court Competition on WTO Law (EMC²)

The time before the launch of the competition on the 15th of September, I coordinated the final revision of the case, which was done by members of the Academic Board we established in July and WTO officials. We have already received very positive feedback on the case. When the 12th edition was launched, I published the case on the webpage, and sent out a big wave of promotion, not only to our members, but to academics, universities and students all over the world. Our Deputy Vice President for Marketing, Petra Podgoršek, prepared a nice promotional package for the launch. Less than a week after the launch of the competition, we have already ten teams signing up for all the various Regional Rounds! I am in constant contact with officers and other students interested in the competition.

A large amount of time in the beginning of my term has been the establishment of a Regional Round in Africa (ARR). My predecessor, Corinna, did a tremendous job to make this happen

during her term, and many other previous officers. Since a call was sent out to African Universities to host the ARR in July, I have been busy answering questions from interested universities, receiving applications, and having close contact and meetings with the WTO in order to make a final decision. I have initiated contact with the chosen hosts. I have been in contact with the Regional Round Organizers of the other Regional Rounds, helping them to get started and sent them necessary materials.

I have been working on the finalizing of agreements with existing sponsors of the competition. I am working closely with our Deputy Treasurer, Rebecca Yourstone, on the budget of the competition. A big focus is also to establish new partnerships, in order to be able to lower the fees of the competition. I am lucky to get assistance from Alisa Burkhard from the Corporate Relations Committee of ELSA International, and valuable input from the Academic Board. Together with the Academic Board, I have also been working on the lists of panellists for the Regional Rounds and the Written Submissions, and brainstorming about promotion of the competition, with a special focus on underrepresented areas. I am also working on updating the official webpage of the competition.

I will have two assistants working with me on the EMC2 this year, Ms. Tahmina Sahibli and Ms. Stephanie Kohl. I am extremely happy with having these two great officers helping me, and I am looking forward to the cooperation throughout the term.

Communication and cooperation with the network

Together with our VP AA, Tino Boche, I have been communicating with the AA officers through email. I want to contribute as much as possible with my own knowledge and experiences regarding organizing moot court competitions, and I have been in contact with local and national officers about their plans and efforts to organize such events. I am planning to create short booklets about the HRMCC and the EMC2, in order to make it easier for officers to understand these complicated projects, and enable them to explain these projects more easily to interested students and academics.

International Meetings

I prepared the AA Workshops for the III Key Area Meeting in Bratislava together with our VP AA. I help presentations about HRMCC and EMC2 and discussed how to promote the competitions and future development with the participants of the Workshop. I also facilitated discussions on organizing MCCs in general and organized a Fairy Tale Moot Court Role Play, in order to give the AA officers an idea of what it is like to participate in a Moot Court Competition. I truly enjoyed meeting the officers during KAM, exchanging thoughts and ideas, and am looking forward to the Workshops during ICM Croatia!

Ana Roce, Vice President for Seminars and Conferences ELSA International 2013/2014

From 1st of July my transition started. It was a month during which I learned and worked a lot with my predecessor Federica Toscano who shared all her knowledge and experience with me. During the month we attended various meetings together and I had the pleasure of meeting partners that I will be responsible to work with during the year. As we worked together on day to day tasks and thanks to all the efforts that Federica put in my transition, on the 1st of August I was ready to continue the work.

Directors and Assistants

In September we appointed Directors, Assistants and Teams that will help us with the work. The positions are made in accordance with the focus that I will have during the year. We appointed the IFP team: Director for IFP, Zoia Stankovska, and Assistants for IFP: Marko Dolenc and Diana Laura Cață. We will also continue to have the Delegation team: Director for Delegations - Burcu Filiz, Academic Coordinators for UNECOSOC - Ulla Riipinen and Alicja Dżuryk, Academic Coordinator for WIPO - Lilla Légrádi and Academic Coordinators for UNCITRAL: Leander Dubbert and Cristian Boruzi. I introduced new positions that we didn't have before and in a new structure; an S&C team with assistants for four different projects. I believe that working in a team is more productive, which is the reason why they are combined together. Assistant for ELSA Day - Iva Šimková, Assistant for Study Visits - Patrick Zischeck, Assistant for Institutional Visits - Lilla Légrádi and Assistant for ELSA Summer Law Schools - Işıl Ergeç. We started to plan the work together and I am looking forward to our collaboration during the year.

External Communication

I am the responsible contact person for the following externals. BMG (Erasmus Observatory) – the IFP partner of ELSA for Health Law. At the moment we are considering the possibility of future cooperation. International Trademark Association – the partnership is very strong and is growing. They offered us a possibility to send our members to the conference in Dubai and they organize lectures for ELSA members during their Institutional Visits in Brussels. European Youth Press is our new contact. I am discussing possibilities for cooperation on the IFP, and for now we are exchanging contacts and planning to cooperate on different projects. European Voice which whom we traditionally cooperate with on the EU Study Fair.

International Focus Programme

With the Board I prepared the structure for development of the IFP during the first year. We started discussing the challenges that we will face and plan the strategy on how to overcome them. The marketing materials were done by our Deputy Vice President for Marketing, Petra Podgoršek. The new IFP Handbook is in the final stage and it will be published before ICM Croatia. These tools will help our Officers to have a good start on the new topic. I contacted potential academic partners that can help continuing the development. IFP team will continue the great work that director for Media Law, Marko Dolenc, started.

This year we will continue the organization of ELSA Day that was a success last year. In order to raise the quality of events we discussed how to do it. On the 5th of March we will all organize the

project on the topic “Protection of Human Rights on the Internet”. In Brussels I will organize a panel discussion that will be connected to the topic and we will try to gather all the stakeholders.

I am supporting organizers of the Online Hate Speech Conference in Oslo by giving them advice and helping them to structure the academic programme. At the moment I am contacting speakers from Council of Europe that will participate on the conference.

The Health Law cycle is finished, so I had meetings with the director for Health Law and we were discussing the development of the final statistic and report that is in preparations. It will be presented during ICM Croatia.

Delegations

From the beginning of the term we appointed 10 delegations. We open 4 delegation, including the first to UNESCO. We are really happy that we can offer the opportunity to participate on the Word Forum for Democracy to our members. Their accommodation and part of the travel costs will be covered, and they will have the opportunity to actively participate in discussions. I am responsible for the communication with Council of Europe about this project.

Academic coordinator for UNCITRAL prepared the Guidelines for delegates. The delegation team started working on the proposal of how to make the reporting system more efficient.

Area Meeting

During the III Key Area Meeting in Bratislava I was responsible for the S&C Workshop and in cooperation with the rest of the Key Officers from IB I prepared joint a Workshop on IFP and ELSA Day. My main goal was to give officers basic knowledge about the S&C area, present the tools that can help them in their work and discuss challenges that we will face during this year. I got a lot of valuable inputs, especially on the topic of our communication. We will open an S&C Forum for all Local Officers.

Coaching Groups

I am the coach of 5 National Groups: ELSA Luxemburg, ELSA Portugal, ELSA Romania, ELSA Switzerland and ELSA Russia. I am in contact with all of them I have been focused on helping preparing the membership application of ELSA Russia that will be presented during ICM.

Other

I structured and published materials and updated forms on the Officers Portal to have S&C tools more reachable for our Officers. In August I published the new Study Visits Handbook and all the delegation reports that we have.

I was visiting ELSA France on their NCM where I had the pleasure to hold a presentation on Area Definition focusing on the Key Area, especially STEP, and on the planning of the work in the Board. It was my honour to see their motivation and plans for the next year.

Clemens Hartig, Vice President for Student Trainee Exchange Programme ELSA International 2013/2014

Transition

The transition period is very well known as a hard time where you experience a lot and learn as much as possible from your predecessor. It started on 1st July and lasted until the end of the month. Through this Transition I got to see ELSA, the Network, the STEP Area and all my tasks from the point of view as VP STEP ELSA International.

This period was not only very helpful and showed me a lot of important things to know, it also put 8 different people closer together and formed a strong team!

I would like to thank my predecessor, Ms Deana Dervanović, for her advices, honesty and engagement to give me a smooth start in my term of office.

I would also like to express my gratitude towards the rest of the International Board 2012/2013 for selflessly giving us their knowledge.

One Year Operation Plan

After an intense 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. After our general OYOP we created also individual OYOPs.

STEP Calendar Strategy

One of the first achievements this year was to set the STEP Calendar dates. After some discussions on the mailing list we agreed on the following dates:

1st Cycle

Job Hunting Deadline – 30th November

Launch of the STEP Newsletter – 8th December

Student Hunting Deadline – 19th January

Internal Student Hunting Deadline – 21st January

2nd Cycle

Job Hunting Deadline – 6th April

Launch of the STEP Newsletter – 13th April

Student Hunting Deadline – 4th May

Internal Student Hunting Deadline – 6th May

STEP Forms

As it is ELSA International's responsibility to provide the Network with up-to-date forms, I used one Workshop at the Key Area Meeting to discuss the forms. We agreed on some changes and some more will come.

Area Meetings

In the beginning of September the 3rd Key Area Meeting took place in Bratislava, Slovak Republic. All in all a lot of motivated officers and active members participated and learned about our Key Areas. In the STEP Workshops we focused on the first tasks we have to face in our term of office. We did a lot of Job Hunting simulations and discussed the forms we need for that.

Communication

Communication is highly important for us as you can see in our general OYOP. I planned to have Skype meetings with at least all national officers preferable before the first ICM. Since there is not so much time as I thought I still have a lot ahead. On the other hand the communication on the mailing list works quite well. It is good to see that there are active discussions on several topics.

Directors

During August/September, ELSA International appointed Directors and Assistants for the term 2012/2013.

In the area of STEP the old position of the Director Student Hunting was renamed and a new position was created. Due to no applicants for the old but renamed position we decided to appoint Dariia Oliinyk and Martina Lipke as Directors for STEP Traineeships as the new "Traineeship Team".

Coaching Groups

I obtained good relationships with my coaching groups: ELSA Estonia, ELSA Greece, ELSA Latvia, ELSA Montenegro and ELSA Poland.

The first Introduction round went very well and I am looking forward for more contact. In addition to that I was invited to take part at the NCM of *ELSA The Netherlands*. I was in charge of giving the STEP workshops to the local officers due to a lack of a national officer responsible for the Key Area STEP.

External communication

Already during Transition we had a lot of meetings with externals which were very helpful and appreciated by all of them.

The outcome is the continuity of cooperation and the expansion of Traineeships. We already got another Traineeship as ELSA International and a few more are in line, waiting to get picked up.

Please find more detailed information in our *Monthly Reports!*

INTERNATIONAL BOARD 2012/2013

Bartosz Balewski, President ELSA International 2012/2013

Strategic Goals

When I started my term in office I knew that ahead of me there is a year which will be marked by the creation of the new Strategic Goals. At the beginning of the term of the International Board we agreed that I would be the main responsible for conducting and coordinating this process. I started with setting up the Working Group on Strategic Goals 2018 and preparing the action plan for it. Within the Board we were brainstorming which way of going through this process would be the best.

During the all area meetings in 2012 we dedicated Workshops to the topic of Strategic Goals in order to increase the awareness and motivate people to focus on this topic. Constant work of Working Group has been delivering the new results from the researches which were undertaken. During the BEE workshop in Batumi, Presidents present there decided that we should focus even more on the process of creation of Strategic Goals and become more involved in it. After this meeting a really important part of the job has been done, since we made crucial researches and analysis which were later on a base for the coming IPM in Yalta.

Winter IPM was almost fully dedicated to the topic of Strategic Goals. People present there have done enormous job. What was important, that they were not only Presidents who were working during the workshops on the topic. Despite differences in opinions, participant delivered a set of Focus Areas and Strategic Goals for the next strategic plan.

Already during the IPM, at the last workshop, participants decided to continue work after this meeting and prepare particular operational goals which will make the plan more concrete. Result of that work has been included in the Working Materials for the ICM in Cologne in order to present the results of that work to the entire Network and prepare ELSA to take decision on the next plan during the upcoming Council Meeting.

During the spring ICM probably the longest workshop on single topic in ELSA took place. With brakes Presidents and Key Area Officers were working on the wording of the Strategic Goals 2018 for 16 hours. That incredible amount of work brought us to the final version which has been voted during the final plenary. Result was stunning – Strategic Goals 2018 has been accepted unanimously.

Herein I would like to thank all people who have been involved in the process of creation of the new Strategic Goals. Without the work of the members of the Working Group, participants of international meetings, work during the national and local events on that topic, we would not be able to deliver the outcome. I believe that a dedication and outstanding efforts which has been put in the process gave us a set of the Goals which shows a good direction for our Association. Aforementioned Strategic Goals were “additional” part of my job during the term in office. Board management, external relations and expansion are the set of main Presidents responsibilities.

External Relations

In the field of external relations from the very beginning I have been working on increase of the number of externals with whom ELSA International is working with. I have been using all the opportunities to attend different events where I would be able to meet potential partners. I have

received a great help from national Presidents who were providing me with the really valuable contacts as contact to the Economist, which I got with courtesy of ELSA Germany President. I have to say that that part of the job turned to be the most difficult one. It has to be said that ELSA International doesn't have a visibility and significant image in the international private sector. Moreover, since ELSA International is not organizing many projects, it is difficult to offer something. Nonetheless, I think that the job which has been made improve the situation of International Board and will give even greater results in the next years.

The most important mean to increase the visibility during my term in office, without any doubt was the Partners' Reception which has been held in the Brussels office of CMS in February 2013. Having this event held in the office of our Corporate Partner helped to strengthen the cooperation with one of our most important external. Moreover it has a great effect in terms of visibility of the event. During the Partners Reception we were hosting around 40 representatives of various companies, law firms and institutions. Some of the contacts has been made there and bring the results already during our term, as cooperation with TaylorWessing office in Brussels. During the Reception most of members of the International Board deliver short presentations which have been really well perceived by the participants of the events. We also distributed Annual Report for term 2011/2012 which has been prepared by our Board. We also used this opportunity to handover other ELSA materials, like Synergy.

Throughout the year I have met on meetings a numerous externals and exchange a hundreds emails with them. Important fact is that it was not only me who was involved in the work in the field of external relations. All the Board members were having different external contacts and on a daily basis were communicating and working with them. I would like emphasis especially an extraordinary work of Anders Liljeberg who had dedicated sky-high number of hours on work with the externals. Without his dedication we could not talk about the success in this field from the 2012/2013 term in office.

Expansion

Expansion for the President of ELSA International is probably the smallest part of main responsibilities, but for sure not the less important. For the first time in the last years, we decided to call for an assistant for this field. Together with the assistant we were working on establishing contacts and helping in starting activities in the European countries where ELSA is not present yet. It effected in the observer applications from Luxembourg and Armenia. During the ICM in Cologne both of them were voted and Luxembourg has been accepted as a new/old ELSA member. Unfortunately, due to misunderstanding we received the application from Armenia which could not be supported by International Board at that point. Nonetheless we were still continuing the contact with the people from there and helping to set up the grounds for the next application.

I am particularly happy with improvement of contacts with initiative group from Belarus. With support of Council of Europe I was able to visit Minsk and meet the students who are exercising ELSA activities there. I delivered an ELSA presentation to a young students and with the leaders of the initiative group I have been analyzing the current situation and possibilities of future development. I hope that the efforts which have been put into it will affect with the observer application in the nearest future.

Board Management and conclusion

The part of the responsibilities which I enjoyed the most and took me least stress was Board Management. This all because of the wonderful people with whom I have been working with. I would like to thank my amazing Board members for a year of a hard and successful work. It has been my pleasure to work with you. Anette, Alpo, Dena, Federica, Vasco, Anders, Corinna – thank you for everything. I hope I have met your expectations.

At the end I would like to mention two other special groups of people. As a President of ELSA International I was responsible for a communication and work with the National Presidents. It was an honor for me to work with the group of such intelligent people. I would like to thank all National Presidents who were in office during the term 2012/2013. I am looking forward to meeting you in future on many occasions.

Without the support of dedicated alumni my term in office would not start and it would not finish. All the way during my term in office I have felt the support of executive committee of ELS, other ELS members and Alumni. Thank you so much for everything which you have done for me. I hope I will be able to pay it back.

Anette Aav, Secretary General ELSA International 2012/2013

LXIII International Council Meeting

As a Secretary General I was in charge of directing the work of the Council in the LXIII ICM, also I was in charge of the Internal Management Workshop. After the ICM, I was in contact with the Secretaries of the Plenary to get the Plenary minutes done and sent to me. In addition, I also checked the Internal Management Workshop minutes and added the changes that the Workshop participants sent it. In the middle of May, I compiled the Minutes. After the ICM I updated the Standing Orders of ELSA and the Council Meeting Decision Book that now has completely updated AA and S&C parts in addition to some other smaller changes.

Train the Trainers Week 2013

After the ICM I continued being in contact with the trainers responsible for the organisation of the Train the Trainers Week. We had Skype calls, we exchanged e-mails and messages on Facebook and we also had a shared Google spreadsheet with the list of tasks to be done in order to have a full overview. The TTTW took place between 1st and 7th of July in Brno, Czech Republic, that me and my successor also attended for a few days. The aim of the visit was to meet the new potential trainers and to give them information about the practical side of trainings in ELSA. As a result of the TTTW, the International Board 2012/2013 appointed 13 new trainers to the International Trainers Pool of ELSA. Three of the appointed trainers were not former members of ELSA, but members of other student organisations. Allowing them to participate in the TTTW and eventually appointing them was done due to the need of some fresh ideas and ways of approaching trainings.

III KAM and III SAM hosts

After the ICM I continued contacting different National Boards and urging my board members to do the same with their coaching countries, in order to encourage them to apply hosting the III Key Area Meeting and the III Supporting Area Meeting. I was the main contact person for the groups interested in the hosting when it came down to the application procedure and some practical organisational questions. Eventually we appointed ELSA Slovak Republic to host the III KAM. When it comes to the organiser of the III SAM, initially we appointed ELSA Turkey, but due to the delicate situation in Turkey this spring, ELSA Turkey withdrew the organisation of the event. We appointed ELSA Bosnia and Herzegovina to organise the event after I had made sure they are suitable for the organisation. Meaning, when the agreement was signed, their budget met the requirements and their level of preparations was very good.

Trainings

Since the Director for Trainings was dismissed at the beginning of the year 2013, it was my task to deal with the trainings and ITP from ELSA Internationals side. That meant being in contact with trainers, contacting groups who wished to organise a training and advising them on filling in the Pre-Training Questionnaire and so on. I was also in charge of organising trainings for the International Board 2013/2014 for their Transition in July. To promote trainings more and to spread the information I created a section in elsa.org webpage regarding the main questions about trainings: how to apply, what are the topics, what to consider when organising a training etc.

Transition

Besides preparing the Transition for my successor, I was also in charge of the general planning of Transition. Meaning that since the elections in ICM Cologne I was in contact with the new board. Also, I was directing the work of my board in terms of preparations. We had meetings dedicated to planning, we decided on travels and joint sessions. During Transition I travelled to Czech Republic for the TITW and to Croatia for the pre-ICM visit with my successor. The aim of the pre-ICM visit was to meet the OC, to visit the venues and to discuss some general preparatory questions with the OC.

Miscellaneous

Besides the everyday work, I travelled to Geneva at the end of April to beginning of May to assist Corinna Mückenheim with the organisation of the Final Oral Round of EMC2. My main task was to timekeep the pleading sessions, to take care of the panellists during deliberation time and to assist Corinna with whatever small tasks she had. At the end of June I attended the 1st INGO-s Human Resources Forum together with Bartosz Balewski. The event was targeted in creating a cooperation with other student organisations when it comes to managing HR and tackling the problems around it. During the last month in the office I finalised archiving the Board Meeting minutes to get them ready for the audit. I also assisted in the creation of the new elsa.org webpage by uploading the information about the National and Local Groups and keeping it updated after the Local Group Reports started to come in during July.

As final words, I would like to say “Thank You ELSA!” for this amazing year and for giving me the opportunity to experience something so unique. It was a pleasure to work with my crazy-dedicated board members – Federica, Dena, Corinna, Bartosz, Alpo, Anders and Vasco – and all the wonderful officers around the Network!

