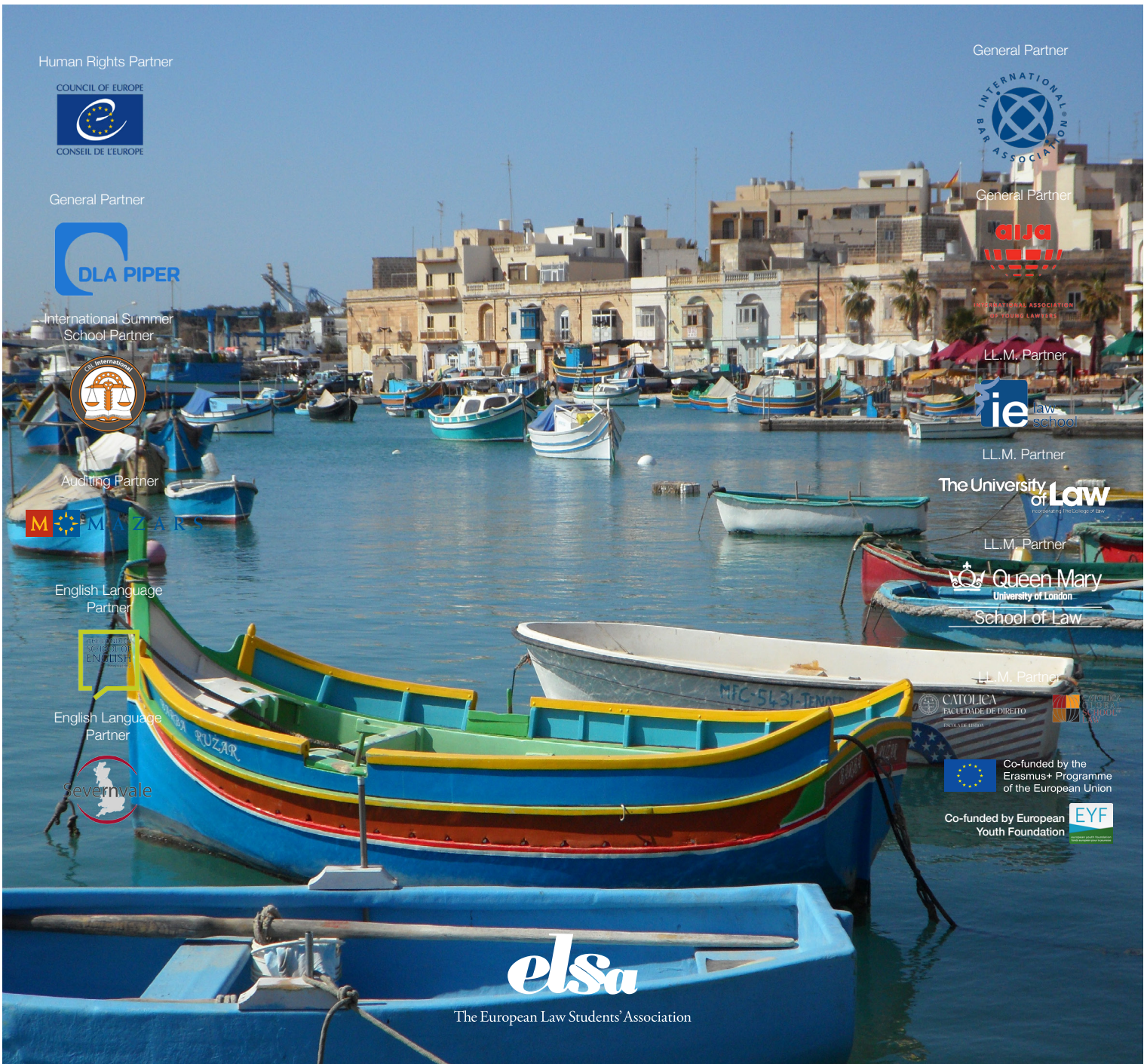


LXIX International Council Meeting

WORKING MATERIALS

Malta
20th - 27th March 2016



Human Rights Partner



General Partner



General Partner



General Partner



International Summer School Partner

International Association of Young Lawyers

LL.M. Partner



LL.M. Partner

The University of Law

LL.M. Partner

Queen Mary University of London

School of Law

LL.M. Partner



Co-funded by the Erasmus+ Programme of the European Union

Co-funded by European Youth Foundation



Auditing Partner



English Language Partner



English Language Partner



elsa

The European Law Students' Association

GENERAL INFORMATION

FOREWORD

Dear Network,

I remember when I explained last time why it is always challenging to write a Foreword. But here I am, almost half a year after those words, writing my second and already last Foreword for the Working Materials of an International Council Meeting of ELSA. It is still difficult though, because once I said hello, I already need to say goodbye.

However, I cannot even think that I will be saying goodbye via a text and approximately half a year before my term ends. Besides, the pages that follow constitute only the preparations of a week full of activities, events and people; better say a lot of people. A lot, because Malta is of course an amazing destination, but also because hardly someone can miss the celebration of his or her family.

Our ELSA is turning 35 and people from all around Europe, from various generations and different backgrounds are going to gather in the middle of the Mediterranean and raise a glass on the past and the future of, not only our association, but also of us ourselves. And this is because you cannot leave ELSA being the same person as when you joined; we are all nurtured by one principle and this is the one we keep in our minds and hearts for the years to come. But no, I am not talking about the vision, I am not talking about a very well-said ideal that should guide all law students, young lawyers and experienced jurists in their life; I am talking about what ELSA represents for each one of us, something merely personal, unidentified by others.

And maybe it is better for each one of us to have his or her very own perception of ELSA. Besides, the things you experience yourself and from your point of view are unique; unique as this term. This term for us, Anna, Marek, Dagne, Antonia, Ada, Matej, Vedran and myself, has been and continues to be a journey of a thousand images, of a thousand faces, of a thousand steps around Europe. It is also a journey that brought us together in one place, and I will always be thankful to ELSA for that. I did not know most of them that well; now I regret not having met them earlier!

While raising my left eyebrow, I am thinking of the ICM ahead. See you all there!

Sincerely yours,



Hector Tsamis
Secretary General

ELSA International

TABLE OF CONTENTS

GENERAL INFORMATION	2
FOREWORD.....	2
TABLE OF CONTENTS.....	3
THE INTERNATIONAL COUNCIL MEETING GUIDE	10
OBLIGATIONS OF THE NATIONAL GROUPS	13
REMINDERS	15
General Reminder.....	15
Deadlines for Nominations.....	16
Call for the International Board 2016/2017	17
What is the role of the International Board?	18
Call for Internal Auditors of ELSA International 2016/2017	21
What is the role of the Internal Auditor of ELSA International?	22
Call for the host of the ICM autumn 2017, IPM winter 2017 and IPM summer 2017	24
Election of the Host of the International Council Meeting in autumn 2017	25
Election of the Hosts for the International Presidents' Meetings in winter 2017 and summer 2017.....	26
Nomination and Election of Council Guests for ICM Coimbra 2016.....	27
Memento	28
DRAFT TIMETABLES AND AGENDAS.....	32
ICM TIMETABLE.....	32
General Timetable	32
DRAFT PLENARY AGENDA	33
Opening Plenary: Sunday, March 20 th , 2016.....	33
Mid Plenary: Wednesday, March 23 rd , 2016.....	35
Final Plenary: Saturday, March 26 th , 2016	38
BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP	40
Timetable	40
Preparations and Reminders for the Board Management, External Relations and Expansion Workshop.....	41
Draft Agenda.....	42
Sunday, March 20th, 2016 (17:00 – 21:30)	42

Monday, March 21st, 2016 (10:00 – 18:30)	44
Tuesday, March 22nd, 2016 (10:00 – 18:30)	45
Friday, March 25th, 2016 (10:00 – 18:30)	47
INTERNAL MANAGEMENT WORKSHOP	49
Timetable	49
Preparations and Reminders for the Internal Management Workshop.....	50
Draft Agenda.....	51
Sunday, March 20th, 2016 (17:00 – 21:30)	51
Monday, March 21st, 2016 (10:00 – 18:30)	53
Tuesday, March 22nd, 2016 (10:00 – 18:30)	54
Friday, March 25th, 2016 (10:00 – 18:30)	56
FINANCIAL MANAGEMENT WORKSHOP	59
Timetable	59
Preparations and Reminders for the Financial Management Workshop.....	60
Draft Agenda.....	61
Sunday, March 20th, 2016 (17:00 – 21:30)	61
Monday, March 21st, 2016 (10:00 – 18:30)	63
Tuesday, March 22nd, 2016 (10:00 – 18:30)	65
Friday, March 25th, 2016 (10:00 – 18:30)	67
MARKETING WORKSHOP	69
Timetable	69
Preparation and Reminders for the Marketing Workshop	70
Draft Agenda.....	71
Sunday, March 20th, 2016 (17:00 – 21:30)	71
Monday, March 21st, 2016 (10:00 – 18:30)	73
Tuesday, March 22nd, 2016 (10:00 – 18:30)	75
Friday, March 25th, 2016 (10:00 – 19:00)	76
ACADEMIC ACTIVITIES WORKSHOP	79
Timetable	79
Preparations and Reminders for the Academic Activities Workshop	80
Draft Agenda.....	81
Sunday, March 20th, 2016 (17:00 – 21:30)	81
Monday, March 21st, 2016 (10:00 – 18:30)	83