Alpo Olavi Lahtinen, Treasurer ELSA International 2012/2013*Accounting Standards*

Spring after ICM Cologne working materials was a time of big projects for me. Firstly I engaged in the first time implementation of IFRS standard with Mazars. This process lasted the whole spring until the very final days of the preparation of Final Accounts. Implementation was conducted by me drafting the first version of the model statements and planned accounting policies and sending it for Mazars for comments. The procedure was repeated two times with significant improvements in the accounting taking place every round. As a whole the process resulted in immeasurable increase in the accuracy and information content of the accounts of ELSA International.

EOS

Another project I was engaged at during the period was the ELSA Online System development. As the primary contact person of Pawel in ELSA International I was in frequent communication with him and the IT team regarding the system. Towards the end of the term, it became increasingly evident the development was not progressing, which left the International Board with no other possibility than to discontinue the development.

Website

A more positive development in the IT sector was the new website of ELSA International for which I was responsible on the technical side. The project was a complete website remake to a new server implementing a new content management system (CMS), WordPress. My responsibilities in the task, in addition to initiating the project, were finding the new server, preparation of the proposals for CMS choice, template to be used and general layout and structure of the site for the IB. I created also the site-wide template settings, installed, customized and created the plugins used on the site. My role was also to assist and advice other board members in creation of content and its presentation.

Grants & EDF

Majority of the grant applications and reports had deadlines earlier during the term, but Council of Europe grant for the HRMCC still required reporting, which I made in April. During the transition we also focused a lot on new grant possibilities together with Rebecca and the future key areas. On EDF administration side the foundation received 12 new applications after beginning of March and because of the regulation on chairman authorization approved in ICM Cologne, I had more significant role in the whole grant process after the decision came into force.

HRMCC

Final accounts of the HRMCC were only remaining task related to that moot court, but the Final Oral Round of EMCC was still to be arranged. My main responsibilities regarding the round were invoicing and follow-up of payments, bookings of travels and accommodation for the OC, payment of pre-booked venues and on-site payments. All these tasks were greatly facilitated by Corinna's careful preparations of the round and help from the rest of the OC. During the round itself I was in Geneva participating in the normal OC work and taking care of occasional IT-

related tasks. Financially the competition went much better than expected. This was to great extent thanks to the new structure of the FOR, where ELSA International was only organizing the academic programme of the FOR leaving accommodation and other logistics of the participants themselves.

Daily Administration

My day-to-day tasks continued to include running financial management with payments, reminders and advertiser invoicing. I was also still main responsible for the equipment and maintenance of the ELSA House with a few improvements such as 3rd floor window renewal and replacing the stove taking place during this period. I also helped my fellow board members planning and booking travels in cost efficient ways and administered the petty purchases for the house and office. IT support in the office also continued to be my task.

Smaller projects taking place during the last months in office were the financial management of the Train the Trainers week in cooperation with Anette and the trainers responsible for the week. I took care of collecting the material and replying for questions of the Working Group on ELSA Online 2 on behalf of the current IB. Regular ICM follow-up with compilation of the minutes and checking the decisions took place after ICM Cologne. I took part also in drafting the Annual Report of the term by writing two articles: one on the new website and the other on IFRS implementation.

Transition

Every IB term has one large project towards the end of the year: the Transition. For the old board it is not just a month of intensive teaching and passing on all the possible knowledge one has accumulated during the year – it takes a lot of planning. We started drafting the agenda already in May, though the schedule of the month started to clear more in June when majority of the meetings, travels and sessions of the month were clear. In general I am very satisfied with the way the month turned out. All the basic topics were covered during the FM sessions and a special focus on grants together with the key areas hopefully yields positive results in grant funding of ELSA in the upcoming year. During the transition we visited Mazars in London.

Final Accounts & Auditing

For a Treasurer the transition is not the last task taking place. Final Accounts must also be prepared simultaneously to the very intensive daily sessions. This time the IFRS implementation caused some extra challenge in drafting the accounts, since also previous terms and EDF had to be presented in accordance with the new standards. Increase in the sheer size of the accounts package from 12 to 45 pages reflects the scope of the change. Draft accounts were ready for the internal audit from 5th to 6th August and for Mazars external audit for 7th August. The final version of the accounts reviewed by Mazars was published on 28th of August.



Alpo Olavi Lahtinen
Treasurer 2012/2013

Anders Liljeberg, Vice President for Marketing ELSA International 2012/2013*Synergy Magazine and other publications*

Two editions of Synergy Magazine were successfully produced and published during 2012/2013. The 52nd edition of Synergy Magazine, covering the topic of the Arab Spring, was distributed during October and November 2012. The edition presented writers from Council of Europe, MENA Chambers in Brussels and did also include interesting contributions from the ELSA Network. The 53rd edition of Synergy Magazine faced a major restructure regarding the content of the publication. Together with the International Board, we put efforts into using our external contacts to a great extent in order to have a clear topic with high quality academic content and interesting reading. This edition covered the topic of (1) Integration and Human Rights and (2) Hate Speech. With articles from Council of Europe, UN High Commissioner for Refugees, Queen Mary School of Law and other academics, Synergy Magazine could profile itself as a magazine with high quality academic content. During the term, some major improvements in the layout were also made; more space for articles, more pictures and emphasised quotations. During the International Council Meeting in Cologne, the International Board raised the discussion about the financial situation of Synergy Magazine. This resulted in a lowered budget and I was working on finding good printing and shipping solutions for the upcoming editions of the magazine.

Two Annual Reports were compiled and layouted during the term – the Annual Report for 2011/2012 and the Annual Report for 2012/2013. The report for 2011/2012 was published and printed in February 2013. The Annual Report for the term 2012/2013 was published in September 2013. Most of the work with this report was conducted during the last months of the term.

Fundraising and external relations

Raising funds for ELSA International and Synergy Magazine was one of my main projects during the year. The work was conducted in close cooperation with Ms Vilte Kristina Steponenaite, Director for Advertisements of ELSA International. Fundraising for Synergy Magazine was a challenge, a lot of hard work with not satisfying results resulted in raising the question during the International Council Meeting in Cologne. The income from online advertisements was, on the other hand, very high and exceeded the budgeted amount at an early stage.

Together with Mr Bartosz Balewski, President of ELSA International, I was working closely with ELSA's Partners in order to satisfy their wants and needs within the framework of the cooperation. We managed to involve many of our partners in events organised by National and Local ELSA Groups and all partners were satisfied with our communication and their visibility towards ELSA's member. Together with Mr Balewski, I was also working on establishing new partnerships with ELSA, I attended several meetings presenting ELSA as a potential partner. A new partnership was established with Católica Global School of Law, based on a financial contribution and a full tuition fee scholarship for an ELSA member enrolling in one of their LL.M. programmes.

Key Area support

Student Trainee Exchange Programme (STEP) faced a major restructure during the term.

Together with Ms Dena Dervanovic, Vice President for Student Trainee Exchange Programme, we were launching a successful promotion strategy for STEP. By launching the bi-annual STEP Newsletter and the traineeships by conducting social media campaigns, we engaged our officers and reached over 70,000 people in seven days. The social media promotion also continued during the application period. The campaign (autumn and spring) resulted in a 105 % increase of STEP applications during the term. A new layout of the STEP Newsletter was also created in order to present a fresh and easy editable publication for future generations.

I supported the first edition of European Human Rights Moot Court by working closely with Council of Europe and the communications department regarding questions related to marketing. I was also working on the promotion in terms of preparing promotion packages for officers, updating our social media channels and documenting the Final Round by taking photos and producing a short video of the final. A short promotion video was also produced before the application deadline. The first edition had 120 registered teams. ELSA Moot Court Competition had a face-lift in terms of a new layout due to financial and marketing related issues. The work with the ELSA Moot Court Competition was focused on producing materials for Regional Round Organisers and printing and preparing all materials and marketing related issues related to the Final Oral Round in Geneva. I was also present during the Final Oral Round to assist the organisation, the event was also documented with photos and a video was produced. Both Moot Court Competitions were concluded in final reports and I assisted with layout.

In the field of Academic Activities I was mainly working on promoting projects and maintaining a good cooperation level with the Council of Europe. The fifth International Focus Programme Essay Competition was promoted via social media with fresh marketing materials and a video report from the price ceremony of the fourth edition. The projects carried out in cooperation with Council of Europe, Online Hate Speech Essay Competition and Legal Research, were promoted via ELSA's communication channels and promotion materials were created in cooperation with Council of Europe. These were also modified for social media use.

ELSA Day, Summer Law Schools and Delegations were key words for my work within the field of Seminars and Conferences. ELSA Day was promoted mainly through social media. By creating materials for the ELSA Network, recording short videos of active ELSA officers talking about the ELSA Day and involving officers via social media (#ELSADay), we emphasised the fact that the ELSA Day was something that we all did "all different, all together". I was also working on marketing related issues in regards to the ELSA for Children Panel Discussion in Brussels. The event was documented with photos and a short video. ELSA Delegations faced a frequent social media promotion with photos and also a short promotion video. The Summer Law Schools were emphasized with the Guide to Summer Law Schools were the events were compiled into an electronic magazine for website and social media use.

Social media and website

During my term in office, I was working very hard on developing ELSA's social media channels. By making Facebook to ELSA's main social media channel (and general communication channel) I was putting a lot of focus on getting more Facebook followers to interact with our promotion. With more pictures, videos, more frequent *member focused* updates, the reach of our Facebook page increased significantly. The Facebook page had a 30 % increase of followers during the year and a significant increase in people reached. The ELSA YouTube channel (ELSAinfo) had a significant increase during the year, 250 % in the amount of views on the channel. The channel was updated

with 15 new videos from events and projects and was and appreciated and frequently used social media channel. By connecting the Facebook page to the ELSA Twitter account, I managed to increase the followers on Twitter by 140 %. By the end of the term, I was working closely with Mr Alpo Lahtinen, Treasurer of ELSA International, in order to present a new website in June 2013. The website focuses on emphasising our main projects and interacts more with our social media channels such as YouTube.

Miscellaneous

During the term, I led Workshops during the International Council Meetings, International Presidents' Meeting in Paris and the Supporting Area Meeting. I was also present at several National Council Meetings giving workshops on different ELSA related topics. The discussions at the internal meetings were focused on raising questions about Synergy Magazine, social media use and Corporate Identity. Corporate Identity was promoted and educated as a framework for production of marketing materials. In order to make Corporate Identity easy understandable, I created a new Corporate Identity Handbook launched in July 2013. During August, I held transition for my successor, Ms Petra Podgoršek, focusing on forwarding as much knowledge and experiences as possible.

During the term, I was trying to be a constant support for my board members regarding day to day marketing related issues such as creation of media cards, guidelines, updating of websites, social media use and much more. I was also working hard on maintaining a good and informal communication with the Marketing Officers in the Network. I was actively participating in board meetings and in the general administration of the association.

My term as Vice President for Marketing of ELSA International has been a true experience and I have enjoyed every minute spent working for ELSA.

Thank you for an unforgettable year!

Vasco Silva, Vice President for Academic Activities ELSA International 2012/2013*International Council Meeting Cologne*

The ICM Cologne can be described as a milestone for the Academic Activities in ELSA. During this ICM a completely new AA part of the Decision Book was approved by the Council, updating the basic regulations of the area after several years of the same structure and approach. This was also a week with relevant discussion, especially, concerning Studies Abroad, internationality, legal research and legal writing through a law review, the cooperation with the Council of Europe and the Non-political status of ELSA.

After the ICM I worked on the new AA handbook updating a previous version from 2010-2011, including all the relevant changes in the area and some practical instructions concerning the organisation of different AA projects. The updated version was made available in July through the Officers' Portal.

5th International Focus Programme Essay Competition

After the ICM in Cologne, I had the opportunity to conclude this competition by collecting and announcing the results. The topic of this edition was "Biotechnology and health care" and the winners Horiana Secara, Zeynep İlayda Alkan and Lenka Mišová. The prizes and certificates were attributed to the participants. Later, in July, I attended the Award Ceremony of this competition organised by the European Social Charter Department of the Council of Europe and with the support of the Directorate of Communications, to honor Ms Horiana Secara. The session was presided by Mr Luis Jimena Quesada, President of the Social Rights Committee.

International Legal Research Group on Online Hate Speech

The months that followed the Spring ICM were very important for this project. This was the time of promotion that was supported with materials by the Council of Europe. By the end of April progresses were achieved, firstly, with the Academic Framework being concluded with the support of members of the Media Division and the Data Protection and Cyber Crime Division of the Council of Europe. Secondly, and with the new website of ELSA, a new section about the project and the National Groups involved was created. For improving communication among the National Coordinators and together with the International Coordination Team, a new mailing list was created. By the end of my term in office 22 National Groups had joined the project. During the month of June it was produced a template to be used by the researchers while writing their national reports. This will allow the ICT to compile the final report in a more efficient way and to make all the National reports to look similar, after my term in office. It was also decided to find practical solutions for the necessary comparative study to be done using the results of the different countries.

Essay Competition "Online Hate Speech: right or crime?"

In June I collected the results of the Essay Competition "Online Hate Speech: right or crime?" and announced them to the Network. The essays were evaluated by the European Human Rights Association. The 3 best essays were published online by ELSA and the Council of Europe. Certificates were created and sent to the participants and winners.

Preparatory group Forum "Quality education for world citizenship" UNESCO

Under the supervision of the Liaison Committee of NGO/UNESCO, in September it will take place the 1st Education Forum. It is coordinated by the International Association of Universities (IAU) in collaboration with James O'MEARA, from the International Council for Education on Teaching (ICET). ELSA is one of the INGOs selected to support the organisation of the event that will take place in Paris on the 23rd September 2013, taking part in the preparatory discussions. As result of my involvement on this project, I was invited to be one of the moderators of the panel discussions of this event. With the support of the International Board 2013-2014 I accepted this invitation to co-represent ELSA.

The ICT for Information Accessibility in Learning project

The ICT4IAL project is a multi-partner network of European and International organisations that represent both the learning and ICT communities, involving important stakeholders such as the European Agency for Development in Special Needs Education, the International Association of Universities (IAU) and UNESCO. ELSA was invited by the IAU to be part of the project and to attend a Guideline Development Workshop, which took place in Lisbon from the 19th to the 21st of June. After 3 days of fruitful discussions a lot of information was collected and presented to the participants. This event was an opportunity for ELSA to improve the cooperation with the International Association of Universities and UNESCO with regards of possible future cooperation within the new International Focus Programme on Media Law.

Transition

During the months of May and June I focused on preparing the agenda for transition, according to two main group of sessions, the ones that evaluated and drew up conclusions from my term in office, and the ones dedicated to the support to my successor, Tino Boche, in planning his term and projects.

July was marked by the transition process. I prepared and delivered several sessions both concerning Academic Activities and ELSA general issues. Some of topics discussed were the AA status quo & evaluation, Essay Competitions, IFP and Human Rights, Law Review, Online Hate Speech Legal Research Group, etc. During the same period of time I also was in charge of the meetings with the Council of Europe in Strasbourg and I also attended and prepared meetings together with Federica Toscano with regards to the Liaison Office of the CoE in Brussels, Missing Children Europe and the European Youth Press.

From the 4th to the 5th of July, representatives from both boards went to the Council of Europe in Strasbourg for the annual transition meeting. During these days we had the opportunity of meeting Mr Regis Brillat from the European Social Charter Department to discuss possible future projects, being open the idea of organising a simulation of the Collective Complaint procedure of the Committee of Social Rights. We also met representatives of the Directorate of Communication, Ms Orkwiszewska and Ms Lobey to evaluate the cooperation with the Council of Europe. The Council of Europe is highly satisfied with the improvement of the cooperation during the term 2012-2013 as reported in their articles to be included in the Annual Report 2012-2013. Also, for the first time in 6 years of partnership, the Director of Communications, Mr Daniel Holtgen, invited the ELSA representatives for a meeting where we discussed the development of our cooperation and the priorities for the upcoming year.

My successor, Tino Boche, had the opportunity to have contact with relevant partners and with the practicalities of the daily office work. He also had the chance to start preparing his term in office and managing current and future projects.

Other

I wrote for the Annual Report of ELSA International 2012-2013 and I collected articles from partners, particularly, 4 articles from the Council of Europe. I also worked closely with Anders to collect new articles for the Autumn edition of Synergy, from some of the organisations we have been cooperating with during our term in office.

I was also responsible the new agreement between ELSA and our Human Rights Partner, working together with the Directorate of Communications of the Council of Europe.

Final words

I would like to use this report to thank all the officers of the ELSA Network with whom I had the chance to work during my year as member of the International Board. My special thanks go for Ms Burcu Filiz, Director for Human Rights and Ms Tessa Melia Borg, Director for Legal Writing. I would also like to thank all the National and Local officers who were part of the AA Team 2012-2013.

Last but the least, I would like to thank my board – Bartosz, Anette, Alpo, Anders, Corinna, Federica and Dena for the greatest experience of my life and to wish the new board all the best for their term as well to our incredible Network!

Corinna Mückenheim, Vice President for Moot Court Competitions ELSA International 2012/2013

Below you can find my Activity Report for the time of February 2013 until July 2013. I would like to thank my 7 other family members, Bartosz, Anette, Alpo, Anders, Vasco, Federica and Dena. I have had the time of my life with them and I am thankful for everything!

*The ELSA Moot Court Competition on WTO law (EMCC)***1. General**

Since February I have been dealing with the Written Submissions of around 65 teams from all over the world. I have been looking through them and giving penalty point in case of not obeying the rules. Since then I have also been following up the invoices and the payments. I have been compiling a Final Report of all the rounds.

2. Regional Rounds

The whole March 2013 I have been travelling the world to supervise and organize all the Regional Rounds. I have been in Taipei (Taiwan), San José (Costa Rica), Porto (Portugal) and Cluj-Napoca (Romania). I have been briefing the panelists, timekeepers and the OC members. I have been supervising that the pleadings are in order. I have been dealing with all the paper work, score sheets, bench memos, I have been filling in the scores and calculated which teams are the ones advancing. I have been dealing with the panelists, scheduling the pleadings, dealing with various team requests, supervising the opening ceremony and award ceremony, holding the sponsors presentations and announcing the winning teams. I have been issuing a pre-report of the scores after every Regional Round.

3. Final Oral Round

I have been organizing the Final Oral Round this year on my own together with an International OC. From the 30th of April to the 5th of May 20 teams came to Geneva from all over the world. Beforehand, I had sent all of them travel forms, invoices and helped with finding accommodation and any other requests they had. I have had the pleading rooms for the preliminary rounds and quarterfinals at the Villas of the Graduate Institute. The semifinals and grand final were held at the WTO Headquarters. I had the opening ceremony in the facilities of the Graduate Institute as well. The Award Ceremony was held in the WTO with the attendance of the Director General Pascal Lamy. We had tours in WIPO and UNCTAD for the participants. We have had more than 20 panellists from the WTO and all around participating. In the end, a team from Colombia won the competition. I would like to thank everyone who was involved and who supported me, it was a great success! White and Case Geneva had agreed during the Round to give the best orators a chance to get an internship.

4. 12th edition

I have been setting up the upcoming 12th edition already in February when the new Case Author was chosen, Prof Krajewski. The case was almost ready. I had set up and selected all Regional

Round Organizers – Warsaw, Prague, Washington, Kuala Lumpur. I have also been working on the establishment of the Africa Regional Round. Due to the good cooperation in my year, the WTO had decided to fund and help with the organization of the first Round. Thus, in June I have been in constant contact with the WTO, exchanging and creating documents and developing a strategy. In July we have sent out emails to find a possible host, WTO had sent out emails as well. Furthermore, I had sent invitations to individuals to set up an Academic Board. During July the dates and venue for the Final Oral Round had been set up as well.

The European Human Rights Moot Court Competition (HRMCC)

1. General

In February it was the busiest time since it was the Final Round. I have been dealing with various team requests. Afterwards, I have been compiling certificates for each team member who was participated only in the written part. I have been writing a Final Report.