Tuesday, March 22nd, 2016 (10:00 – 18:30)	85
Friday, March 25th, 2016 (10:00 – 18:30)	87
SEMINARS AND CONFERENCES WORKSHOP.....	91
Timetable	91
Preparations and Reminders for the Seminars and Conferences Workshop.....	92
Draft Agenda.....	93
Sunday, March 20th, 2016 (17:00 – 21:30)	93
Monday, March 21st, 2016 (10:00 – 19:00)	95
Tuesday, March 22nd, 2016 (10:00 – 18:30)	97
Friday, March 25th, 2016 (10:00 – 18:30)	98
STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP	101
Timetable	101
Preparation and Reminders for the Workshop on Student Trainee Exchange Programme	102
Draft Agenda.....	103
Sunday, March 20th, 2016 (19:00 – 21:00)	103
Monday, March 21st, 2016 (10:00 – 18:30)	105
Tuesday, March 22nd, 2016 (10:00 – 18:30)	107
Friday, March 25th, 2016 (10:00 – 18:30)	109
ACTIVITY REPORTS.....	111
INTERNATIONAL BOARD 2015/2016.....	111
ANNA HAIPOLA President of ELSA International 2015/2016	111
HECTOR TSAMIS Secretary General of ELSA International 2015/2016	113
MAREK ŠKULTÉTY Treasurer of ELSA International 2015/2016.....	116
DAGNE SABOCKYTE Vice President for Marketing of ELSA International 2015/2016	118
ANTONIA MARKOVITI Vice President for Academic Activities of ELSA International 2015/2016.....	121
ADA GAWRYSIAK Vice President for Moot Court Competitions of ELSA International 2015/2016.....	124
MATEJ SADLOŇ Vice President for Seminars and Conferences of ELSA International 2015/2016.....	126
VEDRAN STANKOVIĆ Vice President for Student Trainee Exchange Programme of ELSA International 2015/2016.....	128
ELSA INTERNATIONAL TEAM 2015/2016.....	130

ELIF BENAN YAMAN, LALA DARCHINOVA, ANDREAS CHORAKIS, PETROS-ORESTIS KATSOULAS, MARIAGIULIA CECCHINI, SERGIO ÁVILA TESTA & NÓRA NAGY 35 th Anniversary Team of ELSA International 2015/2016.....	130
NICOLAS HAAS Assistant for Jurisdiction of ELSA International 2015/2016.....	132
ALESSANDRA MARSON, FEDERICA SIMONELLI & PAULO FERREIRA External Relations Team of ELSA International 2015/2016.....	133
SASCHA GOSLIN, FROSO DRAKOPOULOU, RUTH AZZOPARDI, OLIVIA-MĂDĂLINA GHIORGHIU & OLGA KOUMPOURI Proofreading Team of ELSA International 2015/2016	134
MILOŠ PUPIK, NICOLAS TREBBIEN-NIELSEN, ANTTI LANKINEN, CODIN MOLDOVANU & WOLFGANG FUSCHLBERGER Information Technology Team of ELSA International 2015/2016.....	135
ZULFIYA HUSEYNOVA & AMANDINE VOLE Human Resources Team of ELSA International 2015/2016.....	136
KAROLINA BOGUSZ & VALERIU DRĂGĂLIN Training Team of ELSA International 2015/2016.....	136
JOSÉ POUZADA Director for Quality Management of ELSA International 2015/2016..	136
DAVID PEREIRA Director for Internal Management of ELSA International 2015/2016	137
ONDŘEJ TOLOCH Assistant for Knowledge Management of ELSA International 2015/2016	137
CINDY THÜRLER Director for Financial Management of ELSA International 2015/2016	138
BEA ŠEBALJ Director for Fundraising of ELSA International 2015/2016	138
IVAN CHOPYK, NIKOLAI LYNGNES & ISMINI ATHANASOPOULOU Graphic Design Team of ELSA International 2015/2016	139
MARGARYTA URSOL & KRZYSZTOF RUMPEL Directors for Advertising of ELSA International 2015/2016.....	139
CHRISTOPHER NÆSHEIM JOHNSEN Director for Public Relations of ELSA International 2015/2016.....	140
ANDREJA FRIŠKOVEC Assistant for Synergy Magazine of ELSA International 2015/2016	141
MARILENA ZIDIANAKI, ANDREJA FRIŠKOVEC, AGNESE CIGLIANO, MARIAGIULIA CECCHINI, JESSICA ALLEN, PAVLO MALYUTA, SARA DUSHI, TIMOS SOURVAS ELSA Law Review Team of ELSA International 2015/2016.....	142
CLAUS-MARIA SPERLING , IPSHITA SINGH & DENISE SCHWARZ Negotiation Competitions Team of ELSA International 2015/2016.....	143

JAKUB ČÁJA, BRUNO FILIPE LIMA MONTEIRO, HAKON SVERDSTAD BJØRVIK, MARK O'REILLY & LALA DARCHINOVA International Coordination Team for the ELSA Legal Research Group of ELSA International 2015/2016	144
LUISA ZAPPALÀ Director for Human Rights of ELSA International 2015/2016	145
MAJA DRAGANIC, DOMINIK HILL, ROBERT VIERLING & ALEXANDRA CASCIARO EMC2 Team of ELSA International 2015/2016.....	146
GAIA IAPPELLI, ALEXANDRA COSTEA, BEVERLY TONNA & WILLIAM NASH EHRMCC Team of ELSA International 2015/2016.....	147
LUIZA ZUS Coordinator of the Working Group on Moot Court Competitions of ELSA International 2015/2016.....	149
PERNILLE EDH HASSELGÅRD, EVGENIA PODGORBUNSKIKH, MERVE ALTINTAS, JAN DOHNAL, KRISTINA HATAS, ROWENA PALIJAMA, CLAUS GAWEL, MIA VUČEVAC Delegations Team of ELSA International 2015/2016.....	151
NIGEL MICALLEF, LUKRECIJA OREŠKI, DENISE ROCHE, ONDŘEJ CHYLEK, STEPHAAN CLOET, HUGH MCINTYRE, DENIZ HATEMI & CAROLINA SÁ DUARTE ELSA Law Schools Team of ELSA International 2015/2016.....	153
TIBOR KORMAN Director for Seminars and Conferences of ELSA International 2015/2016	156
SARA GALASSINI D'ELIA Director for the International Focus Programme on Media Law of ELSA International 2015/2016.....	156
JULIEN DONZEL Director for the International Focus Programme on Environmental Law of ELSA International 2015/2016.....	157
TETIANA GRUDININA, ALYONA LITVINOVA & FRANCESCO PERRONE STEP Procedure Team of ELSA International 2015/2016.....	158
STEFANIA EFSTATHIOU, DIANA ENISOR, ELIZAVETA PYSAREVSKA, STEFANIE VONBANK & NARMIN ALIYEVA STEP Development Team of ELSA International 2015/2016	159
PROPOSALS	161
THE INTERNATIONAL BOARD.....	161
Proposal on updated Statutes and Standing Orders of ELSA	161
Council Meeting Decision Book amendment concerning the section “International Focus Programme” of the General part (GEN 02/12 IV).....	191
Council Meeting Decision Book amendment concerning the section “Jurisdiction Working Group” of the General part (GEN 01/14 V)	194
Council Meeting Decision Book amendment concerning the section “Jurisdiction Working Group” of the General part (GEN 01/14 V)	196
Council Meeting Decision Book amendment concerning the section “Jurisdiction Working Group” of the General part (GEN 01/14 V)	199