2. Final Round

I have been organizing the Final Round in Strasbourg from the 24th to 28th of February 2013 together with an International OC. 16 teams came from all over Europe and a team from Ireland won the competition. We have had an opening ceremony sponsored by the Polish Representation and at their house. We have had 3 days of pleadings in the European Court of Human Rights itself. The award ceremony was held in the biggest pleading room in it with the attendance of Mr Thorbjorn Jagland, the Secretary General of the Council of Europe and our new Patron. We have had a boat tour and arranged accommodation and meals for the participants as well. I have been supervising that pleadings are in order, briefed timekeepers and panelists, have calculated the scores and announced teams.

3. 2nd edition

I had found new case authors in February right after the Final Round. The new case had been sent in by the end of July in order to launch the edition on the 1st of August. I had as well finalized the time period of the next Final Round as well.

International Officers Meetings and other

I have been holding the MCC part of the AA workshop during the ICM Cologne in April 2013. I have furthermore had a MCC session during the NCM in Austria. I have held transition during July, visited all sponsors and partners and helped setting up the new editions. I have written articles for the Annual Report and collected them from our partners.

Federica Toscano, Vice President for Seminars & Conferences ELSA International 2012/2013

This year was a cornerstone for the S&C area: the choice of the new IFP Topic, the ELSA Day, the last year of Health Law as Focus, the introduction of Knowledge Management and the online tools are only some of the extremely interesting challenges that the S&C team undertook. The S&C area achieved great results, and I am honoured to have had the opportunity to be part of such a great team. However, nothing would have been possible without the support of my other team, the International Board 2012/13, to whom I would always be grateful for the amazing results and for the moments spent together.

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 were covered respectively by Ana Roce, Antonella Biasi and Ovidiu Nistor. For the first time, ELSA International has a directorship on Knowledge Management, which was covered by Paul Wermann until April 2013. This was not the only novelty for this year. The special challenges that IFP was facing this year required the creation of an IFP Team. The members of the IFP team were Iva Šimková and Diana Correia de Sa.

Area Meetings

I was invited by the President Bartosz Balewski to take part to the IPM in Paris, to discuss the two main programmes in ELSA: Human Rights and IFP. During the first workshop, on Human Rights, I presented to presidents the current international projects in the field and the new project, the ELSA Day. The IPM recommended unanimously to the Network to take part in the ELSA Day.

During the WS 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, workshops met two main priorities: to give officers basic knowledge on S&C; 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 was also discussed in a joint workshop with all key areas, and the project was positively welcomed.

International Focus Programme: Health Law

It was clear since the beginning that to achieve an improvement in the implementation of IFP there was a need to update all tools related. For this reason after the update of the IFP Handbook, realised with the Director for IFP Antonella Biasi, we improved the IFP Project report and I created the related online form, to simplify the system of collection of evaluation forms and the analysis of the relevant data. The effort put in the promotion of the importance of IFP led to good results: This year the number of events organised raised. since we received information about 98 IFP projects.

During winter I coordinated the realisation of the second IFP Newsletter, published in January on the website and distributed to the Network and to our main academic partners. The IFP Team collected articles on some of the major events that took place in the Network during the second year of implementation of Health Law as IFP and I worked, together with Anders Liljeberg, VP Marketing of EI, on its final format. The team worked in the same way for the creation of the Final IFP Report.

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

I also supported ELSA Poland and ELSA Gdansk in the realisation of the Final IFP Conference, where I also participated together with the President at the beginning of May.

The choice of the New IFP Topic Media Law and first steps

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 was first studied, then drafted 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 were selected upon the criteria published in the call. Four Working Groups were created and given the instruments to start their work and to produce the first materials to be included in the ICM Working Materials in the form of Input Papers. During ICM Batumi the Network chose Media Law and during ICM Cologne the Network voted for the programme to have duration from the 1st of August 2013 to the 31st of July 2016. After the choice ELSA International opened a call for Director for Media Law and appointed Marko Dolenc. With Marko we worked on the Handbook and on the strategy for the first year of implementation. We discussed further cooperation with the CoE, UNESCO and European Voice. We have also researched for Media Law Partners and established first contacts, in particular with European Youth Press. Together with the VP Marketing, we have also elaborated a logo and other material.

I worked also with the Treasurer and the VPAA on the application for the EYF grant for the Hate Speech conference. In the last months, I worked closely with ELSA Norway to support the organisation of the conference in Oslo.

ELSA Day

For the first time in its history, ELSA organised an international human rights forum that took place simultaneously in 31 countries in Europe. ELSA officers started working since September 2012 to create this unique event, and the results have been outstanding: On the 20th of March, the ELSA Network organised more about 150 events on human rights. The events were of all kinds: the majority of them had a scientific approach, like panel discussions, moot courts, legal debates; however, some groups organised also photo competitions, marathons and visits to institutions or other NGOs: “All different, all together”, as the motto of the ELSA Day said.

The organisation of the ELSA day had two main aspects: coordination/motivation and promotion. When it comes to the first side, I was in contact with national coordinators to collect information. About the second side, I worked closely with Anders Liljeberg and Klaudyna Krupa, Director for Public Relations, on the creation of all sort of material useful for the promotion and also on the promotion itself.

Delegations

In the last four years ELSA responded to the increase in the interest of ELSA members by intensifying the focus on this area. This year we were able to offer to our members 80% more opportunities compared to the previous year: 61 calls for ELSA Delegations were opened in the year 2012/13. This increase had an impact on only on the number of appointed delegates (227 ELSA Members were selected to represent ELSA at international level., but also on application received (550). Furthermore, we expanded the number of sessions in which we sent delegations, and we sent for the first time ELSA Delegations at the Council of Europe and the European Court of Justice.

I also created a section in the website dedicated to Delegation, to enable easier promotion, system of application and accessibility of information. The section in the new website is even better looking and more user-friendly.

A new structure for the DB

Since the very beginning it was clear to me that the S&C part of the Decision Book was in strong need of restructure, too. For this reason, after the Workshop in Batumi a Working Group was created to elaborate the new text for the Decision Book. After a common brainstorming, I created a complete new structure that has been accepted, implemented by the working group and eventually adopted in ICM Cologne with few amendments. I also worked together with Vasco on the creation of a similar structure for the AA part of the Decision Book.

ELSA for Children

As EfC Coordinator, I worked very closely with the Children's Department of the CoE to revise reports submitted, to structure the outcome of the research and to negotiate the involvement of the COE in it. I have also organised the Panel Discussion ELSA For Children, which took place at the European Parliament in Brussels on the 20th of March 2013. Due to the importance of this project, I worked intensively to involve all the major European actors in the field of the protection of children against violence and sexual abuse and I am very happy with the results achieved: we had speakers from the EU Commission, the EU Parliament, the Lanzarote Committee, the CoE Liaison Office in Brussels and from the main NGOs active in this field. After march I worked not only on the promotion of the outcome of the research, but also on the possibility of developing new project in this field together with CoE, Commission and engaged NGOs. In particular, I structured the cooperation with Missing Children Europe that will be developed in 2013/2014.

Externals and Partners

Besides the partners already mentioned, I was in charge of the cooperation with European Voice, in particular for the EU Studies Fair, and of the International Trademark Association. With INTA the partnership is very strong and grew a lot in the last months. INTA promoted STEP

through their newsletter, we participated to their reception, Furthermore, I organised together with them several lectures for groups visiting Brussels. I was also the contact person for the European Law Faculties Association and the European Pharmaceutical Students' association

Coaching Groups

As Coach of ELSA Belgium, I visited several of their internal events and I have been often in contact with the President. As Coach of ELSA Greece, I visited their extraordinary NCM in February, where I delivered a long workshop on different topics, and I supported the group after the difficulties faced in winter. As a Coach of ELSA Poland, I visited the NCM in Wroclaw, where I delivered one workshop on Project Management and part of the ELSA Day workshop. As Coach of Slovenia. I have been often in contact with the board.

Knowledge Management

S&C introduced the concept of Knowledge Management. I am working since the beginning of the term on a campaign to raise awareness on this topic. The other members of IB also embraced this concept. The creation of the Officers Portal was a first step towards the reach of these important goals. I put a special focus on the creation of Internal S&C Tools (Delegations Handbook) and of online tools for all S&C officers: in particular I created online forms to make the evaluation system more easy and accessible.

**Dena Dervanović, Vice President for Student Trainee Exchange Programme
ELSA International 2012/2013***ICM Cologne*

During the ICM Cologne, I was responsible for giving STEP related workshops. My focal area of this meeting was to provide the Network with workshops related to the upcoming sequences of a STEP officers' job (i.e. Reception, Transition, Student Hunting, etc.) In addition, I have participated in the Strategic Goals '18 Workshop and I have once more seen the strength of the STEP Network when it comes to the ambition to improve STEP in the next 5 years. Fixing this growth rate for the next 5 years and focusing on this very important aspect of STEP will most definitely bring a difference when it comes to the success and overall quality of the programme.

Student Hunting

As it has been done during the whole term 2012/2013, a great focus was set on the image of STEP and its rebuilding into an appealing system of exchange. Hence, Mr Anders Liljeberg, Vice President for Marketing of ELSA International and I have urged both of our areas' officers to use the marketing materials created by ELSA International for this purpose and encouraged all officers to create their own, locally/nationally targeted materials in order to enhance the effect of Student Hunting. Alongside that, ELSA has promoted STEP on the official Facebook page with a great outreach. The results of this Student Hunting process were more than satisfactory, as you can see further in the Activity Report.

Working Groups

After ICM Cologne, two Working Groups were created. One focused on the Definition of Matching and it aimed at simplifying and unifying the concept of Matching so that everyone knows what it means. The second Working Group was a small one, consisting of two native speakers of English, with the aim of proofreading the STEP part of the Decision Book, which resulted as a proposal by ELSA *International*. I would hereby like to thank all members and Heads of both Working Groups for their dedication and hard work.

An overview of materials updated

Aside from the obvious, meaning, the STEP Newsletter's completely new face, I have, in close cooperation with Mr Liljeberg, created and updated most of STEP materials and STEP related documents. What is mentioned with this is the following: the STEP Media Card for potential employers and partners, a STEP brochure for Student Hunting, STEP promotion materials for both launches of the STEP Newsletter, the idea of the STEP Countdown that came up in July 2012 and was realised later on in autumn and spring, preceding the launch of the Newsletter, and a completely new STEP Certificate in order to follow STEP's new image. In addition to that, the STEP Forms were updated in August 2012.

STEP Calendar

During my term in office, I have created several questionnaires with which I aimed at inspecting the opinion of the Network, with an approach that let every level, meaning Local, National and International have a say in the policy of STEP when it comes to the STEP timeline, i.e. STEP Calendar. This is due to the fact that for me, everyone involved in STEP is supposed to have a

say in how STEP will work and develop during the year. I have nourished a personal and honest approach throughout the year and this is one of the things that reflect upon that. The opinion of every STEP officer was always of utmost importance for me. The results of some of those questionnaires were as follows: the decision on not having the third Newsletter in the term 2012/2013, as well as two questionnaires regarding the STEP Calendar 2013/2014.

Success in STEP 2012/2013

The term 2012/2013 was marked by revolutionary changes, hard work and devotion shared by circa 300 people in 42 countries. The STEP Calendar had its' first full year of implementation, strict and deadline based system, bringing innovation to the way of working with STEP. This innovation was a challenge to implement, and go through with until the end of the year. Two STEP Newsletter were published during the year, bringing structure and a clear overview of tasks of each STEP officer. This clarity and simplicity was embraced as a positive evolution of our system. During the last month of my term in office, I have created statistics for the term 2012/2013, of course, with the help for Student Hunting statistics given by Ms Dariia Oliinyk, the Director for Student Hunting of ELSA International 2012/2013.

The result of this years' hard work can easily be projected in simple figures:

177 Traineeships offered marking a **33% increase** compared to term 2011/2012

2 067 Student Application Forms marking a **105% increase** compared to term 2011/2012

Miscellaneous

During the last months of my term in office, I have assisted to the organisation of the Final Oral Round of EMC² as a member of the Organizing Committee. I have also represented ELSA at UNCITRAL in New York, in May. In addition to that, I have assisted ELSA Kazakhstan by giving a Skype Workshop on STEP related matters, mostly basic education and advice on how to build STEP there. Naturally, July was spent in Transition, where I have given my best transferring the knowledge I have gained during this year and sharing my advice and experience with my successor, Mr Clemens Hartig. I hereby wish him a very successful year with STEP!

Final words

I would hereby like to thank my board members Anders, Vasco, Bartosz, Federica, Anette, Corinna and Alpo for a marvellous year as the International Board. Also, I want to thank Dariia for her tremendous work with Matching and her incredible devotion to STEP. It was a pleasure to work with you all. Last but not least, I want to thank all of the STEP officers who made the STEP team 12/13 so successful and revolutionary. Thank you!

**DIRECTORS, ASSISTANTS AND TEAMS OF ELSA INTERNATIONAL
2012/2013****Vilte Kristina Steponenaite, Director for Advertisements of ELSA International
2012/2013**

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

Transition weekend

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

July – August 2012

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

September 2012

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

October 2012

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

November 2012

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

December 2012 – February 2013

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

March 2013

Initiating and providing Marketing mailing list with information about the new project Online Advertising Spring Discount Offers Weeks (OASDOW); preparing OASDOW offers, dealing with the inquiries, renewing contacts database, preparing advertising agreements;
Sending out individualised offers for online advertising and dealing with the inquiries;
Starting “Dear national, go INTERnational!” encouragement project within the marketing emailing list and marketing group in Facebook;

April 2013

Sending out offers and reminders regarding advertising in Synergy;
Dealing with the inquiries, consulting on discounts, preparing advertising agreements, cooperating with Treasurer of ELSA International 2012-2013 (Alpo Lahtinen) concerning invoicing and financial questions; reviewing and administering newly developed contacts;

May 2013

Scientific holidays. Vice President Marketing 2012-2013 (Anders Liljeberg) was coordinating advertising issues throughout May, 2013;

June – August 2013

Sending out additional individualised offers for advertising in Synergy;
Selling advertisement places in Synergy and ELSA website (dealing with the inquiries, consulting on discounts, preparing advertising agreements, cooperating with Treasurer of ELSA International 2012-2013 (Alpo Lahtinen) concerning invoicing and financial questions);
Preparation and participation in the transition weekend on 10-12th July, 2013 (collecting and preparing transitional documents as well as providing general recommendations for the next term);
Sending out reminders for potential advertisers with Vice President Marketing 2012-2013 (Anders Liljeberg) and Deputy Vice President Marketing 2013-2014 (Petra Podgoršek) regarding advertising opportunities in Synergy; developing Synergy and online advertising sessions with Deputy Vice President Marketing 2013-2014 (Petra Podgoršek), Vice President Marketing 2012-2013 (Anders Liljeberg), Treasurer 2012-2013 (Alpo Lahtinen) and Deputy Treasurer 2013-2014 (Rebecca Yourstone) (10-12th July, 2013);
Sending out encouragement letters within the marketing emailing list and marketing group in Facebook (inviting local and national marketers to consider working with advertising of ELSA International);
Providing Deputy Vice President Marketing 2013-2014 (Petra Podgoršek) with the brief recommendations for the next term (1st of August, 2013).

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

Tessa Mallia Borg, Director for Legal Writing ELSA International 2012/2013

In August 2012 I was appointed Director for Legal Writing for ELSA International. Immediately after my appointment, a meeting was set up between Vasco Silva, Vice President for Academic Activities of ELSA International and myself. During this meeting we discussed the importance of Legal Writing in the sphere of Academic Activities in ELSA as well as the need for new and innovative projects to be introduced into our association. Together we also highlighted the goals which we both wished to achieve during my term in office.

The first task which was assigned to me by Vasco was to share with all Vice Presidents of Academic Activities in the Network, a project which was introduced in ELSA Malta last year – The Partnership in Research Programme. The scope of this programme is to allow students to carry out research with the aid of law firms and entities and to ultimately construct a legal publication from the research carried out. The reason for sharing this idea with the Network was to encourage Vice-Presidents in Academic Activities to implement similar projects in their respective countries. The second and biggest task Vasco and I discussed was the possibility of re-introducing the previous SPEL (Selected Papers on European Law), through a new Law Review for ELSA. The aim was to build upon this pre-existing project in order to ensure its success and continuation as a project. Following this discussion, I worked on an outline to be sent to the Network which included key information and answered questions such as: What is a law review? How will it work? What are the benefits of this project? What will the timeline be like? and so on. The outline was then sent to the Academic Activities mailing list where I awaited feedback from everybody in case any amendments/suggestions were to be made to the outline.

The creation of a law review for ELSA as a Network seems vital at this stage. It would not only provide our members with further opportunities for legal writing but it would also impress law entities when applying for sponsorships in any ELSA country. Moreover, it would provide the Network with more marketing material, possibly allowing more students to join the Network. There is obviously still a lot of discussion and work to be done for the re-introduction of this law review yet I truly believe that ELSA is heading in the right direction. We now have a concrete platform to work on, allowing the possibility for further opportunities in ELSA Publications to become a reality!

Ultimately, I would like to thank Vasco for his constant support and guidance during my term.

Burcu Filiz, Director for Human Rights ELSA International 2012/2013

I was appointed as Director for Human Rights ELSA International 2012/2013 in September 2012 with Human Rights Team, Ms. Chrysoula Mavromati from ELSA Greece, Mr. Daniel Diez from ELSA Spain, Mr. Sofjan Jaupaj from ELSA Albania. Though out this time, we kept in touch with Vasco Silva, VP AA of ELSA International 2012/2013.

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

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

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

In order to reach every member to see the current human rights vision of network, I sent out a call for Director for Human Rights in every National Board. These directors were in charge to distribute questions and provide answers to ELSA International, for updating our vision and handbook. We also agreed to have a FAQ section for handbook, to help our members to decide if their plans are compatible with human rights vision and non-political status of ELSA. But it could not be possible due to lack of replies (3 out of 42 countries)

During ICM Batumi, we discussed this issue with Vasco Silva, if we should open a discussion to the floor for how the network see human rights in ELSA, even the philosophy statement. We agreed to overview minutes from 90's ICM's to see and analyze how was Human Rights implemented in ELSA but even though hard work of Vasco Silva from ELSA International and Tristan Naber from ELSA The Netherlands, we couldn't reach any useful documents from the archives. Nevertheless, our idea came into reality with "Non Political Status of ELSA" open workshop in ICM Cologne (Page 652-661 of the minutes, distributed by ELSA International on 24.05.2013). After 3 hours of non-stop discussions and working groups; it became clearer that human rights vision was the heart of ELSA and updating our Handbook with current ideas would take a long time; both in workshops and mailing lists. Due to busy schedules of Vasco Silva and myself; we could not summarize and create a solid input for update.

Last but not least, I found chance to contributed to ELSA Day with our slogan "All different, all together".

Now as a former director, I would like to give some recommendations for Tino Boche VP AA of ELSA International 2013/2014 and my successor;

- ELSA International should create a starting point for discussions
- National officers need to be more active in discussions
- Discussions should be held not only in AA, but also in SC and BEE
- Human Rights Handbook shall give a short but strong view of our stand
- Since problems are practical, there should be an online FAQ part

I would like to thank Human Rights Team for their work and inputs; and Vasco Silva, who has been a great mentor for me and network. I wish lot of success and luck to Tino Boche and my successor.

Marko Dolenc, Director for Media Law Programme ELSA International 2012/2013*Introduction*

My term started in January and my main responsibility was to work on preparations for the right start and proper implementation of the new International Focus Programme cycle. I was working mostly with the VP S&C Federica and VP AA Vasco and occasionally with other board members and I would like to thank them for their constant availability and unconditional support, both to me personally and to the new IFP topic.

During the Spring we had regular brainstorming sessions about possible partners and projects for the new IFP and during July I attended meeting with Federica, Vasco, Ana, Tino and Petra in ELSA House where we worked on the IFP implementation strategy and concrete steps that has to be taken during the first year of implementation.

My tasks were:

IFP Handbook

One of my main tasks during past months was to prepare necessary tools for local and national officers for proper implementation of the new IFP. During the ICM Cologne I collected ideas and concerns from S&C officers what helped me to develop the structure of the handbook which could potentially meet most of the expectations from officers and to be as useful as possible for all officers on all levels.

Handbook is finished and will be published soon.

Other tools

Together with VP MKT and VP S&C of EI I was working to create and develop some additional materials that could be useful for the promotion and implementation of the new IFP. We created Media Law logo, IFP PowerPoint Template, IFP Letterhead and general Media Law presentation.