Council Meeting Decision Book amendment concerning the addition of a new section called “Data Protection” under the General part.....	201
Council Meeting Decision Book amendment concerning the restructuring of the Internal Management part	202
Council Meeting Decision Book amendment concerning the addition of a new section called “International Area Meetings” under the Internal Management part.....	225
Council Meeting Decision Book amendment concerning the section “Information Technology” of the Internal Management part (IM 01/12 III).....	228
Council Meeting Decision Book amendment concerning the section “The ELSA Development Foundation” of the Financial Management part (FM 01/06 II)	229
Council Meeting Decision Book amendment concerning the addition of a new section called “Financial Strategy 2016-2019” under the Financial Management part	234
Council Meeting Decision Book amendment concerning the section “Uniformity” of the Marketing part (MAR 01/08 I).....	237
Council Meeting Decision Book amendment concerning the section “Uniformity” of the Marketing part (MAR 01/08 I).....	243
Council Meeting Decision Book amendment concerning the section “STEP Responsibilities” of the STEP part (STEP 01/09 I).....	246
Council Meeting Decision Book amendment concerning the section “STEP Responsibilities” of the STEP part (STEP 01/09 I).....	247
Council Meeting Decision Book amendment concerning the section “STEP Responsibilities” of the STEP part (STEP 01/09 I).....	248
Council Meeting Decision Book amendment concerning the section “Penalty System” of the STEP part (STEP 01/09 I).....	250
NATIONAL GROUPS	251
Statutes amendment concerning article 3.....	251
Council Meeting Decision Book amendment concerning the section “Council Meetings” of the Internal Management part (IM 02/11 II)	252
Council Meeting Decision Book amendment concerning the section “Information Technology” of the Internal Management part (IM 01/12 III).....	254
Council Meeting Decision Book amendment concerning the section “STEP Procedure” of the STEP part (STEP 01/09 I).....	255
Council Meeting Decision Book amendment concerning the section “STEP Responsibilities” of the STEP part (STEP 01/09 I).....	256
INPUT PAPERS	257
NATIONAL GROUPS	257
Input Paper on the IPM/SAM/KAM and Workshop Professionality	257

Input Paper on the focus within the ELSA Network	259
ANNEXES.....	262
ANNEX 1 – CONSOLIDATED INTERIM ACCOUNTS OF ELSA INTERNATIONAL 2015/2016 AND THE ELSA DEVELOPMENT FOUNDATION 2015/2016.....	262
ANNEX 2 – INTERNAL AUDITORS’ REPORT ON THE CONSOLIDATED INTERIM ACCOUNTS 2015/2016	263
ANNEX 3 – PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL 2015/2016	264
ANNEX 4 – PROPOSED BUDGET OF ELSA INTERNATIONAL 2016/2017.....	268
ANNEX 5 – DEBTORS OF ELSA AND EDF AS OF FEBRUARY 20 TH , 2016.....	271
ANNEX 6 – STATISTICAL REPORT OF THE ELSA DEVELOPMENT FOUNDATION	273
ANNEX 7 – DRAFT INTERNATIONAL COUNCIL MEETING HOST AGREEMENT	275
ANNEX 8 – DRAFT INTERNATIONAL PRESIDENTS’ MEETING HOST AGREEMENT	283
ANNEX 9 – LETTER OF AUTHORISATION	289
ANNEX 10 – PROXY	290

THE INTERNATIONAL COUNCIL MEETING GUIDE

What is an International Council Meeting?

The International Council Meeting is one of the four international internal meetings of ELSA and one of the two statutory meetings of the association.

It brings together officers of all areas from the whole ELSA Network. It consists of both plenary and workshop sessions. The main aims of this meeting are:

- a. to provide an opportunity for all officers to meet, to get informed about the latest updates in their respective areas and to exchange ideas, and
- b. to summon the Council, which discusses issues concerning the administration and the further development of the association.

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

The International Council Meeting is held on a biannual basis, once in spring and once in autumn.

What is a Workshop?

Workshops provide an introduction to or a review of topics of interest. They offer space for interaction, discussion and exchange of information, while the participants explore different subjects and develop their soft skills.

In each ICM, there are seven Workshops; one for each area of activity. Each Workshop is conducted by the respective 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): conducted by the President of the International Board and attended by National Presidents and other BEE officers of the ELSA Network.

Internal Management (IM): conducted by the Secretary General of the International Board and attended by National Secretaries General and other IM officers of the ELSA Network.

Financial Management (FM): conducted by the Treasurer of the International Board and attended by National Treasurers and other FM officers of the ELSA Network.

Marketing (MKT): conducted by the Vice President for Marketing of the International Board and attended by National Vice Presidents for Marketing and other Marketing officers of the ELSA Network.

Academic Activities (AA): conducted by the Vice President for Academic Activities and the Vice President for Moot Court Competitions of the International Board and attended by National Vice Presidents for Academic Activities, National Vice Presidents for Moot Court Competitions and other AA and MCC officers of the ELSA Network.

Seminars and Conferences (S&C): conducted by the Vice President for Seminars and Conferences of the International Board and attended by National Vice Presidents for Seminars and Conferences and other S&C officers of the ELSA Network.

Student Trainee Exchange Programme (STEP): conducted by the Vice President for Student Trainee Exchange Programme of the International Board and attended by National Vice Presidents for Student Trainee Exchange Programme and other STEP officers of the ELSA Network.

What is a Joint Workshop?

A Joint Workshop sets on the table a topic that is worth being discussed by the officers of more than one area.

Who is a Workshop Officer?

There are at least four Workshop Officers in the ICM: the *Chair*, the *Vice Chair* and two *Secretaries*. If necessary, more Secretaries can be appointed.

The task of the Chair is to conduct the Workshop in good order, to lead it together with the respective 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 him or her in the event of his or her absence.

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

During the Opening Workshop of each respective area, which will be held on Sunday, the Officers of the Workshop will be elected, and they will attend a training provided by ELSA International right after the end of the opening session in order to receive the detailed guidelines of their task.

If you are interested in becoming a Workshop Officer, please contact as soon as possible the respective member of the International Board in order to volunteer.

Who is a Council Meeting Officer?

There are nine to fifteen Council Meeting Officers supporting the Council proceedings during each ICM: the *Chair*, the *Vice Chair*, two to four *Secretaries*, two to six *Tellers*, and three members of the *Nominations Committee*. The Council Meeting Officers ensure that some of the most important tasks regarding the plenary sessions of an ICM are carried out properly.

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

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

The role of each Secretary is to keep the minutes of the plenary sessions. The Secretaries are responsible to the Secretary General of the International Board and should always refer to him or her in case of difficulty.

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

The role of each member of the Nominations Committee is to receive nominations for all the elections and to announce them to the Council. Therefore, it is recommended that the Nominations Committee be comprised of well-known individuals in the ELSA Network so that it is easier for people to find and approach them.

OBLIGATIONS OF THE NATIONAL GROUPS**Important Information!**

In accordance with article 11.5 of the Statutes of ELSA, the voting rights of a Member National Group are suspended during an ICM, if the National Group:

- a. has not entirely fulfilled its **financial obligations** towards ELSA, or
- b. has not submitted the **State of the Network Inquiry** (SotN Inquiry) to the International Board.

For this purpose, please address all financial enquiries concerning debts towards ELSA to the Treasurer of the International Board in due time before the ICM at treasurer@elsa.org.

Moreover, the SotN Inquiry must be thoroughly filled out and submitted to the Secretary General of the International Board. Please make sure that your National Group submits the SotN Inquiry 14 days before the opening of the International Council Meeting as stated in the Decision Book. The 20th State of the Network Inquiry has already been sent out and you may find it [here](#). If you need any clarifications regarding the SotN Inquiry, please contact the Secretary General of the International Board at secgen@elsa.org.

According to article 5.4 of the Standing Orders of ELSA, for the delegates representing a Member National Group to be allowed to participate in the Council, they must be duly authorised to vote in the Council on behalf of their National Group and must, therefore, hand in to the Secretary General of the International Board the **Letter of Authorisation** signed by two elected National Board members of the respective National Group. Each Letter of Authorisation shall be accompanied with a list of Local Groups that are currently Members and Observers of the respective National Group. This list shall be written at the back of the Letter of Authorisation sheet, a template of which you may find [here](#).

In order for the Council to reach the necessary quorum, as stated in article 11.4 of the Statutes of ELSA and be fully competent, it is highly recommended that the Member National Groups, which are not going to be represented in the Council by their own delegates, give a **proxy** to another Member National Group following the rules of article 8 of the Standing Orders of ELSA. A template of proxy can be found [here](#).

National Groups, who have Observer status, are also obliged to hand in the Letter of Authorisation to the Secretary General of the International Board, following the instructions described above, in order to receive their presence card.

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 the Workshops...

- Read carefully from cover to cover and bring with you a copy of these Working Materials;
- Read the minutes of at least the two previous ICMs ([LXVII ICM Cluj-Napoca 2015](#) and [LXVIII ICM Batumi 2015](#));
- Read and bring with you a copy of the [Statutes and Standing Orders](#) of ELSA;
- Read and bring with you a copy of the 43rd edition of the [Council Meeting Decision Book](#);
- Bring the [One Year Operational Plan](#) of the International Board for the term 2015/2016;
- Bring your marketing materials so that you can promote your events;

To be prepared for your stay in Malta...

- Check out the [official website](#) and [Facebook page](#) of ICM Malta for further details, and make sure you have taken note of all the instructions given by the Organising Committee;
- Make travel arrangements to be in Malta in time for the opening of the ICM at 14.00 on Sunday, March 20th, 2016;
- Bring formal clothes for the plenary sessions;
- Rehearse your performance for the ELSA Vision Contest!

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

- Consider being a Workshop Secretary;
- Consider being a Plenary Secretary;
- Consider being a Teller;
- Consider being a member of the Nominations Committee;
- Consider hosting the LXXII ICM in autumn 2017;
- Consider hosting the LIV IPM in winter 2017 or the LV IPM in summer 2017;
- Consider running for the International Board 2016/2017;
- Consider running for Internal Auditor of ELSA International 2016/2017.

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

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

Deadlines for Nominations

The deadline for nominations for:

INTERNATIONAL BOARD 2016/2017

AUDITORS AND VICE AUDITOR

OF ELSA INTERNATIONAL 2016/2017

is on Monday, March 21st, 2016, at 23:59 (local time).

and

INTERNATIONAL COUNCIL MEETING HOST AUTUMN 2017

INTERNATIONAL PRESIDENTS' MEETING HOST WINTER 2017

INTERNATIONAL PRESIDENTS' MEETING HOST SUMMER 2017

is on Tuesday, March 22nd, 2016, at 23:59 (local time).

and

COUNCIL GUESTS FOR ICM COIMBRA 2016

is on Friday, March 25th, 2016, at 23:59 (local time).

Call for the International Board 2016/2017



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 INTERNATIONAL BOARD OF
2016/2017!

What is the role of the International Board?

The International Board is the supreme executive body of ELSA. The tasks of the International Board 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.

PRESIDENT

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

SECRETARY GENERAL

The Secretary General is responsible for directing, organising and maintaining the internal structure of the Association, and shall consequently be responsible for ensuring that decisions to this effect are implemented and respected by all 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 and final accounts of ELSA International. The Treasurer is the Chairman of the Board of Directors of the ELSA Development Foundation and he or she is also working actively in the field of grants.

VICE PRESIDENT FOR 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 Magazine, the production of internal presentation and marketing materials for the key areas, and the representation of ELSA towards externals. One of the main responsibilities that the Vice President for Marketing has is to coordinate and conduct market analysis and to define marketing strategies for all matters related to ELSA and its activities.

VICE PRESIDENT FOR ACADEMIC ACTIVITIES

The Vice President for Academic Activities is responsible for the overall planning, coordination and supervision of the key area of Academic Activities. This responsibility includes legal writing; coordinating essay competitions, bridging theory and practice; Lawyers at Work events and legal debates. The Vice President for Academic Activities has also the responsibility, when called upon, to support and assist Local and National Groups in organising AA events in the Network as well as implementing legal education, Human Rights and the International Focus Programme in the activities related to his or her key area.

VICE PRESIDENT FOR MOOT COURT COMPETITIONS

The Vice President for Moot Court Competitions is responsible for the overall planning, coordination and supervision of the ELSA Moot Court Competition on WTO Law (EMC2) and the European Human Rights Moot Court Competition (EHRMCC). This responsibility includes cooperation with the World Trade Organization and the Council of Europe, finding case authors and panellists/judges, promotion, team support, finding hosts for the various EMC2 Regional Rounds, and planning the Final Oral Rounds for both competitions. The Vice President for Moot Court Competitions has also the responsibility, when called upon, to support and assist Local and National Groups in organising moot courts in the Network.

VICE PRESIDENT FOR SEMINARS AND CONFERENCES

The Vice President for Seminars and Conferences is responsible for the key area of Seminars and Conferences. This responsibility includes the coordination of seminars, conferences, study visits, institutional visits, ELSA Law Schools and ELSA Delegations in the Network. The Vice President for Seminars and Conferences is also responsible for implementing legal education, Human Rights and the International Focus Programme in the activities related to his or her key area.

VICE PRESIDENT FOR THE STUDENT TRAINEE EXCHANGE PROGRAMME

The Vice President for the Student Trainee Exchange Programme is responsible for the key area of STEP. This includes coordination and supervision of all the STEP-related information received from the Network and making the information and statistics available to all the officers. The Vice President for the Student Trainee Exchange Programme also coordinates the implementation of STEP-related international partnerships and actively seeks additional opportunities of the traineeship programme and the International Focus Programme within the scope of STEP.

Electoral Procedure for the International Board

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

The nominations must be handed in to the Nominations Committee by the deadline set for nominations in order for the candidates to be able to run for the International Board. This deadline is set at 23:59 (local time) on the second day of the International Council Meeting unless the

Council decides to prolong the deadline. Nomination sheets will be made available by the members of the Nominations Committee during the ICM.

The nominee shall prepare a personal presentation in writing and distribute it to the National Groups before 23:59 (local time) on the day before the Final Plenary session. The presentation shall include a personal CV, an ELSA CV and an Action Plan for the term in office as members of the IB. It is also recommended that the presentation includes a letter of motivation.

During the Candidacy Workshop, all the candidates will first present themselves and their candidature and after that they will be granted some 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 Final Plenary session, 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.

Transition

The elected International Board 2016/2017 has to be present in the ELSA House in Brussels, Belgium, from the 1st of July 2016 since the transition with the current International Board will start on that day. There will be no exceptions for arriving later than the designated date.

During the transition, the International Board 2016/2017 will be taught the ELSA work on the international level, such as ICM preparations, day-to-day running of the association, responsibilities of the members of the International Board, and of course how it is to live in Brussels for 13 months. However, the transition will also be filled with social events and teambuilding sessions, as well as trainings.

Call for Internal Auditors of ELSA International 2016/2017



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 questions,
do not hesitate to run for:

**INTERNAL AUDITOR
OR VICE AUDITOR
OF
ELSA INTERNATIONAL 2016/2017!**

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 and the ELSA Development Foundation.

The Internal Auditors are elected by the Council during the spring International Council Meeting. The Internal Auditors' team consists of two Auditors and one Vice Auditor. The two Auditors are mainly responsible for controlling the interim and 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 tasks.

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 and the ELSA Development Foundation;
- Writing the Internal Auditors' report about the auditing of ELSA and the EDF;
- Presenting the Internal Auditors' report at 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 2016/2017.

Electoral Procedure for the Internal Auditors of ELSA International

A person running for a position in the Internal Auditors' team must be nominated by a Member National Group, and seconded by another Member National Group. National Groups with Observer status cannot nominate or second nominations. It is possible for a candidate to be nominated by his or her own National Group.

The nominations must be handed in to the Nominations Committee by the deadline set for nominations in order for the candidates to be able to run for the Internal Auditors' team. This deadline is set at 23:59 (local time) on the second day of the International Council Meeting unless the Council decides to prolong the deadline. Nomination sheets will be made available by the members of the Nominations Committee during the ICM.

The nominee shall prepare a personal presentation in writing and distribute it to the National Groups before 23:59 (local time) on the day before the Final Plenary session. The presentation shall include a personal CV and an ELSA CV. It is also recommended that the presentation includes a letter of motivation.

During the Candidacy Workshop, all the candidates will first present themselves and their candidature and after that they will be granted some time to answer questions from the Workshop participants. If there are several people running for the same position, the nominees have to leave the Workshop room during the presentation of the other nominees.

During the Final Plenary session, 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 position, the nominees have to leave the room during the presentation of the other nominees.

Call for the host of the ICM autumn 2017, IPM winter 2017 and IPM summer 2017



The European Law Students' Association

AUTUMN ICM 2017
WINTER IPM 2017
SUMMER IPM 2017

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

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

APPLY FOR HOSTING AN ICM OR AN IPM!

VIEW THE DRAFT ICM HOST AGREEMENT [HERE](#).

VIEW THE DRAFT IPM HOST AGREEMENT [HERE](#).