Support for National Officers

In addition to create the tools for them, I had personal approach to officers to see what are their main concerns and potential obstacles for implementation in their national groups. Through personal approach I discussed a lot of aspects of the topic, possible threats for the implementation and also got number of ideas how to develop the strategy for IFP implementation.

During the ICM Cologne I delivered the general presentation on Media Law and also collected valuable inputs from participants through working groups. Presentation was excellently accepted by participants and it was followed by long and fruitful discussion about duration of the new IFP which resulted in accepting the 3 years implementation.

In order to encourage officers for the implementation and to draw their attention to the topic, I offered my assistance by preparing Media Law related workshops for NCMs. In coordination with several national S&Cers, I prepared presentation on Media Law and developed the IFP implementation strategy for their national groups.

LRG on Online Hate Speech

EI launched the new LRG in February and together with Cassandra Matilde Fernandes, Tino Boche and Vasco Silva I am member of International Coordination Team which is coordinating and monitoring all 23 countries that are participating in the LRG. We are responsible for communication with coordinators in respective ELSA countries, providing them with interpretations of academic framework, giving them necessary explanations and trying to ensure that research is going well in all groups. During the November we will be compiling reports from national groups in final report for Council of Europe and prepare its presentation for Final Conference in Oslo.

I am grateful for having the opportunity to be Director of EI, for working with incredibly motivating and supportive IB members and with always inspiring national officers, especially my beloved S&Cers.

It will be my great pleasure to host all of you in my wonderful country Croatia during the ICM.

Ovidiu Razvain Nistor, Director for Delegations ELSA International 2012/2013

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

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

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

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

UNECOSOC – Burcu Filiz, Beatka Baran

UNCITRAL – Horia Secară, Milan Fric

WIPO – Marzia Iosini, Lilla Legradi.

Promotion

The promotion has been mainly done through emails on the mailing lists and ELSA Delegations Facebook page (<https://www.facebook.com/elsa.delegations>). We have also posted photos from delegations on the Facebook page, which is becoming more and more popular.

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

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

Documentation

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

Publication of Reports

We are continuously working on increasing quality of reports delivered by the delegates. We are making sure that all reports submitted to the IB by the delegates comply with the Guidelines on Writing Reports. We have already published 22 reports on the ELSA International website. The

publishing of the reports should contribute to the promotion of the ELSA delegations, as well as other opportunities ELSA has to offer. The published reports can also be of great value for future delegates of those interested in the topics discussed during the sessions.

Application Forms

The application forms have been changed from classical .doc applications to the improved online application forms, helping us save time with checking the applications and the possibility to easily access all the application forms from anywhere, since they are stored online.

Delegation to UNESCO

After a long period of time, ELSA sends delegates to UNESCO (United Nations Educational, Scientific and Cultural Organization), at the 5th session of the Intergovernmental Bioethics Committee, in Paris, France. We are hoping that the cooperation between ELSA and UNESCO will go on and that we will send delegations to more Committees.

Statistics

UNCITRAL: 99 applications, 43 appointed delegates, 9 delegations

UNECOSOC: 235 applications, 131 appointed delegates, 15 delegations

WIPO: 77 applications, 43 appointed delegates, 9 delegations

INTA: 9 applications, 4 appointed delegates, 2 delegations

The European Court of Justice: 27 applications, 5 appointed delegates, 1 delegation

The Council of Europe: 17 applications, 2 appointed delegates, 1 delegation

Total applications: 464 Selected delegates: 228

Dariia Oliinyk, Director for Student Hunting ELSA International 2012/2013

I am delighted to have the possibility to share my last words as Director for Student Hunting and briefly spread my experience and practice obtained during my term within the Network. This year was a year of changes for STEP, one of them turned into an incredible increasing of STEP popularity among the students. This caused our happiness and euphoria, but also brought new challenges connected with huge amount of applications that now should be checked in limited period of time due to STEP Cycles we implemented this year as well. However, notwithstanding the pressure and tough deadlines, we managed to deal with 2067 application forms and keep the growing Student Hunting tendency on. I want to express my sincere gratitude to those who contributed to this result during 2012/2013 era of STEP.

STEP Promotion

One of my main focuses during this term was to make STEP Calendar practicable and efficient. After analyzing the numbers of application forms received for the previous STEP periods, we came to the conclusion that additional efforts should be made in order to receive enough quantity of application forms and cover all launched traineeships. VP STEP ELSA International - Ms. Dena Dervanović and VP Marketing ELSA International – Mr. Anders Liljeberg developed the STEP promoting strategy. My initiative in STEP Promotion campaign was to create STEP posters with sound quotations by former STEP trainees, which were distributed later among the Network. My work consisted of reading evaluation forms we have and choosing best quotes out of there. Due to Mr. Anders Liljeberg help this marketing tool got its final design and look and now is efficiently used for promoting STEP.

ICM Batumi

As partially mentioned above I was responsible for workshops on STEP Promotion and the Matching Procedure during the ICM in Batumi. The main point of the first workshop was to broaden the participant's understanding of promotional tools for STEP (these are not only marketing materials, presentation etc.) and show them more possibilities of attracting potential applicants. As a result of these workshops the working group on Multi-Matching has been launched.

Working Groups

- a) Multi-Matching. Following the STEP Workshop decision the relevant working group has been created shortly after the ICM. The purpose of this working group was to identify, predict and eliminate all possible risks which can occur because of using multi-matching approach and make all necessary technical preparations to be able to test multi-matching approach in practice during the first STEP Cycle this year. After successful testing of Multi-Matching approach it was approved in Cologne by the Council.
- b) STEP Handbook Working Group. Together with other STEP officers I worked on amending STEP Handbook. During this work the idea of posting FAQ section at our websites occurred and was later implemented.

ICM Cologne

During this ICM I gathered participants to tell them about Multi-Matching test results in frameworks of separate workshop session, later we had a short session on Promotion. During this ICM the interest to matching increased among the STEP officers, so as a result the Working Group on Matching has been summoned, the main task of which was to find the ways how to improve the matching. I participated in this group together with other STEP colleagues.

Matching and Summing Up Selection Results

Due to fantastic efforts of the whole ELSA Network Student Hunting was extremely successful this year: 2035 application forms have been received from the National Groups. Moreover, due to the multi-matching approach the selection procedure has been modified so I also gathered and finalized selection results before sending them to Ms. Dena Dervanović.

Communication

Of course, all kinds of activities, I was involved as Director for Student Hunting, required high level of communication with STEP officers. Especially during the “hot” period of application procedure STEP officers need a prompt and efficient assistance from a Director of Student Hunting. I realize all importance of the performance of my duties for the Network, so I checked and answered incoming emails at least 2 times per day, arranged Skype meetings with officers if necessary, was always available by phone etc.

Miscellaneous

As I was working and combining the positions of the national STEP officer and Director for Student Hunting at ELSA International, my colleague and teammate, Ms. Dena Dervanović, was always a huge support to me. Thence, I want to end my report with words of gratitude to her for being so understanding and treating patiently all my nonstandard ideas. Furthermore, I want to thank all the International Board for their high level professionalism and unimaginable contribution to the development of ELSA. It was my honor to work with you!

Nevin Alija, Assistant for Expansion ELSA International 2012/2013

Expansion in ELSA in the International level has reached to a certain point when we proudly say that we are present in 42 countries and have a network of 38 000 members. This however does not mean that there are no possibilities for growth. As assistant for expansion it was my task to find possible new countries ELSA could expand to and to help those who were already trying to join our network.

During ICM Cologne we had 2 groups applying for Observership status: Armenia and Luxembourg.

ELSA Armenia was demoted due to the fact that they were not able to apply for membership status after 4 consecutive ICMs and as you were informed in the Activity Report of the International Board 2011/2012 there was only one active member in Armenia at the time. As such there was the need for the creation of a new group. Different groups of students had shown interest but they had not finally pulled through. The Network was presented with the candidacy of Armenia but it was their opinion that Armenia had still work to do before being part of the Network.

ELSA Moldova was demoted for the same reasons as ELSA Armenia. The representatives of Moldova had been in contact with me through Skype and emails. Even though in my opinion they had some really good foundations, they were not able to present their application during the ICM in Cologne. I am hopeful that they will very soon join the Network.

The third group I had been in contact was also Luxembourg. The network already knew Luxembourg and its representatives and that facilitated the work for me. During the ICM, the group of representatives from Luxembourg did an amazing job presenting their strength and their plan for the future. I was very happy to see them succeed and I believe that they have done a good job in passing the torch and securing the continuity.

ELSA Ireland applied for membership status and they presented their application in Cologne. In my eyes this was a very important enlargement of our network. The girls of ELSA Ireland were the spirit and joy of that ICM in my eyes. The Network accepted them with open arms and this is mainly due to all they brought to the table. I think that during the last years they have worked very hard and their board and members have been very active and I believe they will keep at that rhythm.

I think that for the term to come there is still a lot of work to be done and I am sure there will always be somehow we can expand and bring the gift ELSA has been to all of us to more and more law students and young lawyers. This years has been a great one and probably one of my most difficult ones but I would like to thank Bartosz, Vasco, Corinna, Federica, Anette, Alpo, Anders and Dena for all the opportunities that they have given me during this year and their constant friendship. If this has been an awesome ELSA year all Europe wide is a lot due to them. Hoping this isn't the last time I hear from them and from the rest of the Network.

Lars Olaf Raabe, Assistant for EMC2 ELSA International 2012/2013

Hi People,

I am going to report about what I did in my position as EMC2 Assistant for the European Regional Rounds.

First of all, I was assisting Corinna Mückenheim in finding a General Assistant. I advised several people I knew from my participation, many declined, but Ana Parvu from Romania said, she would do the job.

Then after some days and reading the materials, Corinna introduced me to the local groups and presidents of the organizing committees.

Person with whom I started having almost weekly skype-meetings elaborating on who to build up an infrastructure for organizing such events.

After they found their teams at place, my work continued with advising what aspects they should bear in mind, mainly costs and income, sponsors, what kind of hotels, flights, transportation of panellists and teams.

In all the time before the rounds took place, I was mainly advising how to gain sponsors and how to save money, how to negotiate and what really important is for the social program and what not and also reporting my personal EMC2 experiences.

Every time I had a skype meeting I summarized everything in a protocol and sent it to my Director and later Vice-President Corinna Mückenheim.

I also assisted Corinna in finding Sponsors for the Final Round in Geneva, at least I provided contacts and ideas, who could be contacted.

While the planning was going on and the Regional Rounds were almost happening, I was mainly controlling, that the number of panellists sufficed the requirements as well as that their flights were booked and that the accommodation was handled.

I also needed to control, that the participants were situated well.

While the Regional Rounds were taking place, I was also responsible for handling the panellists and answering questions of the participants and also assisting the Regional Round Organizer.

At the end my job was to connect the panellists with each other and to entertain as far as to create small talks.

I had fun working for ELSA , thanks for the experience.

Ana Roce, Assistant for Study Visits ELSA International 2012/2013

I was appointed as Assistant for Study Visits in September and I started my work in coordination with the VP S&C of ELSA International, Federica. As this is my second term as Assistant for SV I just continued the work I started.

My first assignment was to update the Study Visit Guidebook. We decided to change a structure in order to be more structured and useful but also to make it easier to fill in for the local Officers. We sent two calls. After two calls we had replay from only 18 countries. The Guide is a tool that is very important for finding partners for the SV, so I decided to contact personally all VP S&Cs and Presidents of the National Groups that haven't send the Guide.

After ICM Cologne I finished the Study Visits Handbook that was published in August and now is on the Officers Portal. Study Visits Handbook is a tool that will help lot of officers in organizing their Study Visits.

One of my main tasks was finding contacts in the respective institutions for the Institutional Study Visits. There are some institutions that might be interesting to law students but unfortunately we don't have necessary contacts and cooperation with them. One of them, and also very important, is NATO headquarters in Brussels that several National Groups wanted to visit and they asked for my help in this matter. I am glad that I could help them and hopefully it will enrich the academic program of the ISV in Brussels to these groups. I helped National Officers in preparing itinerary for ISV suggesting them which institutions to visits, when to visit them and also I shared practical information about accommodation. The promotion of the EU Studies Fair was also present with information about possibilities for the ISV in that period.

With Federica I worked on adjustments of evaluation form for SV and ISV so that they contain more structured but important information. The result of the online system of evaluation is increased number of evaluated SV and ISV.

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

As assistant I was also part of the S&C working group on Regulations.

**Iva Šimková, Diana Correia de Sá & Antonella Biasi, IFP Team ELSA International
2012/2013***Final IFP Conference*

After three years of commitment to Health Law and in accordance with ELSA's Decision Book, the Final IFP Conference was held by ELSA Gdansk, Poland, from 8th to 12th of March 2013. The program included three different panels – Pharmaceutical Law, Cosmetic Law and Medical Malpractice Law – which created a place for discussion among law students, young lawyers and professionals. As partners for this event, the Conference was enriched by the presence of speakers from DLA Piper, World Association for Medical Law, Dr. Irena, Eris Kosmetyczny Instytut, OIRP Gdansk, among others. This event was the ice on the cake of three successful years of Health Law and of course you will find more detailed information about it in the IFP Final Report.

Statistics on IFP Health Law

The statistics on IFP implementation showed at the ICM Cologne were very different from the last ones: thanks to the efforts of National and Local Officers we managed to collect an impressive number of evaluation forms from almost all events organized by the Network in this third year of the topic "Health Law". After the ICM we received some other reports and the statistics were updated again. Of course, even if the IFP period is over, we will continue collecting the missing information until the final report will be ready and we will present the final numbers to the Council in Opatija. So far, we can confirm that the biggest number of events and activities was organized during this last year and there was an increase in the S&C and STEP areas, with 10 traineeships and about 60 S&C events and 16 National Groups involved. A good news is that some Local Boards chose Health Law also as a topic strictly connected to Human Rights for the ELSA Day.

As we said before, our work is not done yet, so you still have time to evaluate your events though the online form on the Officers' Portal <http://officers.elsa.org/> if you forgot to do it before.

IFP Final Report

One of the final tasks of the IFP "Health Law" Team is to collect IFP Reports and articles written by law students, young lawyers, ELSA members, officers, as well as by professors, speakers and academic advisors for the IFP Final Report. This Report will be presented at the next ICM in Opatija and will include the entire story of the mentioned topic: articles, national reports about the last three years of implementation (partners, sponsors, traineeships) and the list of all events that were organized by each National Group between the 1st of August 2010 and the 31st of July 2013. So far only few National Groups have sent their contributions and this means that some of them are risking not to have their activities and achievements published. Hereby we would like to ask to all National Officers to send the missing reports as quickly as possible, because this is the last chance to show to the Network and to externals their commitment to the IFP and to gain visibility also for their Local Groups and partners.

PROPOSALS

THE INTERNATIONAL BOARD

Standing Orders amendment concerning Article 19

The International Board proposes the following to the Council:

Article 19 – Budget and accounting

19.1 The Council decides on the budget of the next following financial year submitted by the Treasurer of ELSA International during the Spring Council Meeting.

19.2 All funds raised for the benefit of, or payable to, ELSA shall be paid into the ELSA International account and be properly and accurately accounted for by the Treasurer of the International Board.

19.3 The accounts of ELSA shall be drawn up in accordance with the International Financial Reporting Standards (IFRS).

19.4 The accounts must include:

- ~~Balance sheet;~~
- ~~Profit and loss account;~~
- ~~Treasurer's report;~~
- ~~Notes.~~
- A statement of financial position at the end of the period (balance sheet)
- A statement of comprehensive income for the period
- A statement of changes in equity for the period
- A statement of cash flows for the period
- Notes, comprising a summary of accounting policies and other explanatory notes

19.5 The accounts shall include a Treasurer's report ~~shall include the~~, which shall give an overview of the financial situation of the organisation; an explanation about significant changes in income or expenditures and a prognosis for the following reporting period.

Comments:

If the accounts are to be drawn up in accordance with the IFRS, as stated in article 19.3, they must include a statement of financial position at the end of the period, a statement of comprehensive income for the period, a statement of changes in equity for the period, a statement of cash flows for the period and notes. This is regulated by the International Accounting Standards (IAS 1).

Reports other than these above mentioned financial statements, such as the Treasurer's report, are outside the scope of the IFRS. However, the Treasurer's report is still an important part of the accounts, to assure that an overview of the organisation's financial situation is presented.

Decision Book amendment concerning Institutional Relations section of the BEE part (BEE 02/13 I)

The International Board proposes the following to the Council:

[...]

5. Participation in Events organised by International Institutions

- 5.1 ELSA International shall coordinate the participation of ELSA representatives in events and meetings organised by international institutions.
- 5.2 ELSA International shall research events organised by international institutions and provide the Network with the relevant information.
- 5.3 ELSA International shall prepare a Call for Applicants including the guidelines for the selection of representatives. The Call shall include a clear description of the event, practical information and a general task description for the representatives. The Call should be made available as soon as ELSA International receives the invitation. The Call for Applications shall be actively promoted in National Groups by the National Board.
- 5.4 It is up to the discretion of ELSA International to appoint the representatives, using the principles of objectivity, neutrality and equality.
- 5.5 The representative shall be a member of ELSA or its alumni organisation, should have solid ELSA background and an active participation in ELSA's activities and should have an academic competence in the field of law connected to the work of the institution and the topic of the event.
- 5.6 All applicants shall provide ELSA International with the necessary documentation, as specified in the guidelines for the selection, to prove their academic qualification and ELSA background as stated in the application.
- 5.7 ELSA International should select the participants objectively within one week after the application deadline according to the Guidelines for ELSA Delegations and appoint a Head of Delegation.

ELSA International shall inform the applicants about the selection and provide the delegates, especially the Head of Delegation, with the necessary information, the contact details of every delegate and upon request a letter of recommendation.

If appointed, Academic Coordinator will provide delegates with all necessary information.

5.8 ELSA International shall inform the Network about the chosen delegates.

5.9 The representatives shall inform ELSA International in advance of any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International.

5.10 ~~Each member of delegation shall fill in a comprehensive survey as delegation report~~ ~~The delegation shall prepare a comprehensive report~~ on the objectives achieved and the means used, including the activities of every members of the delegation and submit it within ~~two~~ ~~four~~ weeks after the end of the event to ELSA International. The report should ~~include~~ ~~state the particular positions taken and~~ the contacts made with ~~other individuals~~ and institutions. The practical information and outcome part of report shall be made available to the Network.

Comments:

We are proposing the change of Article 5.7 because Academic Coordinators are an important part of the delegation team and give a big contribution to the execution of these projects. For this reason their tasks and their existence should be acknowledged in the Decision Book.

To improve the quality of the reports ELSA International will prepare a template in a form of a survey for the delegations to fill in. The change in Article 5.10 will change the responsibility of the delegation in this aspect.

Decision Book amendment concerning The ELSA Development Foundation section of the FM part (FM 02/13 I)

The International Board proposes the following to the Council:

11. Auditing of the Foundation

11.1 Auditors of ELSA International ~~will be appointed auditors of the EDF upon their election~~ shall be appointed as Auditors of the EDF by the Board of Directors.

Comments:

The current wording gives the impression that the Auditors of ELSA International will automatically be appointed as Auditors of the EDF upon their election. However, according to the statutes of the EDF they have to be appointed as Auditors of the EDF by the Board of Directors, after a positive recommendation of the Council of ELSA. The proposed wording will decrease the risk of misunderstandings and make the Decision Book cohere better with the Statutes of the EDF.

Decision Book amendment concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part (S&C 02/13 I)

The International Board proposes the following to the Council:

[...]

2.3 Responsibilities for Quality

2.3.1.1 Evaluation

- a. Respect evaluation policies by completing the S&C Evaluation Form and submit to ELSA International or through the National Group.
- b. Respect Knowledge Management policies, plus;
- c. Archive all materials and lectures given at the scientific event.
- ~~d. Invite the speakers or lectures to join the S&C Speaker Database by filling in the S&C Speakers Form.~~
- e. d. Elaborate a Report to the National Group regarding participation statistics.

Comments:

Since there is no S&C Speaker Database we propose to remove this responsibility until the database has been established. Also renumbering of the last responsibility.