Election of the Host of the International Council Meeting in autumn 2017

The hosts for the two upcoming ICMs, following the LXIX ICM Malta 2016, have already been appointed. The autumn ICM 2016 will take place in Coimbra, Portugal, organised by ELSA Portugal, and the spring ICM 2017 will take place in Prague, Czech Republic, organised by ELSA Czech Republic.

If your National or Local ELSA Group is thinking about organising an ICM in autumn 2017, this is the right moment for you to apply!

Prepare an application that will include the name of the proposed venue, a draft budget, a draft programme and the ICM Host Agreement signed by the Head of the Organising Committee to be; hand it in to the International Board by 23:59 CET of the third day of the International Council Meeting. You will then have the opportunity to present your candidacy before the Council in plenary session, which will be the one deciding upon the host.

Host candidates shall be nominated by a Member National Group and seconded by another Member National Group. National Groups with Observer status cannot nominate or second nominations. It is possible for a candidate to be nominated by its own National Group. Nomination sheets will be made available by the members of the Nominations Committee during the ICM.

For the sake of fairness, it is highly 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.

“In order to achieve great things, you must not only act, but also dream.” Imagine your National and Local Group writing history by inviting the whole ELSA Network for a unique event. So, dream and APPLY!

Should you need more information, do not hesitate to contact the Secretary General of the International Board at secgen@elsa.org.

Election of the Hosts for the International Presidents' Meetings in winter 2017 and summer 2017

The host for the upcoming IPM has already been appointed. The summer IPM 2016 will take place in Tallinn, Estonia, organised by ELSA Estonia.

If your National or Local ELSA Group is thinking about organising an IPM in winter 2017 or summer 2017, this is the right moment for you to apply!

Prepare an application that will include the name of the proposed venue, a draft budget, a draft programme and the IPM Host Agreement signed by the Head of the Organising Committee to be; hand it in to the International Board by 23:59 CET of the third day of the International Council Meeting. You will then have the opportunity to present your candidacy before the Council in plenary session, which will be the one deciding upon the host.

Host candidates shall be nominated by a Member National Group and seconded by another Member National Group. National Groups with Observer status cannot nominate or second nominations. It is possible for a candidate to be nominated by its own National Group. Nomination sheets will be made available by the members of the Nominations Committee during the IPM.

For the sake of fairness, it is highly 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 IPM starts.

“In order to achieve great things, you must not only act, but also dream.” Imagine your National and Local Group writing history by inviting the whole ELSA Network for a unique event. So, dream and APPLY!

Should you need more information, do not hesitate to contact the Secretary General of the International Board at secgen@elsa.org.

Nomination and Election of Council Guests for ICM Coimbra 2016

At each International Council Meeting, the Council elects a maximum of three individuals as Council Guests for the next International Council Meeting.

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 International Council Meeting.

Each candidate shall be nominated by a Member National Group and seconded by another Member National Group. Nomination sheets will be made available by the members of the Nominations Committee during the ICM.

The deadline for nominations for Council Guests is set at 23:59 (local time) on the day before the Final Plenary session.

Memento

Voting Rights in the Plenary

Each Member National Group has three voting cards/rights and may split them during any voting procedure according to the will of its voting delegates. Your National Group is **NOT** eligible to vote in the Plenary unless:

1. the National Board has filled in and submitted the **State of the Network Inquiry** to the International Board at least 14 days before the opening of the International Council Meeting;

Please make sure that the Secretary General of the International Board has received the responses of your National Group to the State of the Network Inquiry.

2. the National Board has **paid out all debts** due to ELSA;

Please confirm the debt situation of your National Group with the Treasurer of the International Board prior to the ICM.

3. its delegates in the ICM have handed in the **Letter of Authorisation** to the Secretary General of the International Board.

You may find the template for the Letter of Authorisation [here](#).

Letter of Authorisation

The Letter of Authorisation 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 delegates representing your National Group;
- the list of Local Groups that are currently Members or Observers of your National Group (please indicate the status of each local group); and
- the signatures of two elected National Board members authenticating the letter.

The Letter of Authorisation should be filled in and handed in **BEFORE** the start of the Opening Plenary on Sunday at the time designated on the [ICM General Timetable](#), if you wish to receive your voting cards/rights. Please make sure that the Letter of Authorisation is submitted to the Secretary General of the International Board in due time.

Proxy

If your National Group is a Member of ELSA and will not be represented by its own delegates at the International Council Meeting, the National Board can give a proxy to another Member which will speak and vote on behalf of the proxy-giver.

The Proxy must include:

- the names of the National Group which gives a proxy and of the National Group that receives the proxy;
- the dates during which the proxy will be valid;
- the signatures of two elected National Board members authenticating the letter; and
- the contact details of a person responsible from the proxy-giver National Group.

The Proxy should be filled in and handed in **BEFORE** the start of the Opening Plenary on Sunday, so that your voting cards/rights be given to the National Group acting as proxy. Please make sure that the Proxy is submitted to the Secretary General of the International Board in due time.

Head of Delegation

Every National Group must have a Head of Delegation. This person will be responsible for making sure that the delegates of his or her National Group:

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

Reporting Time

After the daily Workshop sessions are over, the National Groups will be granted reporting time at the hours designated on the [ICM General Timetable](#).

This is the moment when the delegation meets and discusses important matters brought up in the workshops and in the plenary sessions. It is also a perfect moment to foster real ELSA Spirit within your delegation, since an ICM is the right place to create friendships outside and inside your national team.

The Head of Delegation is responsible for gathering all the members of the National delegation during reporting time.

ELSA Vision Contest

Please be ready to make an act and/or a singing and dancing performance in order to represent your National Group in a fabulous and funny way. The ELSA Vision Contest will take place during one of the parties of the ICM. The International Board will be the jury of this event.

Voting Rights in the Workshops

In the Workshops, both area and joint ones, each Member National Group has only one vote, no matter how many people from the same National Group are present. Make sure that you prepare and coordinate your delegation and appoint one person from your delegation to be your voting delegate in the Workshops.

Plenary Presentations

During the plenary sessions, the National Groups may present their events and activities if they wish to inform the ELSA Network about them and attract participants.

In order to ensure the best possible efficiency to the Council proceedings, we hereby set some rules for the National Groups interested in making a presentation during the plenary sessions:

- The demonstration of any presentations during the plenary sessions will be up to the discretion of the Chair and/or Vice Chair.
- No presentations will be allowed if not matching the following criteria:
 1. having an appropriate length (between three and five minutes);
 2. be in accordance with the principles of ELSA;
 3. be given to the Vice President for Marketing of ELSA International before 08:00 pm (20:00) of the day before they are to be made.
- The priority of acceptance will be as follows:
 1. International Council Meetings and International Presidents' Meetings;
 2. Supporting Area Meetings and Key Area Meetings;
 3. Training Events;
 4. ELSA Core Activities events;
 5. Social Events;
 6. Other events or activities.

Finger Rules for the Workshops

The “finger rules” are intended to make the job of the Chair and the Vice Chair of the Workshops easier and to ensure that the discussions are as effective and smooth as possible.

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 – the current debate is not useful
Pinkie finger:	Technical remark (e.g. “open the window” or “the text projected is too small”)
Scissors gesture:	Remove/cut from the speakers’ list.
Thumb up/down:	Show immediate feedback to a statement, instead of asking for the word to only say “I like this idea” or “I don’t like this idea”.

The priority amongst the different gestures goes in the following order and is depicted in the pictures below: pinkie, three fingers, two fingers and one finger. With this system, the Chair can more easily moderate the discussions. Scissors gesture and thumbs up/down do not require a direct reaction by the Chair and that is why there is no priority rule applied for them.



DRAFT TIMETABLES AND AGENDAS**ICM TIMETABLE****General Timetable****ICM MALTA DRAFT TIMETABLE**

Time	Sun 20 th	Mon 21 st	Tue 22 nd	Wed 23 rd	Thu 24 th	Fri 25 th	Sat 26 th	Sun 27 th
08:30	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
09:00								
09:30		Workshops	Workshops	Mid Plenary	Conference	Workshops	Final Plenary	Departure of the Participants
10:00								
10:30								
11:00								
11:30		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
12:00								
12:30	Opening Plenary	Workshops	Workshops	Mid Plenary	Sightseeing	Workshops	Final Plenary	
13:00								
13:30								
14:00								
14:30		HoD	Reporting Time	Reporting Time	Dressing Time	Reporting Time		
15:00								
15:30		Dinner	Dinner	Dinner	Transport	Dinner	Dinner	
16:00								
16:30	Opening Workshops	Dinner	Dinner	Dinner	Gala Ball - 35 th Anniversary Celebration	35 th Anniversary Exhibition		
17:00								
17:30	Officers' Training	Freshers' Workshop	Party	Party	Party	Party		
18:00								
18:30	Party	Party	Party	Party	Party	Party		
19:00								
19:30								
20:00								
20:30								
21:00								
21:30	Party	Party	Party	Party	Party	Party		
22:00								
22:30								
23:00								
23:30	Party	Party	Party	Party	Party	Party		
23:30								

DRAFT PLENARY AGENDA**Opening Plenary: Sunday, March 20th, 2016**

Morning	Arrival and Registration of the participants
13:00	Delivery of the Letters of Authorisation and Payments due to ELSA
14:00	Introduction of the International Board 2015/2016 Nigel Micallef, Head of the Organising Committee
14:10	Opening of the International Council Meeting Anna Haipola, President of ELSA International
14:15	Presentation of the ELSA International Team 2015/2016 Anna Haipola, President of ELSA International
14:25	Welcoming of Council Guests and Externals Anna Haipola, President of ELSA International
14:35	Presentation and information by the Organising Committee of the International Council Meeting Nigel Micallef, Head of the Organising Committee
14:45	Presentation of the ICM Sponsors and Partners Nigel Micallef, Head of the Organising Committee
15:00	Announcement of the list of votes Hector Tsamis, Secretary General of ELSA International
15:15	Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II) Hector Tsamis, Secretary General of ELSA International
15:20	Election of the Chair of the Plenary Hector Tsamis, Secretary General of ELSA International

- 15:30 **Election of the other Council Meeting Officers: the Vice Chair, two to four Secretaries, two to six Tellers, and three members of the Nominations Committee**
Chair
- 16:00 **Approval of the International Council Meeting Agenda and presentation of the International Council Meeting structure**
Chair
- 16:20 **Approval of the Minutes of the LXVIII International Council Meeting in Batumi, Georgia, in autumn 2015**
Chair
- 16:30 **Report from the LII International Presidents' Meeting in Brno, Czech Republic, in winter 2016**
Chair of the LII IPM Brno 2016
- 16:45 **Information regarding the Officers' and Freshers' Training**
Hector Tsamis, Secretary General of ELSA International
- 17:00 **Information regarding the Heads of Delegation's Meeting**
Hector Tsamis, Secretary General of ELSA International
- 17:10 **End of the Opening Plenary session**

Mid Plenary: Wednesday, March 23rd, 2016

- 10:00 **Revision of the list of votes**
Hector Tsamis, Secretary General of ELSA International
- 10:20 **Information from the Organising Committee**
Organising Committee
- 10:30 **Announcement of nominations**
Nominations Committee
- 10:40 **Presentation by Católica Global School of Law**
Católica Global School of Law
- 10:50 **Presentation on the ELSA Moot Court Competition on WTO Law (EMC2)**
Professor Gabrielle Marceau
- 11:00 **Presentation by the Council of Europe**
Barbara Orkwiszewska, Public Relations
- 11:10 **Announcement of the winner of the ELSA Day prize**
Barbara Orkwiszewska, Public Relations
- 11:20 **Presentation of the Partners of ELSA International**
Anna Haipola, President of ELSA International
- 11:30 **Presentation and approval of the Joint BEE, IM and FM workshop related proposals**
Chair and Workshop Chair
- 12:15 **Presentation and approval of the IM workshop related proposals**
Chair and Workshop Chair
- 12:30 **Presentation and approval of the Joint BEE and FM workshop related proposals**
Chair and Workshop Chair
- 12:45 **Presentation and approval of the Joint IM and MKT workshop related proposals**
Chair and Workshop Chair
- 13:00 **Lunch Break**
-

- 14:30 **Revision of the list of votes**
Hector Tsamis, Secretary General of ELSA International
- 14:50 **Presentation and approval of the FM workshop related proposals**
Chair and Workshop Chair
- 15:00 **Presentation and approval of the MKT workshop related proposals**
Chair and Workshop Chair
- 15:15 **Presentation and approval of the S&C workshop related proposals**
Chair and Workshop Chair
- 15:30 **Presentation and approval of the STEP workshop related proposals**
Chair and Workshop Chair
- 16:00 **Presentation on Trainings**
Hector Tsamis, Secretary General of ELSA International
- 16:10 **Presentation of the ICM Host Candidate(s), autumn 2017**
Chair and Candidate(s)
- 16:20 **Questions and Answers for the ICM Host Candidate(s), autumn 2017**
Chair and Candidate(s)
- 16:30 **Presentation of the IPM Host Candidate(s), winter 2017**
Chair and Candidate(s)
- 16:40 **Questions and Answers for the IPM Host Candidate(s), winter 2017**
Chair and Candidate(s)
- 16:50 **Presentation of the IPM Host Candidate(s), summer 2017**
Chair and Candidate(s)
- 17:00 **Questions and Answers for the IPM Host Candidate(s), summer 2017**
Chair and Candidate(s)
- 17:10 **Presentation of the voting procedure**
Chair
- 17:20 **Handing out of ballot sheets**
Hector Tsamis, Secretary General of ELSA International
- 17:40 **Break**
-

- 17:50 **Casting of the votes**
- 18:10 **Presentations of international events**
- 18:30 **Q&A session for ELSA International**
Chair
- 18:50 **Announcement of the results of the elections**
Chair
- 19:00 **End of the Mid Plenary session**

Final Plenary: Saturday, March 26th, 2016

- 10:00 **Revision of the list of votes**
Hector Tsamis, Secretary General of ELSA International
- 10:20 **Announcement of nominations**
Nominations Committee
- 10:30 **Presentation by AIJA, the International Association of Young Lawyers**
Emiliano Ganzarolli, Deputy Secretary General
- 10:40 **Presentation by the University of Law**
University of Law
- 10:50 **Presentation by Severnvale Academy**
Caroline Browne, Principal
- 11:00 **Presentation of ELS**
Moritz Am Ende, President
- 11:10 **Presentation of the Interim Accounts 2015/2016 and the Internal Auditors' Report**
Marek Škultéty, Treasurer of ELSA International
Internal Auditors and Workshop Chair
- 11:20 **Presentation of the Candidates for Council Guests for the LXX ICM Coimbra in autumn 2016**
Chair and Candidates
- 11:30 **Presentation of the Candidates for Auditors and Vice Auditor of ELSA International 2016/2017**
Chair and Candidates
- 12:00 **Questions and Answers for the Candidates for Auditors and Vice Auditor of ELSA International 2016/2017**
Chair and Candidates
- 12:30 **Lunch Break**
- 14:30 **Revision of the list of votes**
Hector Tsamis, Secretary General of ELSA International

- 14:50 **Proposed Revision of the Budget of ELSA International 2015/2016**
Chair and Workshop Chair
- 15:00 **Proposed Budget of ELSA International 2016/2017**
Chair and Workshop Chair
- 15:00 **Presentation of the Candidates for the International Board 2016/2017**
Chair
- 20:00 **Presentation of the voting procedure**
Chair
- 20:10 **Handing out of ballot sheets**
Hector Tsamis, Secretary General of ELSA International
- 20:20 **Dinner Break**
- 21:35 **Casting of the votes**
- 21:50 **Questions and Answers for ELSA International**
Chair
- 22:20 **Presentations of international events**
- 22:50 **Announcement of the results of the elections**
Chair
- 23:20 **Miscellaneous**
- 23:40 **Closing of the LXIX International Council Meeting**
Anna Haipola, President of ELSA International

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Timetable

BEE WORKSHOP DRAFT TIMETABLE

Time	Sun 20 th	Mon 21 st	Tue 22 nd	Wed 23 rd	Thu 24 th	Fri 25 th	Sat 26 th	Sun 27 th									
08:30	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast									
09:00																	
09:30																	
10:00																	
10:30									Activity Reports & Experience Sharing	BEE, IM & FM: Proposals on Regulations	Mid Plenary	Conference	Hitstory - the Forgotten Evergreens of ELSA	Final Plenary			
11:00									Training Part I				BEE & FM: Funding the Space Programme				
11:30																	
12:00									Letters of Authorisation & Payments	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch		
12:30																	
13:00																	
13:30																	
14:00	Opening Plenary	Training Part II	BEE, IM & FM: International Space Station	Mid Plenary	Sightseeing	Alumni & External Relations	Final Plenary										
14:30								BEE & STEP: Strategic Planning in ELSA & STEP								Board Management	Candidacy Workshop
15:00																	
15:30			HoD			BEE & MKT: Market Research		BEE & FM: Expanding Frontiers								Miscellaneous & Closing	
16:00																	Dinner
16:30																	
17:00	Opening Workshop	Dinner	Dinner	Dinner													
17:30					Transport	Gala Ball - 35th Anniversary Celebration	35th Anniversary Exhibition										
18:00																	
18:30	Party	Party	Party	Party													
19:00																	
19:30																	
20:00	Officers' Training	Freshers' Workshop	Party	Party	Party	Party											
20:30																	
21:00	Party	Party	Party	Party	Party	Party											
21:30																	
22:00																	
22:30																	
23:00																	
23:30																	