Decision Book amendment concerning S&C Policies, Minimum Quality Standards and Responsibilities of the S&C part (S&C 02/13 II)

The International Board proposes the following to the Council:

3. Study Visits

3.3 Responsibilities for Quality

3.3.1 of the Hosting Group

~~a. To organise a social programme, sightseeing (including specific local food/customs) and academic programme.~~

a. To organise the academic programme of the Study Visit.

b. To organise a social programme and sightseeing (including specific local food/customs).

~~b. c.~~ The Hosting Group should take care of the Accommodation for the Participants and also provide all the information required (especially VISAs, letter of invitation and other legal documents required), unless agreed otherwise by the parties.

~~c. To organise the academic programme of the Study Visit.~~

Comments:

We propose a reordering of the responsibilities of the Hosting Group to better reflect the order of priority.

Decision Book amendment concerning Implementation of the S&C Quality Standards of the S&C part (S&C 02/03 III)

The International Board proposes the following to the Council:

6. Dispute Resolution

[...]

6.1 ~~ease-~~If the Study Visit agreement is not concluded and dispute arises:

Comments:

Grammatical change

NATIONAL GROUPS

Decision Book amendment to the Strategic Planning section of the General part (GEN 02/13 I)

ELSA Norway, ELSA Austria, ELSA Turkey, ELSA Germany, ELSA Poland and ELSA Georgia propose the following to the Council:

Strategic Planning

1. General

Strategic Planning shall be an ever-present part of planning in the European Law Students' Association. The Strategic Plan shall envisage means to fulfill the Philosophy Statements of the Statutes. A Strategic Plan shall be adopted for five years by a two thirds majority of the Council during an International Council Meeting in the last year of the Strategic Plan in force. A first reading shall take place during the autumn International Council Meeting of the last year of the Strategic Plan in force. Additionally a 5 Year Strategy Handbook shall be established and at least include:

- 5 Year Strategic Goals, and Operational Goals, Sub Goals, Means and Methods
- A theoretical background with practical examples about Strategic Planning
- Summaries of relevant preparatory work and workshop sessions during Internal Meetings on Strategic Planning ~~Summary of all the Preparatory Work by the Working Group, with references to their Minutes and other important documents~~
- ~~Summary of all Workshop Sessions held during Internal Meetings dealing with Strategic Planning~~
- ~~The Strategic Plan Yearly Reports of ELSA International~~
- ~~The OYOPs of ELSA International~~
- A short explanation on how it should also explain how the Strategy and Goals Strategic Plan interacts with our Philosophy Statement

Responsible for the Executive Summaries of the meetings and Workshops will be the chair of the same. The summaries will be sent to the National Groups together with the minutes. ELSA International will then add it to the Handbook.

2. Monitoring

The fulfillment of the Strategic Plan shall be monitored by ELSA International by means of the Strategic Goals Questionnaire, the Strategic Plan Yearly Report and the Strategic Plan Final Report.

The Strategic Plan Yearly Report shall be prepared by ELSA International and discussed in every Workshop of at the autumn International Council Meeting. It shall summarize the strategic goals and critically compare the level of achievement to previous results.

The Strategic Plan Final Report shall be prepared by ELSA International and presented during an International Council Meeting in the last year of the Strategic Plan in force. It shall include overall information, final conclusions and statistics reflecting the fulfillment of the Strategic Plan as well as recommendations for the adoption of the following Strategic Plan.

The Strategic Plan Final Report shall be finalized by ELSA International with updated information from the whole duration of the Strategic Plan, including the fifth year of its implementation and ready to be presented at the first ICM after the last year of the Strategic Plan in force.

3. Implementation

ELSA International and the National Groups shall draft their One Year Operational Plan in compliance with the Strategic Plan of ELSA ~~and the Operational Goals set in the 5 Year Strategy Handbook.~~

Comments:

The Strategic Planning section of the General part of the Decision Book was added at ICM Algarve in the spring of 2012. This was at a time the association was starting preparations for making a new Strategic Plan for ELSA.

When these regulations were introduced it seemed like a good way of professionalizing ELSA's strategic planning process by keeping all relevant materials concerning Strategic Planning in one document. Looking at the regulation today it is obvious that if a 5 Year Strategy Handbook is to be compiled it would amount to document of several hundred pages. This would not be beneficial to the network. The reality is that very few people would read a document of that size and therefore it will be counterproductive to use human resources and time on this project.

When creating such a document it is important that the information which will be most beneficial in a strategic planning process is included. Therefore the proposal aims at including only the information that will be beneficial to the association in 5 years when it is time to create a new Strategic Plan. An important point here is the inclusion of a theoretical background on what Strategic Planning is and how it should be done. There is no need to re-invent the wheel every five years and this point would very much help future officers in getting a common framework before making new Goals.

The proposing National Groups believe that this proposal is of paramount importance to our association if we want to keep a high level of quality in our Strategic Planning process.

Decision Book Amendment to the General Regulations of the STEP-part (STEP 02/13 I)

ELSA Czech Republic, ELSA Portugal and ELSA Italy propose the following to the Council

STEP Procedure

1. Traineeships

1.1 ...

1.2 General Regulations

1. Duration

Traineeships have a minimum duration of two weeks and a maximum duration of two years. The traineeship can only commence at least ~~six weeks~~ eight weeks after the application deadline of the respective traineeship has expired.

Comments:

Since there was multimatching incorporated to the STEP procedure, the six weeks period is not sufficient amount of time anymore. After the application deadline, there is the matching to be made, which takes approximately about 2 weeks, then STEPers forward the suitable applicants to employers and then it takes about 2 more weeks until the applicants are selected. That gives only 2 weeks for the selected applicants to prepare for their traineeships (accommodation, travel, VISA). Therefore we suggest prolonging the period for two more weeks, given the applicants and also the employers some extra time to provide everything necessary for the traineeships.

Decision Book amendment to the Penalty Section of the STEP part (STEP 01/13 II)

ELSA Romania proposes the following to the Council:

Penalty System

[...]

1.3 Cancellation/Withdrawal

- a) (...)
- b) (...)
- c) If the applicant/trainee withdraws/cancels the traineeship without valid reason he/she shall be denied any further access to STEP. In addition, the trainee shall cover possible damages and has to pay 15 % (non-favoured countries)/12.5% (favoured countries) of the monthly salary according to the agreement between the employer and the trainee – if the traineeships duration is under a month the penalty is calculated on a pro-rata basis. The penalty is at least EUR 80,- (non favoured countries)/ EUR 67,50 (favoured countries) and not exceeding EUR 300,-. The penalty is owed to the trainee's Hosting Group

Comments:

During the last ICM which took place in Cologne, Germany the same proposal has been proposed by ELSA Germany and ELSA Sweden. The joint STEP and FM Workshop decided to not recommend it the council and instead implement the blacklist for applicants.

Recent experience of ELSA Romania shows that the system with only the blacklist does not serve well. Romanian traineeships are suffering from the last minute cancelations from the applicants who were chosen for the traineeship and accepted to come. Due to that fact ELSA Romania is proposing again to implement the system where applicants/trainees who withdraw/cancel traineeships would be obliged to pay a certain amount of money as a penalty.

Utmost important in this system is to avoid the situation when someone recklessly sign in the Traineeship Confirmation Form. ELSA Romania believe that with the information included in the form that kind of situation will not occur, which has been proven by the similar system which exist already in ELSA Germany.

Decision Book Amendment to the Matching Section of the STEP-part (STEP 02/13 III)

ELSA Germany proposes the following to the Council:

STEP Procedure

[...]

2. Applicants

2.1 General Regulations

Only members of ELSA may apply for STEP.

1. Application

a. Applicants can only apply for a STEP traineeship by using the Forms provided by ELSA International and filling them out in English. Additionally they have to hand in the necessary diplomas, certificates, recommendations of professors or similar valid documents to prove the qualifications stated within the Application Forms.

Comments:

This Amendment codifies the current praxis. We already accept only English written applications and this has to be written in our Decision Book as well.

Decision Book Amendment to the Matching Section of the STEP-part (STEP 02/13 IV)

ELSA Germany proposes the following to the Council:

STEP Procedure

[...]

2. Applicants

2.1 General Regulations

Only members of ELSA may apply for STEP.

1. ...

2. Matching

a. ELSA International revises all applications and matches them to those traineeships fitting best.

b. During the Matching process ELSA International shall take the following criteria into account:

- (i). Only Legal and Language Skills must be matched.
- (ii). The aim is to forward applications with the highest matching rates, preferably with a rate of 100%. Nevertheless, it is also acceptable to forward applications with a matching rate of 80% and more.
- (iii). In case there is only a low number of applications for a Traineeship or if there are only applications with low matching rates, the best applications among these shall still be forwarded to employer with a remark explaining the circumstance.
- (iv). The applicant's preference list does not affect the Matching.
- (v). Poorly written applications shall be sorted out. A CV or a Motivation Letter is to be considered poorly written if the form, structure, grammar, political correctness, politeness, information content, style and length do not correspond to the usual standards.

~~b.~~ c. One applicant shall only be matched for one traineeship at the same time.

e. ~~d.~~ There shall be no contact between the applicant and the employer before the selection.

~~d.~~ e. ELSA International sends the Application Forms of the selected matched trainees to the Local and respective National Group.

e. f. In case the Local Group does not send the Application Forms to the employer and simultaneously to ELSA International within one week after the receipt, ELSA International may send the Application Forms to the employer.

Comments:

It is important to have an explicit definition of the matching process.

This amendment implies the result of a working group who worked on a definition of matching. It clarifies how and considering which criteria ELSA International makes the preselection of the applicants.

APPLICATIONS

OBSERVERSHIP APPLICATIONS

Observership Application of ELSA Armenia

APPLICATION FOR OBSERVER STATUS: ARMENIA

**TO: THE INTERNATIONAL COUNCIL and
THE INTERNATIONAL BOARD of
THE EUROPEAN LAW STUDENTS' ASSOCIATION**

Dear Delegates to the ICM,
Dear Members of the International Board,

We, the board of ELSA Armenia, are hereby tendering on behalf of the association ELSA Armenia's application for observer status of ELSA International.

We hereby declare

- 1. to commit to the aims and activities of ELSA;**
- 2. to comply with the Statutes and Standing Orders of ELSA International;**
- 3. to guarantee the future representation of ELSA by our association being conducted seriously, respectfully and with dignity;**
- 4. to accept all obligations and responsibilities referring to an observer status.**

Our application is fully supported by our members, sponsors and partners, who hereby, together with the board, commit to taking any and all steps necessary to establish a durable and functional national group able and willing to represent the values of ELSA in Armenia.

Yerevan, the Republic of Armenia, 29 August, 2013



Ani Atanesyan
on behalf of the board

List of annexes:

- Statutes and Standing Orders of ELSA Armenia (english, compatible with the Statutes and Standing Orders of ELSA International)
- Consolidated Activity reports of the board for 2012/2013
- Declaration of commitment to the aims and activities of ELSA and the will to become a member of ELSA
- Report on the Organizational structure of ELSA Armenia
- Report stating the status of recognition of Armenia and that there is no current member or observer of ELSA present in the Republic of Armenia.



The European Law Students' Association
The Republic of Armenia

STATUTES

PREAMBLE

WHEREAS the European Law Students' Association (ELSA) is an independent, non-political and non-profit making international organization of law students and young lawyers which was founded on May 4th, 1981 in Vienna, Austria;

RECALLING that the aims of ELSA are to develop professional and student relations of an international character in the field of law, to prepare its members for professional life in an international environment, to contribute to the exchange of scholarly experience and to stimulate mutual understanding and friendship on the principle of equality of all its members;

CONSCIOUS that continually expanding international relations in the fields of trade and industry, legislation and state administration make growing demands on all professionals, especially lawyers;

REALIZING that the European legal professions not only have to recognize the importance of growing international cooperation, but also have to prepare themselves for the demands created by this development;

CONVINCED that in order to satisfy all these demands and to broaden and improve the international aspect of education, practice and exchange, the existence of an international organization of law students and young lawyers is recommended;

EXPRESSING that within this competence, the supreme aims of ELSA are to encourage and facilitate direct contacts and cooperation, individually and collectively, whether informally or officially, between persons from different states involved in the field of law and to promote the usefulness of foreign legal experience by expanding the knowledge and understanding of the different concepts and solutions to legal questions developed in the member states;

REAFFIRMING, moreover, that ELSA hopes to encourage initial understanding and peaceful co-operation between member states in the spirit of the final act of the CSCE Conference concluded in Helsinki;

RECALLING that initiatives were undertaken by Ani Atanesyan, Tsovinar Ananyan, Anna Avetisyan and Ani Khlghatyan in order to prepare the creation of a European Law Students' Association in the Republic of Armenia;

THEREFORE the following Statutes are adopted by ELSA Armenia NGO AYL in order to further these above-mentioned principles and aims, in the spirit of the statutes and standing orders of ELSA International.

ARTICLE 1 NAME / SEAT / DURATION

1.1 The non-governmental organization "ELSA Armenia" (hereinafter "Association"), is a kind of non-profit organization-non-governmental association, which doesn't pursue an object of getting a profit and doesn't distribute the received profit between the participants (non-commercial organization), associates law students, physical persons with legal profession-citizens of the Republic of Armenia, foreign citizens and stateless persons, in conformity with the procedure prescribed by law, on the basis of the community of their interests, in order to satisfy their non-religious spiritual or other non-material needs and implement other generally useful activities.

1.2 The official full name of the association shall be:

The European Law Students' Association –Armenia NGO.

1.3 The official abbreviation of the association's name shall be:

ELSA Armenia NGO

1.4 The registered seat of the Association shall be:

**apt.2, 8 A.Sakharov,
0001-Yerevan, Republic of Armenia,
tel. (+374)94 93-42-72.**

1.5 The Association is established for an unlimited period of time, notwithstanding the provisions of article 11 of the present Statutes.

ARTICLE 2 STATUTORY OBJECT

2.1 The Association is a non-political, independent, non-profit making association whose aims are to promote, establish and develop mutual understanding, cooperation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

2.2 The Association shall endeavor to achieve the aims laid down in the preamble and statutes of ELSA International by participating in any field that shall promote those aims. Moreover, the main fields of activity shall be the following, without any priority in order:

- the Student Trainee Exchange Program (“STEP”), involving the exchange of trainees and providing work experience in foreign legal systems;
- Seminars and Conferences (“S&C”), including *inter alia* the promotion and organization of law schools, study visits, seminars and conferences on legal issues, systems and skills;
- Academic Activities (“AA”), including *inter alia* the publication of law reviews, promoting essays and moot court competitions, a Legal Research Program (“LRP”) and an information database on studies abroad.

2.3 More generally, the Association may do anything that directly or indirectly falls within the scope of the provisions of the present article, always provided that (i) it is prohibited neither by law nor by the present Statutes, that (ii) it is in the best interest of the Association and that (iii) the non-commercial character of the Association remains intact.

ARTICLE 3 MINIMUM NUMBER OF MEMBERS

3.1 The minimum number of members shall be four (4).

3.2 Only Full Members, as defined in article 5, shall be taken into account for the purpose of the requirement laid down in the preceding paragraph.

ARTICLE 4 FOUNDING MEMBERS

4.1 The Association is established between the following persons (the “Founding Members”), without any priority in order:

- Ani / Atanesyan / advocate-Phd student / Talin / Armenian
- Tsovinar / Ananyan / judge assistant / Dilijan / Armenian
- Ani / Khlghatyan/ lawyer-Phd student / Yervan / Armenian
- Anna / Avetisyan / lawyer-Phd student / Vanadzor / Armenian

4.2 The Founding Members shall be considered as Full Members for the purposes of article 5.

ARTICLE 5 ADMISSION / WITHDRAWAL / EXPULSION

5.1 There shall be three categories of members:

- Full Members;
- Alumni;
- Honorary Members.

5.2 The following persons shall be eligible to qualify as Full Members of the Association:

- all students regularly enrolled in any law or law-related program taught at law universities in Armenia, e.g. Bachelor, Masters, PhD and similar programs up to a maximum of two years after obtaining their last degree or professional qualification;

5.3 Full Membership is contingent upon complying with the conditions set out in the preceding paragraph as well as upon payment of the Membership Fee, as defined in article 8 of the present Statutes.

5.4 A member shall automatically and immediately cease to be a Full Member when he/she

- fails to pay Membership fee more than one (1) year, or;
- ceases to fulfill the requirements provided for in Article 5.2 of the present Statutes, or;
- is expelled in accordance with paragraph 5.5.

5.5 A Full Member shall be expelled from the Association when he/she has, whether separately or jointly, violated the present Statutes, the Standing Orders and/or, more generally, harmed the interests of the Association and/or ELSA International, thereby causing considerable harm to the Association and/or ELSA International.

5.6 Former ELSA members shall be eligible for Alumni Membership. Alumni are deprived from all Full Membership rights.

5.7 The title “Honorary Member” may be conferred to any person having proved outstanding and extraordinary merits for the Association. Honorary Memberships shall be awarded on an extremely restrictive basis only and shall be deprived from all Full Membership rights.

ARTICLE 6 THE NATIONAL COUNCIL MEETING

6.1 The National Council Meeting is the supreme decision making body of the Association.

6.2 All Full Members have the right to attend National Council Meetings as well as the right of audience. They have equal rights to vote and to run for executive positions.

6.3 The National Council Meeting’s tasks include, but are not limited to:

- deciding on any proposed amendments of these Statutes;
- adopting and amending the Standing Orders;
- hearing the activity report(s) presented by the National Board;
- electing and dismissing the National Board Members once a year or on request;
- granting discharge to the outgoing National Board;
- appointing two auditors for the forthcoming financial year;
- approving the auditors’ report;
- approving the annual accounts;
- approving the budget.

6.4 The National Council Meeting shall convene at least once a year on such date as established by the National Board or on the motivated request of at least 1/3 of the members of all Full Members.

6.5 When a National Council Meeting is to be held, the National Board shall inform all Full Members accordingly by sending them each at least fourteen (14) working days prior to the intended date a convening notice containing the exact time, place and agenda of such meeting. The convening notice shall be sent via any usual written means of communication that are readily accessible, such as, but not limited to, letters, emails and facsimile.

6.6 All proposals supported by at least one-twentieth (1/20) of Full Members shall be added to the agenda. Such proposals shall be notified to the National Board, as defined in article 7, at least forty-eight hours prior to the National Council Meeting, thereby leaving enough time to duly inform all Full Members.

6.7 In case the agenda contains an item relating to statutory elections, a call for candidacies shall be included in the convening notice. All candidacies shall be communicated orally or in writing to the National Board prior to the National Council Meeting.

6.8 Save where provided otherwise, all decisions are taken by absolute majority (50% + 1) of the votes cast, being all valid votes either for or against a proposal, but not including abstentions.

6.9 Following a National Council Meeting, the original minutes thereof shall be kept at the registered seat of the Association. A copy shall be circulated to all Full Members via any usual written means of communication that are readily accessible, such as, but not limited to, letters, emails and facsimile. Any decision materially affecting third parties shall be communicated in writing to those concerned.

ARTICLE 7 THE NATIONAL BOARD

7.1 The National Board is the supreme executive and administrative body of the Association. Notwithstanding paragraph 6.1, its main tasks include, but are not limited to, carrying out the decisions of the National Council Meeting, promoting the aims of the Association, representing it and ensuring that all current affairs are expedited in accordance with the Statutes, Standing Orders, guidelines and policies of the Association.

7.2 The National Board shall at all times consist of the following mandatory posts:

- the President;
- the Secretary General;
- the Treasurer.

7.3 The maximum number of National Board members shall be seven (7).

7.4 The National Council Meeting may elect Vice-Presidents for the following areas:

- Academic Activities;
- Marketing;
- Seminars and Conferences;
- Student Trainee Exchange Program.

7.5 Notwithstanding the provisions of paragraph 7.7 and 7.8, the National Board may appoint any person (“Director”) to carry out a specific task.

7.6 The National Board shall be accountable to the National Council Meeting for all of its actions, inactions and decisions. To that effect, the National Board shall draw up an annual activity report as well as the annual accounts along with the explanatory notes relating thereto, if any. All these documents shall all be submitted to the National Council Meeting for review and approval within one month of the end of the Financial Year, as defined in paragraph 9.7, and remain attached to the minutes of such meeting.