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

In order to actively participate and contribute to the BEE Workshop, please do not forget to:

- Prepare a written Activity Report and send it to the BEE mailing list before the ICM;
- Skim through these Working Materials, and read the BEE part and the Activity Reports of the President of ELSA International and the External Relations Team carefully;
- Read through all of the BEE-related proposals and discuss them with your Board;
- Read the [Statutes and Standing Orders](#) in force after the LXVIII International Council Meeting held in Batumi, Georgia, last October;
- Read the parts dedicated to Board Management, External Relations and Expansion, and Strategic Planning of [the 43rd edition of the Council Meeting Decision Book](#);
- Read the Minutes of the BEE Workshop in the [LXVII International Council Meeting](#) held in Cluj-Napoca, Romania, and the [LXVIII International Council Meeting](#) held in Batumi, Georgia;
- Read the minutes from the [LI International Presidents' Meeting](#) held in Thessaloniki, Greece and the LII International Presidents' Meeting held in Brno, Czech Republic. The latter ones will be sent to the BEE mailing list as soon as they are corrected.

Kindly complete the above mentioned tasks. This is of great importance for the discussions and will greatly influence the quality of the outcome of the Workshop sessions. You should also check where the voting about each proposals is set in the plenary agenda in order for you to be prepared.

Should you need any further clarifications, please do not hesitate to contact the President of ELSA International at president@elsa.org with any questions you may have.

It is highly recommended to use the listserv – BEE mailing list (ELSA-BEE@LISTSERV.ELSA.ORG) and start discussions already before the ICM.

I can't wait to welcome you all to BEE Workshop in Malta, where many ground-breaking ELSA meetings have been held!

Sincerely yours,



Anna Haipola
President

ELSA International 2015/2016

Draft Agenda

Sunday, March 20th, 2016 (17:00 – 21:30)

17:00 – 17:30

HEADS OF DELEGATION'S MEETING

Aims:

To provide the Heads of Delegation (HoD) of the various National Groups with information regarding their tasks and responsibilities during the week.

To address the Heads of Delegation concerning issues put forward by the ICM Organising Committee.

Means:

- The meeting will be coordinated by ELSA International and the ICM Organising Committee.

Comments:

The Heads of Delegation are the main communication channel between ELSA International and the Organising Committee, and the participants of the ICM. This is why, it is important for them to be provided with some useful information.

19:00 – 20:30

OPENING WORKSHOP

Description:

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.

Preparation:

Prepare your inputs and expectations for this ICM. Read the agenda carefully and think about WS rules that can be adopted. Consider being a Workshop Officer.

20:30 – 21:30

OFFICERS' WORKSHOP

Aims:

To train the Council Meeting and Workshop Officers, and the Directors for ELSA Spirit of the LXIX International Council Meeting on their fundamental tasks and responsibilities during the week.

Means:

- The Workshop Chairs and Vice Chairs' training will be delivered by the Chair and the Vice Chair of the Plenary.
- The Secretaries' training will be delivered by the Secretary General of ELSA International.
- The Tellers and Nomination Committee's trainings will be delivered by ELSA International.
- The Directors for ELSA Spirit's training will be delivered by the Treasurer of ELSA International.

Comments:

This is a training only for the Council Meeting and Workshop Officers, and Directors for ELSA Spirit.

20:30 – 21:30

FRESHERS' WORKSHOP

Aims:

To give a general overview of ELSA, the International Board and the International Council Meeting.

Means:

- The workshop will be conducted by ELSA International.

Comments:

The participants attending an ICM for the first time and other participants interested in finding out more information shall take part in this Workshop.

Monday, March 21st, 2016 (10:00 – 18:30)

10:00 – 11:30

ACTIVITY REPORTS & EXPERIENCE SHARING

Description:

To go through the latest updates in the National and Local Groups by orally presenting the Activity Reports sent to BEE mailing list. Getting inspired thanks to other ELSA Groups in order to continue experience sharing later during the week and after the ICM.

Preparation:

Prepare to summarise the activities of your National and Local Groups in a few sentences.

11:30 – 13:00

TRAINING PART I

Description:

Training on Transition by an ITP Trainer.

Preparation:

What were the lessons learned from your transition? What will you improve when giving the transition to your successor?

13:00 – 14:30

Lunch

14:30 – 16:00

TRAINING PART II

Description:

Training on Transition by an ITP Trainer.

Preparation:

What were the lessons learned from your transition? What will you improve when giving the transition to your successor?

16:00 – 17:00

STRATEGIC PLANNING IN ELSA AND STEP – Joint with STEP

Description:

Raising awareness about the importance of strategic planning in ELSA. Discussing about the strategic planning in STEP.

Preparation:

Read the input paper by ELSA Germany [here](#). Be prepared to give constructive inputs.

17:00 – 18:30

MARKET RESEARCH – Joint with MKT

Description:

During the term 2016/2017, a new market research will be conducted. The market research is coordinated by the International Board and it is a great tool for us to better understand the current stage of our Network before setting the new Strategic Goals. It is already time to start preparing for the market research and the aim of the workshop is thus to discuss it and to start defining the goals. Questions in the Market Research could also be a partner benefit to offer for externals.

Preparation:

Go through the results of the [market research conducted in 2012](#), which you can find in the Officers' Portal under Marketing. Be prepared to present the procedure of market research in your Local or National Group, if you conduct any researches or surveys.

Tuesday, March 22nd, 2016 (10:00 – 18:30)

10:00 – 13:00

PROPOSALS ON REGULATIONS – Joint with IM and FM

Description:

After some years, you need to review where you stand and where you are heading to. During this workshop, we will discuss the proposal for new Statutes and Standing Orders, as well as the future of the International Area Meetings.

Preparation:

Please go through the proposals and input paper that we are going to discuss during this workshop. You may find the proposal on new Statutes and Standing Orders [here](#).

You may find the proposal on International Area Meetings [here](#).

You may find the proposal on Council Meetings [here](#).

Please read the input paper by ELSA Norway and ELSA Finland [here](#).

13:00 – 14:30

Lunch

14:30 – 16:00

INTERNATIONAL SPACE STATION – Joint with IM and FM

Description:

The content of this workshop shall be the switching of the Legal seat of ELSA International (Jurisdiction), the current tax situation of ELSA International, and updates on both matters since the last ICM.

Preparation:

Review the three proposals on Jurisdiction (available from [here](#)). Prepare comments, or ask questions about the topic, also utilizing the mailing lists beforehand.

16:00 – 17:30

BOARD MANAGEMENT

Description:

Experience sharing and problem solving in the field of Board Management.

Preparation:

Has your board reached the Performing phase? How did you get there?

17:30 – 18:30

EXPANDING FRONTIERS – Joint with FM

Description:

After a thorough introduction from the financial perspective, the treasurers will have some time to explain key points from the financial analysis and interim accounts to the presidents, with whom we will then take a look at the focus part of the Financial Strategy. In the end of the workshop, the execution part will be adjusted as well.

Preparation:

Please read the Financial Strategy proposal (available [here](#)), and prepare comments, questions or amendments.

Friday, March 25th, 2016 (10:00 – 18:30)

10:00 – 11:00

HITSTORY – THE FORGOTTEN EVERGREENS OF ELSA

Description:

With assistance of ELSA Alumni present, we will go through the Golden Ages of ELSA's history and learn from the past, getting inspired.

Preparation:

Gain information on the history of your ELSA Group – there will be a chance to present that at the Anniversary Exhibition on Friday. Perhaps your group is one of the all-stars of the ELSA Network and you'll be able to contribute to the workshop as well with additional details.

11:00 – 13:00

FUNDING THE SPACE PROGRAMME – Joint with FM

Description:

The workshop will review the presented proposals for budget amendments – both for the remaining part of the current term, and also for the upcoming term.

Preparation:

Review the proposed Revision of ELSA International's Budget for the remaining part of the term 2015/2016 (available [here](#)), and the proposed Budget for the year 2016/2017 (available [here](#)).

Prepare comments and questions about the presented numbers, or possible amendments with concrete arguments to support them.

14:30 – 16:30

ALUMNI & EXTERNAL RELATIONS

Description:

The bestseller of the ICM and top workshop on the wish list of IPM Brno. With the alumni present, we will find a way for them to support ELSA in the best possible way in gaining partnerships, academic support and external help.

Preparation:

Think of all the possible ways of mutual benefits between ELSA and our alumni and be prepared to share any success and drawbacks you've experienced in this regard.

16:30 – 17:30

CANDIDACY WORKSHOP

Description:

Candidates for the position of President of ELSA International 2016/2017 will present themselves.

Preparation:

Think of questions to present to the candidates.

17:30 – 18:30

MISCELLANEOUS AND CLOSING

Description:

The workshop is dedicated to discuss the various topics which have not been discussed during the rest of the meeting and topics that have been raised on the mailing list. We will also shortly evaluate the meeting and officially close the workshops.

Preparation:

Think about topics to raise and feedback to give.

INTERNAL MANAGEMENT WORKSHOP

Timetable

IM WORKSHOP DRAFT TIMETABLE

Time	Sun 20 th	Mon 21 st	Tue 22 nd	Wed 23 rd	Thu 24 th	Fri 25 th	Sat 26 th	Sun 27 th
08:30	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
09:00								
09:30		Where I'M	BEE, IM & FM: Proposals on Regulations	Mid Plenary	Conference	In the Hot Tub	Final Plenary	Departure of the Participants
10:00								
10:30		Avoiding Icebergs	From the Sailor to the Captain	Mid Plenary	Conference	In the Hot Tub	Final Plenary	
11:00								
11:30		Letters of Authorisation & Payments	Lunch	Lunch	Lunch	Lunch	Lunch	
12:00								
12:30	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13:00								
13:30		How to Scuba Dive	BEE, IM & FM: International Space Station	Mid Plenary	Sightseeing	Candidates' Workshop	Final Plenary	
14:00								
14:30		HoD	Forging Decisions	Mid Plenary	Sightseeing	Booking My Cruise	Final Plenary	
15:00								
15:30		Dinner	IM & MKT: IT Proposals	Mid Plenary	Sightseeing	Changing Shifts	Final Plenary	
16:00								
16:30	Reporting Time	Reporting Time	Mid Plenary	Sightseeing	Land in the Horizon	Final Plenary		
17:00								
17:30	Opening Workshop	Dinner	Dinner	Dinner	Dressing Time	Reporting Time		
18:00								
18:30	Officers' Training	Dinner	Dinner	Dinner	Transport	Reporting Time		
19:00								
19:30	Freshers' Workshop	Dinner	Dinner	Dinner	Transport	Reporting Time		
20:00								
20:30	Party	Party	Party	Party	Gala Ball - 35th Anniversary Celebration	35th Anniversary Exhibition		
21:00								
21:30	Party	Party	Party	Party	Gala Ball - 35th Anniversary Celebration	35th Anniversary Exhibition		
22:00								
22:30	Party	Party	Party	Party	Gala Ball - 35th Anniversary Celebration	35th Anniversary Exhibition		
23:00								
23:30	Party	Party	Party	Party	Gala Ball - 35th Anniversary Celebration	35th Anniversary Exhibition		
23:30								

Preparations and Reminders for the Internal Management Workshop

In order to actively participate and contribute to the Workshop sessions, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXVIII International Council Meeting of ELSA](#);
- Read relevant parts of the [Council Meeting Decision Book, 43rd Edition](#);
- Read the [Internal Management Manual](#);
- Read the [One Year Operational Plan](#) of ELSA International 2015/2016;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch in the LXIX ICM!

Please read the aforementioned documents carefully. This is of great importance for the discussions and the outcome of the Workshop sessions.

Moreover, please read the following draft agenda carefully and make notes on the issues that you would like to address during each workshop. If you wish to bring up topics that are not included in the agenda, please note them down and we will discuss them during the last session. Should you need any clarifications, please do not hesitate to contact the Secretary General of ELSA International at secgen@elsa.org.

Lastly, it is highly recommended that you use the listserv - IM mailing list (ELSA-IM@LISTSERV.ELSA.ORG) and that you start a discussion even before the LXIX International Council Meeting. Feel free to bring up ideas you may want to share, no matter if you will be able to personally participate in the meeting or not. Your input is always valuable for everyone!

I'M delighted to welcome you all to the IM Workshop!



Hector Tsamis
Secretary General

ELSA International 2015/2016

Draft Agenda**Sunday, March 20th, 2016 (17:00 – 21:30)**

17:00 – 17:30

HEADS OF DELEGATION'S MEETING**Aims:**

To provide the Heads of Delegation (HoD) of the various National Groups with information regarding their tasks and responsibilities during the week.

To address the Heads of Delegation concerning issues put forward by the ICM Organising Committee.

Means:

- The meeting will be coordinated by ELSA International and the ICM Organising Committee.

Comments:

The Heads of Delegation are the main communication channel between ELSA International and the Organising Committee, and the participants of the ICM. This is why, it is important for them to be provided with some useful information.

19:00 – 20:30

OPENING WORKSHOP**Description:**

We will officially open the Workshop of Internal Management. We will elect the Workshop Officers and approve the Draft Workshop Agenda. We will create a structure for our discussions, we will form our team and get pumped up for the week.

Preparation:

Prepare a short presentation of yourself and think about the expectations you have for the IM Workshop sessions. Get comfortable!

20:30 – 21:30

OFFICERS' WORKSHOP

Aims:

To train the Council Meeting and Workshop Officers, and the Directors for ELSA Spirit of the LXIX International Council Meeting on their fundamental tasks and responsibilities during the week.

Means:

- The Workshop Chairs and Vice Chairs' training will be delivered by the Chair and the Vice Chair of the Plenary.
- The Secretaries' training will be delivered by the Secretary General of ELSA International.
- The Tellers and Nomination Committee's trainings will be delivered by ELSA International.
- The Directors for ELSA Spirit's training will be delivered by the Treasurer of ELSA International.

Comments:

This is a training only for the Council Meeting and Workshop Officers, and Directors for ELSA Spirit.

20:30 – 21:30

FRESHERS' WORKSHOP

Aims:

To give a general overview of ELSA, the International Board and the International Council Meeting.

Means:

- The workshop will be conducted by ELSA International.

Comments:

The participants attending an ICM for the first time and other participants interested in finding out more information shall take part in this Workshop.

Monday, March 21st, 2016 (10:00 – 18:30)

10:00 – 11:30

WHERE I'M**Description:**

Let's review where we are when more than half of our term has passed for most of us. Let's share our achievements so far and disclose our ideas for the next months. It is a great chance to get to see what the others have done and if we have faced the same problems with them.

Preparation:

Note down what you have accomplished so far and what you would like to fulfil by the end of your term. Express the issues you have dealt with so far and, if you managed to overcome them, explain how.

11:30 – 13:00

AVOIDING ICEBERGS**Description:**

Titanic was an unlucky ship that fell on an iceberg. However, there were rumours about problems regarding its proper construction. In order to be able to manoeuvre when even the biggest iceberg approaches, we will check our status. We will discuss about the data received and compiled in the 20th State of the Network Report and we will also do the first annual evaluation of the Human Resources Strategy of ELSA.

Preparation:

Make sure you read the 20th State of the Network Report, when it is published. Get yourselves familiar with the Human Resources Strategy of ELSA and share with the rest if you used it, if it helped you, if it caused problems, so that we can collect inputs to make it work better.

13:00 – 14:30

Lunch

14:30 – 18:30

HOW TO SCUBA DIVE

Description:

You only learn how to scuba dive after a lot of training. So, during this long workshop, we are going to attend a short training on the organisation of events, and we will also discuss topics related to trainings in ELSA. We will have the pleasure to welcome Trainers from the International Trainers' Pool.

Preparation:

Think about trainings in ELSA and how known they are in your own National or Local Group. Open your mind and let's see how we can organise a training event. Besides it is not only key area officers who can be proud of their organisational skills.

Tuesday, March 22nd, 2016 (10:00 – 18:30)

10:00 – 13:00

PROPOSALS ON REGULATIONS – Joint with BEE and FM

Description:

After some years, you need to review where you stand and where you are heading to. During this workshop, we will discuss the proposal for new Statutes and Standing Orders, as well as the future of the International Area Meetings.

Preparation:

Please go through the proposals and input