7.7 The President shall be the legal representative of the Association. Save where explicitly provided otherwise, the President is vested with sole signatory power to enter into any and all agreements in the name and on behalf of the Association, provided always that the terms and conditions of such agreement fall within the scope of the statutory object as set out in article 2 of the present Statutes.

7.8 By way of exception to the preceding paragraph, the Treasurer shall be the sole person authorized to open, operate and close bank accounts in the name and on behalf of the Association. The Treasurer shall be the sole authorized signatory on such bank accounts.

7.9 If deemed useful, the National Board may delegate the power to enter into specific contracts on behalf of the Association. The powers provided for in paragraphs 7.7. and 7.8. shall never be held by the same person.

ARTICLE 8 MEMBERSHIP FEE

8.1 Each Full Member of the Association shall pay an annual membership fee as established by the National Council Meeting.

8.2 The annual membership fee is to be paid within three (3) months of the beginning of the Financial Year, as defined in paragraph 9.7, or three (3) months after acceptance of the application by the National Board, as the case may be.

ARTICLE 9 FINANCES / BUDGET / FINANCIAL YEAR

9.1 The costs of running the activities of the Association shall be funded by, but not limited to, annual membership fees, sponsorships, advertisements, donations, subsidies, and more generally any levies from private or public entities, whether in cash or in kind.

9.2 Such funds must not be accepted if they are tied to conditions contrary to the aims and principles of the Association as expressed in the preamble and Article 2 of the present Statutes.

9.3 The Treasurer shall submit a budget for the subsequent Financial Year to the National Council Meeting who shall decide thereupon.

9.4 Immediately after the adoption of the budget, the National Council Meeting shall appoint two auditors who must not be on the National Board.

9.5 At the end of each Financial Year, the Treasurer shall present a detailed report on the financial situation of the Association, comprising the annual accounts, a breakdown of any expenses and income as well as the explanatory notes relating thereto, if any.

9.6 The report shall be examined and reviewed by the two auditors appointed in accordance with paragraph 9.4 who will verify that the Treasurer has executed his/her mandate in an orderly manner and issue a recommendation on whether or not to grant discharge to the members of the National Board for the performance of their duties for the Financial Year under review.

9.7 The Financial Year shall start on January 1st and end on December 31st of the subsequent calendar year.

ARTICLE 10 AMENDMENT OF THE STATUTES

10.1 The National Council Meeting in its capacity as supreme decision-making body of the Association is solely competent to vote upon any amendments to the present Statutes.

10.2 A convening notice shall be sent to each Full Member in accordance with the provisions of paragraph 6.5.

10.3 The proposal to amend the statutes shall be included as a separate item in the agenda.

10.4 The National Council Meeting may validly deliberate only if two thirds (2/3) of the Members are present or duly represented.

10.5 In order for amendment to be adopted, a qualified majority of two-thirds (2/3) of the votes cast is required; votes cast meaning all valid votes either for or against a proposal, but not including abstentions.

10.6 Articles 8 and 9 of the Law shall be strictly observed.

ARTICLE 11 DISSOLUTION

11.1 The Association can be dissolved only by a decision of the National Council Meeting or the court.

11.2 The National Council Meeting forms a dissolution committee and defines the procedure and terms of dissolution. At the end of the dissolution of the Association the dissolution committee uses the property left after making the compulsory payments for realization of charter objectives and goals of the Association in conformity with the procedure prescribed by the National Council Meeting, and if it is impossible transfer it to the state budget.

11.3 The Association can be reorganized by the decision of the National Council Meeting or in the cases prescribed by law by court decision in conformity with the procedure prescribed by law.

ARTICLE 12 SEVERABILITY

12.1 In case any provision or provisions of the present Statutes is held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

12.2 Invalidity or unenforceability of one or more provisions of the present Statutes shall not affect any other provision of the present Statutes.

ARTICLE 13 GOVERNING LAW / JURISDICTION / COMPROMISE

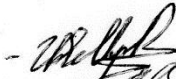
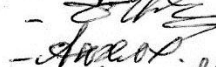


13.1 The laws of the Republic of Armenia shall govern the Association and all the provisions of the present Statutes shall be construed in accordance therewith.

13.2 The Association shall be subject to the exclusive jurisdiction of the courts of the Republic of Armenia to the fullest extent permitted under law.

13.3 It shall be attempted to resolve any dispute between the Association and any member or any contractual party by way of mediation prior to bringing forward any legal proceedings.

Thus executed by the undersigned, being the Founding Members,
in the year two thousand and thirteen, on the [29] day of august.

[signature page immediately follows]

Ani Atanesyan - 
Tsovinar Ananyan - 
Ani Khlgatyan - 
Anna Avetisyan - 

Consolidated Activity reports of the board

During its activity “Armenian Young Lawyer- Researchers' Association” non-governmental organizations”¹ has organized the following events:

- “International Humanitarian Law” interuniversity intellectual competition on 15 November, 2010, in Yerevan State University /YSU/,
- “Refugees’ Defense of Rights” contest on 18-20 November, 2010, in Yerevan, “ANI PLAZA” Hotel,
- “Protection of the Environment and Economic Development” conference on 17 February, 2011, YSU,
- “Human Rights in Conflict Management” International Student Conference on 18-20 April, 2011, YSU,
- “Legal, Political and Historical aspects of Artsakh issue” interuniversity conference on 15 May, 2011, YSU,
- “The legal permission for euthanasia. The medical and legal viewpoints” round-table-discussion between the students of YSU and Yerevan State Medical University after Mkhitar Heratsi /YSMU/ on 8-9 October, 2011, YSMU,
- “Legal issues of the legislation of the Republic of Armenia” Interuniversity conference, on 5-6 March, 2012, YSU,
- “The Crime of Genocide in International and national legal systems”, conference, on 22 April, 2012, YSU,
- “International Humanitarian Law” interuniversity intellectual competition, on 15 November, 2012, YSU,
- “Legal issues of the new code of criminal procedure of RA. ”, round -table-discussion, on 20 March, 2013, YSU,
- “Legal issues of the new code of civil procedure of RA.”, round -table-discussion, on 25 March, 2013, YSU,
- “Ratification of the Statute of the International Criminal Court by RA. Problems and Process”, international conference, with the ICLAW organization, on 06 April 2013, AUA.
- Active participation in the international conference “Towards the 100th Anniversary of Armenian Genocide of 1915”, on 5 July, 2013, Armenian National academy of Sciences.

And also we are planning an interuniversity conference “Legal issues of the new code of civil and criminal procedure of RA”, on 15-16 October, 2013, YSU.

It is important to mention, that **ELSA Armenia** started its activity 3 years ago and the beginning of activity was very difficult. But, fortunately, many students and young researchers believed and helped us to continue our activity. Now we can proudly declare, that we overcome all the difficulties and now are ready to work more intensively and efficiently.

¹ Till nowadays our organization is called “Armenian Young Lawyer- Researchers' Association” non-governmental organization, but connected with our activity in ELSA, on 29 of August in 2013, during our council meeting, we decided to change the name and rename as “ELSA Armenia”.

Declaration of commitment to the aims and values of ELSA

ELSA Armenia started its activity 3 years ago and the beginning of activity was very difficult. But, fortunately, many students and young researchers believed and helped us to continue our activity. Now we can proudly declare, that we overcome all the difficulties and now are ready to work more intensively and efficiently

The Republic of Armenia gained its independence from the Soviet Union in 1991 and now our country is a member of many famous international organizations, such as UN, the Council of Europe, WTO and etc.

Unfortunately, nowadays there is not existing member or Observer of **ELSA** in the Republic of Armenia.

We were informed about the **ELSA** nearly a year ago from Internet. The aims and activities of **ELSA** are acceptable for us and we are sure that cooperation with **ELSA** and moreover the gaining of the observer's status will assist us to increase our international cooperation with the other law students and young lawyers.

We, as members of ELSA Armenia, declare the recognition ELSA's aims and values.

At the same time we express our desire to become a member of ELSA joining *the big family of the European Law Students Association* and realize the aims and means of ELSA in RA.

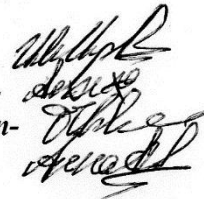
Best Regards.

The Founders of ELSA ARMENIA - Ani Atanesyan-

Ani Khlghatyan-

Tsovinar Ananyan-

Anna Avetisyan-



Report of the organizational structure of ELSA ARMENIA²

1) The board of ELSA Armenia

Following the National Council Meeting held on 29-th of August, ELSA Armenia disposes of a full board, comprised of:

President:	Ani Atanesyan
Secretary Generaly:	Lilit Enoqyan
Treasurer:	Siranush Bejanyan
VP S&C:	Ani Khlghatyan
VP STEP:	Anna Avetisyan
VP Marketing:	Tsovinar Ananyan

2) Membership and Funding

ELSA Armenia counts, as of August 2013, 90 members from all years and study courses of the law faculties of the Republic of Armenia . Membership is open to all students regularly enrolled at law faculties of the Republic of Armenia.

Nowdays, membership in ELSA Armenia is free and not subject to any membership fees. While we reserve the right to re-introduce membership fees and have informed the members of the possibility, the financing of ELSA Armenia consists, for the moment, exclusively of the support of our corporate partners and sponsors.

2) Local groups

Nowdays, ELSA Armenia does not have any local groups, because the most of members of our organization are from the Yerevan State University, where we carry out our main activity, but a situation will be changed soon, as the number of members from the other universities is increased.

3) Administration and communication

ELSA Armenia is incorporated as a non-profit association. We have a stabile office and its address is Yerevan, RA, A. Sakharov 8, apt.2, tel. (+374)9493-42-72. ELSA Armenia has office facilities at the Law Faculty of Yerevan State University too. We have partnerships with the Chamber of Advocates of RA, BAR Association of RA, Yerevan State University of RA .We have the university's full support wherever necessary and possible.

² Till nowadays our organization is called "Armenian Young Lawyer- Researchers' Association" non-governmental organization, but connected with our activity in ELSA, on 29 of August, during our council meeting, we decided to change the name and rename as "ELSA Armenia".

Board meetings are held on two weekly basis. The members are informed of the relevant decisions taken by mail and Facebook.

The official language of ELSA Armenia is Armenian.

Status of recognition of Armenia

ELSA Armenia is incorporated and has its center of activities in the Republic of Armenia. The Republic of Armenia is a sovereign state, a member of the United Nations.

Exclusivity

The board hereby declares that ELSA Armenia is the only ELSA group in Armenia. No other associations in the Republic of Armenia are a Member or Observer of ELSA.

MEMBERSHIP APPLICATIONS

Membership Application of ELSA Russia

Contents

1. Introduction
2. Activity Reports:
 - a. BEE
 - b. Secretary General
 - c. Vice-President STEP
3. ELSA Russia compliance
4. Legal Status of ELSA Russia
5. Report on Recognition and exclusivity
6. Report on Organisational Structure of ELSA Russia
7. Statutes and Standing Orders

Introduction

Dear International Board, Council, Students and Alumni,

It is with huge pleasure that ELSA Russia is applying for full membership at ICM Croatia.

It is very important for us because ELSA Russia has been an observer since 2010 and all this time ELSA Russia has worked to strengthen the network within Russia.

We have run into many problems and obstacles, however, our motivation for success has remained strong. ELSA Russia is hugely committed to advancing the ELSA Spirit throughout our network and remaining committed to the ELSA aims and goals as we expand and continue to grow and advance. It is worth mentioning that our members have been participating in different ELSA activities this year, like ELSA WTO Moot Court, different national and international conferences/ We believe this illustrates the capacity of ELSA Russia if we are to be awarded full membership.

ELSA Russia has a huge potential to grow and it is the desire of the current board to work towards bringing ELSA Russia to the successful position. I would like to take this opportunity to thank the international board – particularly Ana Roce for providing so much support to ELSA Russia during our membership application.

On behalf of ELSA Russia,
Georgiy Shamoev
President of ELSA Russia
2012-2013

Activity Reports

Activity Report – President

Dear International Board and Council,

Before I begin my activity report, I would like to briefly introduce myself. My name is Georgiy Shamoiev and I am the current President of ELSA Russia. I became involved with ELSA as one of the founders of a local group at the Moscow State University of Law about 3 years ago. I have enjoyed my experience of ELSA at both local and national levels thoroughly; I have developed skills and gained new friends. It is my pleasure to bring this application to you as I am so proud of the achievements of ELSA Russia in recent years.

Introduction

In this section, I will provide an overview of the situation in ELSA Russia. ELSA Russia became an observer in 2002, but unfortunately, because of lack of support and interest in our country to this organization there were just not enough strength to actively participate in ELSA life. But things get different since then and now we intend to apply for full membership.

Since 2002, ELSA Russia has continued to grow and go from strength to strength. There are currently four local groups composing ELSA Russia – ELSA Moscow, ELSA Saint Petersburg, ELSA Kaliningrad and ELSA Kazan.

ELSA Russia has gained huge momentum; we have sent members to delegations to most of the ICMs, organized an international conference on International Trade Law with the participants from 20 countries and ELSA Moscow has members involved in the ELSA WTO Moot Court Competition. We have recently had an international visit from Dena Dervanovic, former member of International Board. We have also sought the assistance of the international board to organize an international study visit.

Board Management

The role of President of ELSA Russia has been an honor. Board management was one of my three key areas of responsibility. Unfortunately the board wasn't fully elected during an NCM. The current board is comprised of students from a variety of faculties – whilst this is an excellent opportunity to have students from different faculties – it has also been a challenge. It has been difficult to manage conflicting schedules. However, the ELSA team has hosted frequent board meetings; we also use Skype and a private group on Facebook to maintain contact on a regular basis.

External Relations

ELSA Russia has a very strong relationship with the faculty at Moscow State University of Law and also with Moscow State University. We have arranged a number of 'Lawyer at Work' throughout the year in the hope that this will improve the relationships with ELSA and the respective organizations. After these events, we will hope to include these companies in STEP.

Expansion

ELSA Russia currently has four local groups – ELSA Moscow, ELSA Saint Petersburg, ELSA Kaliningrad and ELSA Kazan. We actually don't expect the expansion of ELSA Russia, because those four local groups represent biggest law education – centers in our country.

Activity Report- Secretary General

Secretary General, Elizaveta Gaganicheva

My name is Elizaveta Gaganicheva and I have been appointed to the Secretary General for ELSA Russia this year. I have also acted as Secretary General on a local group board for one year. Please find below my analysis of the different areas of internal management and how they have developed during my time as Secretary General in ELSA Russia and in ELSA Moscow.

General

ELSA Russia is particularly interested in developing ELSA as an international law student association especially in some particular areas of law, WTO area, intellectual property law and international economic law and some other. These are the areas which require much care, attention and nurturing so as to ensure the future of ELSA Russia as a national group is a bright one. The students from different Universities in Russia, particularly in Moscow, cooperate with foreign law students all over the world. So it can be seen vividly that the Russian network is developing to secure good law education and to improve law education and student interest.

However ELSA Russia is consistently trying to improve its human resources pool. In doing this we have focused on our four local groups and on building them up so that they are sustainable and the quality of ELSA officers emulating from them is ensured. The first step that will be helpful is to register them as the non-commercial organizations. We now have three successful local groups – ELSA Moscow, ELSA Saint Petersburg and ELSA Kazan, with a high standard of communication and cooperation networking. As a result we are in a position to now look to expansion and are hoping to expand local groups next year.

Gradually we wish to see a significant amount of high quality human resources available to ELSA Russia. This would in turn lead to easier securing of funding, organizing of events as conferences (video conferences), forums and workshops.

The communication with ELSA International can be identified as a fruitful one. However, we understand the necessity to communicate more with the International Board and now all members of the National Board try to cooperate more through Facebook and emails.

National Council Meetings

Since we are the new Board that was appointed in August this year we are in the process of making the future plan of our development strategy. As Secretary General I plan to visit ELSA workshops worldwide and to catch the suitable experience. Moreover, we plan to make the Head office of ELSA Russia and some of other local groups in Moscow State Law University named after O.E.Kutafin to manage the process quicker.

We are currently in the process of organizing the Spring NCM of 2014 and some conferences and forums inviting foreign students. I am working with Elina Abdullina, VP for social management trying to attract new members.

I am also personally contacting people within the law schools so that we can have as many people present as possible.

Future plans

Our main focus in the Internal Management area will be to develop Human Resources and to recruit and train new officers who can continue to develop ELSA Russia as an organization. And very soon we will register ELSA Russia as a non-commercial organization.

ELSA Russia is also very focused on expansion and we are constantly reviewing the most effective ways to expand when faced with many of the challenges that ELSA Russia has faced in the past. We have worked consistently towards this in the past two years and are starting to see results. Our only hope is that we can continue to expand in the future.

Conclusion

You will note that there is a lot of work yet to be done within the Russian network in order to ensure that it develops in the way that we envisage. It is greatly hoped that the ground work we have put in will provide the foundations for the organization to grow within Russia. Although we do have some challenges yet to overcome, achieving full membership would allow us to tackle these challenges head on and attempt to alleviate the issues which have plagued ELSA Russia in the recent years.

I believe that ELSA is an organization which offers something unique and invaluable to law students, the opportunity to control your own destiny and to develop a unique cultural background. The possibilities made available to ELSA members are endless and in an ever changing and ever uncertain economic environment such as this one it is imperative that law students feel they can control their own fate, that they can be the masters of their own success. I have learnt a lot from ELSA and I have also gained a lot from ELSA. I have met some wonderful people, seen places that I never would have had the opportunity to see otherwise and truly have developed both personally and professionally on account of the challenges I have faced in ELSA. I truly wish to see ELSA prosper within the Russian network in the future and am committed to ensuring that this happens.

Activity Report of VP STEP of ELSA Russia 2012-2013

My name is Tatiana Gulyaeva and I have been the VP STEP for ELSA Moscow since Winter 2012.

I am currently doing my PhD at Moscow State Law University and I have been involved with ELSA since my first year of university. I held the position of VP STEP of ELSA Moscow until Summer 2013, when I was elected as VP of ELSA Russia.

STEP Team

When I was first elected in Winter 2012, I was the third STEP officer in ELSA Russia I established my own department on STEP that extremely helped me in organizing STEP –activities. This has made our work a lot easier as we have been able to properly dedicate ourselves to our respective tasks and has freed up some of my time to be able to properly train up new officers, develop new marketing materials and general put down strong roots for STEP in Russia to ensure its continued success.

Student Hunting

Using the STEP marketing materials I made a PowerPoint presentation when I first entered office, which I delivered to Moscow students in our Internship evening in February 2012.

I also delivered the presentation to a small crowd of ELSA members in Moscow State University and attended the law careers fair in Moscow State Institute of International Relations, where we introduced ELSA, and in particular STEP, to students there to a great response.

As a result of these activities I received five applications from students to the traineeships in Germany, two of which were successful.

The newsletter is my main tool of promotion and we circulate it on our mailing lists and through the law schools in Russia. I have continued to use presentations as they are a good way of getting a lot of information across to many people in one go, however, from my experience in STEP, I have realized that the initial interest in the programme is a lot higher than the number of completed applications that we receive so I have tried to improve the support and assistance given to interested students in the last year or so. I now ensure that information evenings are held in our local groups not just on STEP but on CV and motivation letter writing skills as well and we organize drop-in clinics for students to come and ask questions and get help filling in the application form. The fact that we now have people that have participated in STEP has also proved to be a very useful resource as they have been able to come in and speak to prospective applicants and encourage them to apply.

From August 2012 to May 2013, we had 10 applications for STEP, this is only slightly lower than the ELSA average of 18.667 for this time period and is more applications than 20 other countries in the network. I received 4 more applications after this and we secured 10 applications for the latest STEP newsletter in December/January.

Future plans.

If we want STEP to be fully functioning in Russia, we need to be able to be as I am currently working on trying to secure a STEP internship in Russia.

I am also branching out my search from the traditional law firms to other institutions to build up a relationship with the aim of securing an internship in the not too distant future.

We have had significant success in terms of student hunting but of course there is still much improvement that could be achieved with a bit more work and determination. A larger STEP team will ensure that promotional activities are more varied and reach a wider audience. The establishments of new local groups is also vital to the growth of STEP as it will open up new markets for STEP and a whole new pool of potential applicants to tap into.

ELSA Russia Compliance

As an observer member of the ELSA network, ELSA Russia has worked hard to ensure compliance at all times with the goals and aims of the network. This year, our aim has been to focus on gaining membership and as a result we have worked through our statutes and standing orders to ensure full compliance with ELSA.

ELSA Russia has the potential to be a very strong network and the people that we have involved in the network at the moment are dedicated, focused and passionate about ELSA and want to see ELSA Russia as one of the strongest national groups in the network.

We are currently missing some board member, however, our National Council Meeting will be held before ICM Croatia in which we are confident that we will have a strong network with a full committee. We are confident due to the massive surge of interest in ELSA Russia in recent weeks.

ELSA Russia is fully compliant with Russian law and we agree to pay our membership fee to the network. Furthermore, in the future we wish to tackle the problem regarding attendance of ELSA Russia at international events.

Yours sincerely,
Georgiy Shamoev

Legal Status of ELSA Russia

ELSA Russia, being an unincorporated association does not have a legal status in Russia. In order to acquire a legal status, ELSA Russia would have to:

1. Register as a company limited by guarantee
2. Register as a charity

Both of these options are long and complicated processes. The advantage of pursuing either avenue however is that the association's members are not personally liable for the activities of the association, the association acquires its own legal identity, can purchase assets, employ workers, borrow money etc.

In the near future we are planning to register ELSA Russia as association under Russian laws, but to do so we need to demonstrate the connection between ELSA Russia and ELSA International to the Department of Justice.

Therefore, in conclusion, ELSA Russia is an organization in Russia, is compliant with Russian law, and is eligible to therefore apply for full membership status with ELSA.

Report of Recognition and Exclusivity

Status of recognition of Russian Federation

Russian Federation is one of five permanent members of the UN Security Council. Russia is a member of the G8 industrialized nations, the Council of Europe, Organization for Security and Co-operation in Europe (OSCE) and Asia Pacific Economic Cooperation (APEC). Russia usually takes a leading role in regional organizations such as CIS, EurAsEC, CSTO, and the SCO. Russia maintains strong and positive relations with other BRIC countries and has developed a friendlier relationship with the United States and NATO.

Exclusivity

The board hereby declares that ELSA Russia is the only ELSA group in Russian Federation. No other associations in Russian Federation are a Member or Observer of ELSA, and no other group claims to be the Russian chapter of ELSA.

Organisational structure of the organisation

Board

ELSA Russia's Board currently consists of President – Georgiy Shamoev, Secretary General – Elizaveta Gaganicheva, Vice President for Student Trainee Exchange Programme – Tatiana Gulyaeva.

We are soon planning to fill the positions that are remaining free by organizing an NCM.

Local Groups

There are four local groups in ELSA Russia national group – ELSA Moscow, ELSA Saint Petersburg, ELSA Kaliningrad and ELSA Kazan. All of them are acting on the basis of law universities.

Members

Currently there are 52 members in four local groups in ELSA Russia.

Funding

Local groups receive financial support mostly through the universities on the basis of which they perform: ELSA Moscow – Moscow State University of Law; ELSA Saint Petersburg - Saint-Petersburg State University; ELSA Kaliningrad – Federal Baltic University by the name of Immanuel Kant ; ELSA Kazan – Kazan Federal University.

Also ELSA Russia is supported by charity funds like «Kutafin's Legacy Foundation».

ELSA Russia's WTO Moot Court team was sponsored by «SeverStal» company.

Adopted by XV(extraordinary) National Council of ELSA Russia

Minutes Nr. 1

28.01.2012

Chairman of the meeting

Vasilyeva S.A.

Secretary of the meeting

Kovalenko E.N.



The European Law Students' Association
RUSSIA

Statute of the interregional Association

“The European Law Student’s Association “ELSA Russia”

(new edition)

Kaliningrad

2012

Preamble

We the members of the interregional Association “The European Law Student’s Association “ELSA Russia”

- to create non-political, independent, non-profit-making association on the principles of legitimacy, democracy, voluntariness, publicity, equality and self management,
- to intend generally the strengthening of interregional and international co-operation and personal contacts between law students and young lawyers,
- to promote a legal education and raise a legal culture,
- to contribute in an scientific, professional and another type of exchange between law students and young professionals,
- to realize itself as a part of youth movement of Russia and world

have adopted a Statute of the interregional Association “The European Law Student’s Association “ELSA Russia”.

1. General provisions.

1.1. The interregional Association “The European Law Student’s Association “ELSA Russia” (hereafter-The Association) is an Association of non-governmental organizations.

1.2. The full name of this organization in Russian language is “the interregional Association “The European Law Student’s Association “ELSA Russia”. An abbreviated name of Association in Russian language is The interregional Association “ELSA Russia”. The name of Association in English is “ELSA Russia”.

1.3. The Association is a non-political, independent, non-profit-making association.

1.4. The Association recognizes the Statute of ELSA International, supports the aims of ELSA International and is the only one organization which represents ELSA International in Russia.

1.5. The Association operates pursuant to the current legislation of Russian Federation, this Statute and adopted in accordance with it acts of the Association.

1.6. The Association acts within the territory of Russian Federation.

1.7. The Association has a round seal with the full name of the Association in Russian language, letterhead stamp, blanks and a brand mark.

1.8. The Association is liable for all debts within vested estate. The Association is not responsible for any debts of it members. The members are subsidiary liable for all debts of the Association.

1.9. The Association obtains the corporate entity after a state registration.

1.10. The National Council of the Association is located in Kaliningrad city, Frunze Str. 6.

2. Aims and activity of the Association

2.1. The Aims of creation and activity of the Association is to promote interregional and international co-operation and personal contacts between law students and young lawyers from different states and legal systems in the sphere of education, science and practice. The ELSA Network helps to reach this aim. And The Association coordinates their activity in Russia.

2.2 The Association’s main fields of activity are:

2.2.1. Academic Activities (AA) - activity in the scientific field- organizing of the scientific competitions, Study Visits and Trainings for the members of Local Groups;

2.2.2. Seminars & Conferences (S&C) – arrangement of the Seminars and Conferences;

2.2.3. The Student Trainee Exchange Programme (STEP) – organizing of the Student’s exchange with the aim to obtain professional skills (Traineeships);

2.3. Set out in the point 2.2 core activities can be broaden by another type of activities to reach the aims of the Association.

2.4. To reach above mentioned aim the Association is able to do any activity in accordance to the Russian law and current Statute.

3. Membership

3.1. Participation in the Association can be in two forms: as an Observer or a Member.

3.2. The Observer of the Association can be non-governmental organization, which supports this Statute and aims of Association, carries out activities to reach the aim of the Association and calls ELSA *name of the city, where the local group is situated* (for example ELSA Saint Petersburg). The Observer is a candidate to become a member of the Association.

3.3. To obtain a Status of the Observer a non-governmental organization should apply to the National Council (hereafter- the Council) attached a copy of a local Statute and another documentation of the NGO according the current Russian law and this Statute.

3.4. The Status of the Observer is considered as obtained if 2/3 members of the Council votes for it. Regulations about the Observer should be adopted by the National Assembly Meeting.

3.5. The members of the Association are Observers, which were in the Status of Observers for at least one year and accepted by the 2/3 votes of the members of National Assembly Meeting.

3.6. The Founders of Association are members of Association after it founding.

3.7. To apply for a Membership the Observer should file an application to the Council. In the application should be expressed the absolute consent with the aims and activity of the Association, recognition of this Statute and Decisions of the current Council. Copy of the Statute of “the Observer” verified by the President of “the Observer”, list of current members of “the Observer”, Minutes of joint meeting of members of “the Observer” about the election of Council and about the decision to apply for a membership should be attached to the application.

3.8. General Secretary of the Association (hereafter- Secretary General) includes the question about adoption of a new Member in an Agenda of the National Assembly Meeting.

3.9. National Assembly shall consider the application and make a decision whether to approve or refuse the membership of non-governmental organization, in order to notify the applicant within ten days from the date of publication of the Minutes of the Meeting of the National Assembly.

3.10. National Assembly Meeting is entitled to refuse the application stating the reason for such refusal.

3.11. The Secretary-General shall maintain a Register of the Association. All issues concerning the Register of the Association are controlled by the National Board.

3.12. Additional requirements for entry to the Association may be established by the National Assembly on the recommendation of the National Board.

3.13. The Association's members undertake to pay the membership fee in the amount and manner prescribed by the National Assembly in the Regulations on admission and membership of local groups, observers of the Association, and individuals’ contributions.

3.14. Association members maintain their independence and legal personality.

3.15. Any member may withdraw from the Association. Written statement submitted by a member of withdrawal to the Secretary General of the Association is required, the latter is obliged to inform about this application to all other Members and Observers of the Association. The withdrawal from the Association does not absolve the organization of non-payment of membership fee in proportion to the time of the organization being in the status of a member.

3.16. Members may be expelled from the Association if their actions (or inaction) contradict the Charter of the Association, Decisions of the governing bodies of the Association, adopted in accordance with the Charter. The decision to expel from the Association is to be adopted by the

National Assembly on the prior recommendation of the National Board. Organization to be expelled from membership is not exempted from the payment of the membership fee in proportion to the time of the organization being in the status of a member.

3.17. In case of delay in payment of membership fees for more than six months, a member of the Association automatically receives an Observer status.

3.18. An Observer organization can stay no longer than for a year, after which in the case of non-payment of the required fees, it shall be expelled from the Observers.

4. Rights and obligations of members of Association

4.1. All members have equal rights and duties.

4.2. Members have the right to:

- Participate in the activities of the Association;
- Participate through their representatives in the National Assembly with the right to vote;
- Make suggestions for improving the activity of the Association;
- Elect the governing and auditing bodies of the Association;
- Get the full information on the activities of the Association;

4.3. Members of the Association shall:

- Comply with the Statutes of the Association and adopted in accordance with its acts of the Association;
- Execute the decisions of the National Assembly, governing and auditing bodies of the Association, in accordance with the law and the Statute of the Association;
- Make regular contributions and other specified contributions in accordance with the decisions of the National Assembly.

5. Governing and auditing bodies of the Association

5.1. The governing bodies of the Association are:

- The National Assembly of the Association;
- National Board of the Association;
- President of the Association (hereinafter - the "President");

5.2. The Auditing bodies of the Association is the Auditor General of the Association (hereinafter - the "Auditor").

5.3. The National Assembly and National Board meetings can be conducted on the Internet (e.g. via Internet-conference). In such cases, all questions of National Assembly and National Board meetings are governed by the Regulations on the use of Internet conference for National Assembly and National Board meetings.

6. The National Assembly

6.1. ELSA Russia National Assembly is the highest governing body of the Association shall be convened at least once a year, and is authorized when at least half the members of the Association present, with the involvement of at least two local groups.

6.2. Every member has the right to be represented in the Assembly of not more than 7 representatives, appointed by the decision of the supreme governing body of the member.

6.3. On the National Assembly each member has one vote on any issues, regardless of the number of its representatives present.

6.4. Regular National Assembly meeting shall be convened by the Secretary-General annually in accordance with the decision of the previous meeting.

6.5. Extraordinary Meeting of the National Assembly can be convened at the request of the Board, the Auditor, or at least half of the members of the Association.

6.6. The procedure for convening and organizing and conducting the Meeting of the National Assembly is specified in the Regulations, approved by the National Assembly;

6.7. The competence of the National Assembly includes the following issues:

- The adoption of the Charter of the Association, the introduction of any changes and additions;
- The adoption of the Rules of the National Assembly, the introduction of any changes and additions;
- The election of the members of the local groups that are part of the Association, members of the National Board;
- Defining the principles of formation and use of the property of the Association;
- Early termination of office of a member (s) of the National Board and / or the Auditor, the National Board re-election and / or the Auditor;
- Decision on the reorganization and liquidation of the Association;
- The admission of new members;
- Exclusion of members from its membership;
- Approval of the financial plan (budget) of the Association for the year;
- Define the size of the order and the period of payment of membership dues and contributions of observers, as well as other payments for the benefit of members of the Association;
- Decision not inconsistent with the provisions of the Statute of the National Assembly, the National Board and the Auditor;
- Hearing and approval of the annual report of the National Board and the Auditor, and other policy and accounting documents of the National Board and the Auditor;
- The decision to create separate divisions of the Association, the provisions thereof;
- Taking a decision concerning the Association's joining to unions and associations of non-commercial organizations, as well as establishment of commercial and non-commercial organizations in accordance with the aim and goals of the Association;
- Determination of date and place of the next Meeting;
- Confirmation of Association's symbolics and attributes;
- Exercising of other powers which are necessary for functioning of the Association and not contrary to Russian legislation.

6.8. Meeting in accordance with general rule takes decisions by simple majority following the procedure and order established by rules and regulations of the National Assembly.

6.9. Decisions in respect of amending the Association's Statute, reorganization and liquidation, enrolment of new members, expulsion are taken by qualified majority of two-thirds of Association's representatives participating in the Assembly.

6.10. Agenda of the Assembly is formed by the Secretary-General on the basis of submitted in time proposals of the Council and the Association's members.

7. National Council.

7.1. Association's National Council is a permanently active governing body of the Association. Members of the Association's National Council are elected by the Assembly.

7.2. The Council is comprised of 7 members: the President (the President of the Association's National Council); Secretary-General; Treasurer; Vice-President on Marketing; Vice-President on Academic Activities; Vice-President on Seminars and Conferences; Vice-President on Students' Trainee Exchange Programs.

7.3. Only members of local groups which are part of Association's members may be a member of the Council. In the absence of President, Secretary-General presides on the Council Meetings.

7.4. Council is competent to decide in the following matters:

- exercising of the general direction of Association's activities in the periods between the National Assembly.
- preparation and holding of the Meeting, calling upon an Unscheduled Meeting;

- provision of implementation of Council's decisions and control over their implementation;
- submission to the Council an annual report of Association's activities for approval, other program and related documents;
- giving a recommendation to the Association's Meeting on question of enrolment of new Association's members;
- appointment and dismissal of Association's Directors;
- imposition of certain tasks on the members of Council and the Association's Directors;
- decision on giving and removal of the Observer status;
- distribution of competence of lacking member of the Council or appointment of acting member instead of withdrawn one, including cases of withdrawal of Council member from membership of local groups which are part of the Association;
- composition of the Supervisory Board and taking part there;
- taking other decisions which are necessary to reach aim of the Association, provision its permanent functioning, including adoption of regulations not contrary to legislation in force, the Charter and decisions of the Meeting.

7.5 Meeting of the Council is legitimate, if 2/3 of its members including the President or the Secretary-General are present.

7.6. Council takes decisions, if more than a half of present members voted in their favor. Meetings of the Council are called on initiative of the President or Secretary-General, but not less frequently than one time per 3 months.

7.7. Unscheduled Meeting of the Council may be called on initiative of one of its members.

7.8. President has competence in the following matters:

- lead of the Association, including acting in the name of the Association and in its interests without power of attorney.
- calling and presiding on Meetings of the Council, lead of its activities;
- representation of the Association in cooperation with other organizations, foundations and bodies, including state government bodies of Russia and other states with right to sign agreements by the Association's seal;
- signature of decisions of the Meeting and the Council with seal of the Association;
- signature of financial documents, if the Council so decides, in the framework of the financial plan / budget of the Association.

7.9. Secretary-General has competence in the following matters:

- acting for President in its absence, if there is a power of attorney given by the decision of the Council;
- presiding on the session of the Association's Council in the absence of the President;
- keeping of Registry of members and Registry of Association observers;
- representation of Council and Association in interaction with the Association members;
- preparation of the Meeting and informing of members and observers of the Association of its holding;
- making agenda of Meeting in accordance with rules and regulations of the National Assembly;
- calling meetings of the Council and informing members of the Council of its holding;
- acting as a secretary of sessions of the Meeting and sessions of Council's meetings. Meeting in accordance with rules and regulations of the National Assembly or Council in accordance with decision of the Council may impose a function of secretary upon another person.

7.10 Treasurer has competence in the following matters:

- keeping financial documentation of the Association;
- signature of financial documents, if there is such a decision of the Council, in the framework of financial plan / budget of the Association's activities;
- submission of book-keeping, tax and other reporting documents in relevant state bodies;
- submission of reports to the Council and Meeting concerning financial situation of the Association.

7.11 Competence and fields of activities of the Vice-President on Marketing, Vice-President on Academic Activities, Vice-President on Seminars and Conferences and Vice-President on Students' Trainee Exchange Programme is determined by the Meeting in the rules and regulations of the National Council.

7.12 Council may appoint Directors as an officers of organization for the term of its functioning. Only members of non-commercial organizations who are members or observers of the Association may be appointed as directors. Directors conduct their activities in accordance with orders of the Council and accountable to the Council.

7.13. Council may form the Association's Supervisory Board which is observant and consultative body consisting of persons who are not members of non-commercial organizations which are part of the Association. Supervisory Board acts on the basis of the rules and regulations adopted by the Council.

7.14. Auditor is elected by the Assembly from among the members of the non-governmental organization, which is part the Association on the rights of membership for one year and can not be Council member.

7.15. Auditor shall conduct an annual audit of the financial activities of the Association a month before the Assembly, and may (not more than twice) conduct additional audits during the year. As a result of the annual audit Auditor provides Assembly with the annual report, on the results of additional sends a report to Members and Observers of the Association.

7.16. In case of violations of financial expenditures of the Association Auditor makes appropriate submission to the Council to correct violations and has the right to demand the convening of the Extraordinary Meeting.

8. Property and Entrepreneurship

8.1. The association can own any property necessary for the material security of the Association.

8.2. Sources of property of the Association shall be:

- Membership fees, fees from observers, and other charges of members for the benefit of Association;
- Voluntary contributions and donations from individuals and businesses, including having a special character (grants);
- Income from operations (including research and publishing), and activities carried out by the Association in accordance with its purposes;
- Others that are not prohibited by the law, both in cash and in-kind form.

8.3. Material resources of the Association spent on achieving objectives of the Association in accordance with the decisions of the Council in the framework of the financial plan (budget) of the Association.

8.4. The Association may carry out activities to generate revenues exclusively to pursuit the objectives of the Association.

9. Reorganization and Liquidation of the Association

9.1. Reorganization and liquidation of the Association are made under the decision of the Meeting in accordance with the Statute.

9.2. Property of the Association after its reorganization proceeds to legitimate assignees.

9.3. Property of the Association during its liquidation, after satisfaction of the established legal order of creditors, donated for the purposes determined by the decision of the Assembly on the liquidation of the Association or by a court decision, entered into force.

10. CHANGES to the Statute

10.1. Changes and additions to the Articles of Association shall be made by the Assembly, in accordance with paragraph 6.7. and 6.8. of the Statute.

10.2. Changes and additions to the Articles of Association shall become effective upon approval by the National Assembly of the Association.

11. Final and Transitional Provisions

11.1. Issues not regulated by this Statute shall be governed by the current legislation of the Russian Federation as well as by the governing bodies Association.

11.2. Association:

- Annually informs the entity that made the decision on the state registration of the Association, on the continuation of its activities with the provision of necessary information;
- Provides at the request of the body that made the decision on the state registration of the Association, and in accordance with applicable law decisions of the governing bodies and officials of the organization, as well as reports on their activities;
- Invites to the events organized by the Association representatives of the body that made a decision on the state registration of the Association;
- Assists the representatives of the body that made a decision on the state registration of the Association, to become familiar with the activities of the Association and its compliance with its laws of the Russian Federation.

11.3. The original members of the Council and the Auditor are determined by the decision of the founders.

ANNEXES

ANNEX 1 – Final Accounts of ELSA International 2012/2013

The Final Accounts of ELSA International 2012/2013 and Annexes can be seen and downloaded on the following links:

http://files.elsa.org/FM/Final_Accounts_2012_2013/Final_Accounts_of_ELSA_2012-2013.pdf

http://files.elsa.org/FM/Final_Accounts_2012_2013/ANNEXES_to_Final_Accounts_of_ELSA_2012-2013.pdf

Due to the extensiveness of the document and to maintain correctness of labelling and form they are not included as text in these Working Materials.

Please note that these accounts are not internally audited due to the resignation of the Auditors

ANNEX 2 – Auditing Report on the Final Accounts 2012/2013

Due to the resignation of the Internal Auditors of ELSA International 2012/2013 no report can be provided.

ANNEX 3 – Final Accounts of the ELSA Development Foundation

The Final Accounts of the ELSA Development Foundation for 2012/2013 can be seen as Annex 2 to the Consolidated Financial Statements and downloaded on the following link:

http://files.elsa.org/FM/Final_Accounts_2012_2013/ANNEXES_to_Final_Accounts_of_ELSA_2012-2013.pdf

Due to the extensiveness of the document and to maintain correctness of labelling and form they are not included as text in these Working Materials.

Please note that these accounts are not internally audited due to the resignation of the Auditors

ANNEX 4 – Auditing Report of the Final Accounts of ELSA Development Foundation 2012/2013

Due to the resignation of the Auditors of the ELSA Development Foundation 2012/2013 no report can be provided.

**ANNEX 5 – Proposed Revision of the Budget of ELSA International
2013/2014**

Ordinary Income/Expense	ICM Cologne	Revision proposal Opatija
INCOME	Approved Cologne	Proposal Opatija
Finance Income		
Bank Interest	400.00	300.00
Total Finance Income	400.00	300.00
General Income		
ELS Contribution	2,000.00	2,000.00
Grants	15,000.00	15,000.00
Income from Members		
ELSA ONLINE Fee	0.00	0.00
Membership Fee	23,000.00	23,000.00
Observer Administration Fee	250.00	250.00
Total Income from Members	23,250.00	23,250.00
Marketing Income		
Online Advertisement Sales	19,000.00	19,000.00
Synergy Autumn Edition	14,000.00	14,000.00
Synergy Spring Edition	14,000.00	14,000.00
Total Marketing Income	47,000.00	47,000.00
Partnership Income	31,000.00	40,000.00
Uncategorized Income	600.00	600.00
Total General Income	118,850.00	128,150.00
Project Income		
Christmas Cocktail	700.00	700.00
EMCC Income		
EMCC FOR Participation Fee	16,000.00	16,000.00
EMCC Registration Fee	17,000.00	17,000.00
EMCC Sponsorship	15,000.00	15,000.00
Total EMCC Income	48,000.00	48,000.00
HRMCC Income		
HRMCC FOR Participation Fee	10,000.00	14,000.00
HRMCC Grant Income	15,000.00	15,000.00
Total HRMCC Income	25,000.00	29,000.00
Visits to the House Income	2,500.00	3,000.00
EYF Project Grant	15,000.00	15,000.00
Transition BBQ Income	1,000.00	1,500.00
Total Project Income	92,200.00	97,200.00
TOTAL INCOME	211,450.00	225,650.00
EXPENSE		

Financial Expenses		
Bank Charges	350.00	350.00
Interest Expense	800.00	800.00
Total Financial Expenses	1,150.00	1,150.00
General Expense		
Annual Report	500.00	500.00
Depreciation Expense	2,000.00	2,000.00
ELSA House		
Electricity	2,500.00	2,500.00
Heating	3,000.00	3,000.00
Insurance	400.00	400.00
Rent of House	29,400.00	29,400.00
Repairs	400.00	1,000.00
Water	1,000.00	1,000.00
Total ELSA House	36,700.00	37,300.00
ELSA Online	0.00	0.00
Internal Audit	2,000.00	2,000.00
Internal Meetings		
Autumn ICM	2,700.00	2,700.00
Other Internal Meetings	2,000.00	2,000.00
Spring ICM	2,500.00	2,500.00
Total Internal Meetings	7,200.00	7,200.00
International Board Allowance	28,800.00	28,800.00
Marketing Expense		
General Marketing Expense	400.00	400.00
Synergy Autumn Edition	12,140.00	12,140.00
Synergy Spring Edition	12,140.00	12,140.00
Total Marketing Expense	24,680.00	24,680.00
Office and Communication		
Housing of Server	500.00	500.00
Internet	400.00	400.00
Office Supplies	1,750.00	1,750.00
Phone and Fax	700.00	700.00
Postage and Delivery	150.00	150.00
Upgrade of Office Facilities	200.00	1,500.00
Total Office and Communication	3,700.00	5,000.00
Previous Term Expenses	500.00	500.00
Representation	300.00	300.00
Statutes Amendments	0.00	0.00
Trainings	2,500.00	2,500.00
Travel Expenses		
Directors' Travel Expenses	1,500.00	2,000.00
Meetings with Externals	2,000.00	4,000.00

Meetings within the Network	3,000.00	4,000.00
Total Travel Expenses	6,500.00	10,000.00
Uncategorized Expenses	2,000.00	4,150.00
Total General Expense	117,380.00	126,080.00
Project Expense		
Christmas Cocktail (exp.)	600.00	700.00
EMCC		
EMCC Administration	4,000.00	4,000.00
EMCC FOR Administration	5,000.00	5,000.00
EMCC FOR Meals	19,000.00	19,000.00
EMCC FOR Panelists	5,000.00	5,000.00
EMCC FOR Transportation	2,000.00	2,000.00
EMCC Support for Rounds	9,000.00	9,000.00
EMCC Travels	4,000.00	4,000.00
Total EMCC	48,000.00	48,000.00
HRMCC Expenses		
HRMCC Accommodation	11,000.00	15,000.00
HRMCC Administration	4,000.00	4,000.00
HRMCC Meals	6,000.00	6,000.00
HRMCC Panelists	4,000.00	4,000.00
Total HRMCC Expenses	25,000.00	29,000.00
Visits to the House Expense	2,000.00	3,000.00
OYOP Weekend	500.00	500.00
Train the Trainers week	0.00	0.00
IIP Refreshment Weekend	1,000.00	1,000.00
Online Hate Speech Conference	15,000.00	15,000.00
Transition BBQ	800.00	1,200.00
Total Project Expense	92,900.00	98,400.00
TOTAL EXPENSE	211,430.00	225,630.00
Net Ordinary Income	20.00	20.00
Other Income/Expense		
Other Expense		
Currency change loss	20.00	20.00
Total Other Expense	20.00	20.00
Net Other Income	-20.00	-20.00
Profit for the Year	0.00	0.00

ANNEX 6 – Debtors of ELSA International as of 21st of September

Type of debt	Date	Owned to	Open balance
ELSA Armenia*			
Opening Balance	01.08.2013	ELSA	27.00
Opening Balance EDF	01.08.2013	EDF	96.29
Total ELSA Armenia			123.29
ELSA Austria			
EDF Contribution 2013/2014**	11.09.2013	EDF	1045.00
Total ELSA Austria			1045.00
ELSA Azerbaijan			
Opening Balance EDF	01.08.2013	EDF	-0.92
Membership Fee 2013/2014	12.07.2013	ELSA	332.13
EDF Contribution 2013/2014**	11.09.2013	EDF	52.22
Total ELSA Azerbaijan			383.43
ELSA Belgium			
Membership Fee 2013/2014	12.07.2013	ELSA	573.50
EDF Contribution 2013/2014**	11.09.2013	EDF	95.15
Total ELSA Belgium			668.65
ELSA Bosnia and Herzegovina			
Membership Fee 2013/2014	12.07.2013	ELSA	194.07
Total ELSA Bosnia and Herzegovina			194.07
ELSA Bulgaria (payment agreement)			
Opening Balance EDF	01.08.2013	EDF	25.00
Opening Balance	01.08.2013	ELSA	1579.88
Total ELSA Bulgaria			1604.88
ELSA Croatia			
Membership Fee 2013/2014	12.07.2013	ELSA	325.82
Total ELSA Croatia			325.82
ELSA Czech Republic			
EDF Contribution 2013/2014**	11.09.2013	EDF	209.79
Total ELSA Czech Republic			209.79
ELSA Finland			
EDF Contribution 2013/2014**	11.09.2013	EDF	149.75
Total Finland			149.75
ELSA France (Payment Agreement)			
Opening Balance	01.08.2013	ELSA	3950.00
Total ELSA France			3950.00
ELSA Georgia			
Membership Fee 2013/2014	12.07.2013	ELSA	4.17
Total ELSA Georgia			4.17
ELSA Germany			
EDF Contribution 2013/2014**	11.09.2013	EDF	5503.18
Total ELSA Germany			5503.18
ELSA Hungary			

Membership Fee 2013/2014	12.07.2013	ELSA	334.70
Total ELSA Hungary			334.70
ELSA Iceland			
Opening Balance	01.08.2013	ELSA	1281.40
EDF Contribution 2013/2014**	12.07.2013	ELSA	50.00
Total ELSA Iceland			1331.40
ELSA Ireland			
Membership Fee 2013/2014	12.07.2013	ELSA	239.25
Total ELSA Ireland			239.25
ELSA Kazakhstan			
Opening Balance EDF	01.08.2013	EDF	484.00
Opening Balance	01.08.2013	ELSA	1542.67
EDF Contribution 2013/2014**	12.07.2013	ELSA	50.00
Total ELSA Kazakhstan			2076.67
ELSA Latvia (payment agreement)			
Opening Balance	01.08.2013	ELSA	1000.00
Total ELSA Latvia			1000.00
ELSA Lithuania			
Membership Fee 2013/2014	12.07.2013	ELSA	248.57
Total ELSA Lithuania			248.57
ELSA Luxembourg			
Opening Balance	01.08.2013	ELSA	200.36
Observer Administration Fee 2013/2014	12.07.2013	ELSA	50.00
Total ELSA Luxembourg			250.36
ELSA Malta			
Membership Fee 2013/2014	12.07.2013	ELSA	94.87
EDF Contribution 2013/2014**	21.09.2013	EDF	86.25
Total ELSA Malta			181.12
ELSA Montenegro			
Opening Balance	01.08.2013	ELSA	108.61
Membership Fee 2013/2014	12.07.2013	ELSA	70.17
Total ELSA Montenegro			178.78
ELSA Norway			
Opening Balance	01.08.2013	ELSA	-9.00
Membership Fee 2013/2014	12.07.2013	ELSA	425.55
EDF Contribution 2013/2014**	11.09.2013	EDF	207.18
Total ELSA Norway			623.73
ELSA Portugal			
Membership Fee 2013/2014	12.07.2013	ELSA	824.01
Total ELSA Portugal			824.01
ELSA Republic of Macedonia			
Membership Fee 2013/2014	12.07.2013	ELSA	68.30
Total ELSA Republic of Macedonia			68.30
ELSA Romania			
Membership Fee 2013/2014	12.07.2013	ELSA	782.68

Total ELSA Romania			782.68
ELSA Russia			
Opening Balance	01.08.2013	ELSA	2265.57
Observer Administration Fee 2013/2014	12.07.2013	ELSA	50.00
Total ELSA Russia			2315.57
ELSA Serbia (payment agreement)			
Opening Balance	01.08.2013	ELSA	699.59
Membership Fee 2013/2014	12.07.2013	ELSA	276.02
Total ELSA Serbia			975.61
ELSA Slovak Republic			
EDF Contribution 2013/2014**	11.09.2013	EDF	87.50
Total ELSA Slovak Republic			87.50
ELSA Spain			
Membership Fee 2013/2014	12.07.2013	ELSA	925.35
Total ELSA Spain			925.35
ELSA Switzerland			
EDF Contribution 2013/2014**	11.09.2013	EDF	305.03
Total ELSA Switzerland			305.03
ELSA Ukraine			
Membership Fee 2013/2014	12.07.2013	ELSA	622.45
Total ELSA Ukraine			622.45
ELSA The United Kingdom			
Opening Balance	01.08.2013	ELSA	1168.25
Membership Fee 2013/2014	12.07.2013	ELSA	907.36
Total ELSA United Kingdom			2075.61
TOTAL			29608.72

*ELSA Armenia is a former member of ELSA

**The EDF Contribution is due on the 30th of September, that is after this list of debtors was compiled

ANNEX 7 – Draft Council Meeting Host Agreement

**INTERNATIONAL
COUNCIL
MEETING HOST
AGREEMENT**

regarding

“ICM _____”

between

The Organising Committee of the LXVII 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 _____ 2015.
- 1.2 EI authorizes the OC to host the ICM on the terms and conditions set out in this Agreement.

Venue and Logistics**Article 2**

- 2.1 The venue of the ICM will be _____, _____.
- 2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.
- 2.3 The logistics of the ICM must be assured at the latest before the arrival of the IB.

Financial Implications**Article 3**

- 3.1 The OC shall host the ICM on its own account. Any profit or loss arising from the organisation of ICM shall be kept by or covered by the OC.
- 3.2 No exclusivity can be proposed to any sponsor of an ICM since the sponsors of ELSA International have the right to be featured during the ICM.
- 3.3 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).
- 3.4 The OC shall comply with Council Decision FM 01/07 I “Maximum Participation Fee for Statutory Meetings and International Internal Meetings” when charging the participation fee.
- 3.5 The OC is not allowed to charge additional fees for accommodation, food or reception. However, a maximum special fee of 60€ per participant may be charged covering the Gala Ball, Social Programme, Sightseeing and Transportation. It is under discretion of OC to decide how these four fees shall be split.

- 3.6 According to the IM Policies, the participation fee for 9 members of ELSA International shall be covered by the OC. This fee includes accommodation for ten nights, meals and special fees requested from other participants.
- 3.7 The OC shall cover accommodation for a maximum of two nights for two speakers.
- 3.8 The OC shall cover accommodation for a maximum of eight nights for the Chair and Vice-Chair of the plenary.
- 3.9 The OC shall cover the Gala Ball fees of 9 delegates of ELSA International, the Chair and the Vice-Chair.

Responsibilities of the OC

Article 4

The OC shall act in the utmost good faith in the organisation and management of the ICM on behalf of EI, and shall in particular be responsible for:

- 4.1 Appointing one person to be responsible for the communication and report to the IB before as well as during and after the ICM.
- 4.2 Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3 Fundraising for the ICM in order to have a sufficient financial basis for the event.
- 4.4 Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.5 Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.6 Providing adequate reception upon arrival of the participants and external guests.
- 4.7 Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the fees directly to the OC.
- 4.8 The OC shall not be limited by the Decision Book “Event Fees” and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.9 Fulfilling the logistical requirements annexed to this agreement.
- 4.10 Arrange a sponsor’s fair in which also the Sponsors of ELSA International can participate.
- 4.11 Send regular reports to the IB on the organisation before the aforementioned event.

-
- 4.12** Submit financial report after the ICM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.
- 4.13** Stay available and responding to requests from the IB within one week from receiving the request.
- 4.14** To provide receipts, upon request, to all the participants.
- 4.15** Provide ELSA International with a risk management plan, containing an analysis of likely risks, as well as mitigation strategies.

The plan should at least include:

- Number of qualified first aid and security personnel;
- A plan to encounter identified high and low impact risks.

The plan has to be provided to ELSA International the latest 4 months before the beginning of the International council Meeting and is subject to continuous updates until the beginning of the International Council Meeting.

Responsibilities of EI

Article 5

EI shall be responsible for:

- 5.1** Appointing one person to be responsible for the communication and report to the OC before as well as during and after the ICM.
- 5.2** Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the ICM to external contacts of ELSA International.
- 5.3** Advising the OC in budgeting and accounting if requested.
- 5.4** Sending statutory invitations to the Member and Observer Groups.
- 5.5** Preparing the Working Materials and the plan for the Workshops and Plenary sessions of the ICM.
- 5.6** Ensuring the well-functioning of the Workshops during the ICM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.

- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in Annex I of this ICM Host Agreement Requirements.
- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests. EI shall cover all costs of specific arrangements, except the accommodation for the speakers
- 5.9 Staying available and responding to requests from the OC within one week from receiving the request.

Discharge of ICM Host/OC

Article 6

- 6.1 If any problems occur before, during or after the ICM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.
- 6.2 When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.
- 6.3 The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.4, 4.10 and 4.12.
- 6.4 Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within five days from the phone call was received.

Should the OC not send such report or the report should not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.

From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

ELSA International

Head of OC

ELSA _____

_____, ____ of _____ 2013

Annex I to the ICM Host Agreement for the LXVII International Council Meeting**List of Logistical Requirements for International Council Meeting****Plenary hall**

- 1 hall, seating all participants and guests, approximately 9 delegates x 42 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 (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
- 1 presence card and 3 voting cards for all Members of ELSA and 1 presence card for every Observer of ELSA. Presence cards need to in one colour and voting cards in a different colour. The size of one card shall be A5. (Template will be provided by ELSA International prior to the ICM)

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 8 – Draft International Presidents’ Meeting Host Agreement,
Summer 2014**

**INTERNATIONAL
PRESIDENTS’
MEETING HOST
AGREEMENT**

regarding

“IPM _____”

between

The Organising Committee of the XLIX 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 special fees of the President of EI and one extra IB member.

Responsibilities of the OC**Article 4**

The OC shall act in the utmost good faith in the organisation and management of the IPM on behalf of EI, and shall in particular be responsible for:

- 4.1 Appointing one person to be responsible for the communication and report to the IB before as well as during and after the IPM.
- 4.2 Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3 Fundraising for the IPM in order to have a sufficient financial basis for the event.
- 4.4 Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.5 Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.6 Providing adequate reception upon arrival of the participants and external guests.
- 4.7 Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the fees directly to the OC.
- 4.8 The OC is not allowed to charge additional fees for accommodation, food or reception. However, a maximum special fee of 60€ per participant may be charged covering the Gala Ball, Social Programme, Sightseeing and Transportation. It is under discretion of OC to decide how these four fees shall be split.
- 4.9 The OC shall not be limited by the Decision Book “Event Fees” and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.9 Fulfilling the logistical requirements annexed to this agreement.
- 4.10 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.11 Submit financial report after the IPM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.
- 4.12 Stay available and responding to requests from the IB within one week from receiving of the request.
- 4.13 To provide receipts, upon request, to all the participants.

-
- 4.14** To take into account the risk management when planning the International Presidents’ Meeting.

Responsibilities of EI

Article 5

EI shall be responsible for:

- 5.1** Appointing one person to be responsible for the communication and report to the OC before as well as during and after the IPM.
- 5.2** Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the IPM to external contacts of ELSA International.
- 5.3** Advising the OC in budgeting and accounting if needed.
- 5.4** Sending invitations to the National Groups via e-mail.
- 5.5** Preparing the Working Materials and the plan for the workshop sessions of the IPM.
- 5.6** Ensuring the well-functioning of the workshops during the IPM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.
- 5.7** Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in Annex I of these IPM Host Agreement Requirements.
- 5.8** Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests.
- 5.9** Staying available and responding to requests from the OC within one week from receiving the request.

Discharge of IPM Host/OC

Article 6

- 6.1** If any problems occur before, during or after the IPM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.

When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.

- 6.2** The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.3, 4.4, 4.9 and 4.11.
- 6.3** Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within three days from the phone call was received.

Should the OC not send such report or should the report not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.

From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

_____, ____ of _____ 2013

ELSA International

Head of OC

ELSA _____

Annex I to the IPM Host Agreement for the XLIX International Presidents' Meeting**List of Logistical Requirements for International Presidents' Meeting****Workshops**

- 1 room seating all participants around 35-50 people;
- 1 ELSA _____ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Presidents' Meeting

WS room should be equipped with:

- enough tables to accommodate all workshop participants;
- 1 flip-chart, flip-chart paper and markers;
- Beamer for presentations;
- Disposable cups;
- Refreshments

Additional equipment

- 1 spare flipcharts on self-supporting stands (for externals);
- 1 printer;
- Sufficient printing paper and ink;
- Internet access.

ANNEX 9 – Letter of Authorisation

LETTER OF AUTHORISATION

National Board of: _____

Address: _____

Tel: _____

Email: _____

Number of Local Groups: _____

(Please write their name on the back of the page clearly with CAPITAL letters)

The following delegates from ELSA _____ are hereby authorised to vote and speak on behalf of their National Group at the LXIV International Council Meeting in Opatija, Croatia between 27th of October and 3rd of November 2013.

1. _____
(*voting delegate name*)

4. _____
(*name*)

2. _____
(*voting delegate name*)

5. _____
(*name*)

3. _____
(*voting delegate name*)

6. _____
(*name*)

7. _____
(*name*)

On behalf of ELSA _____

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature: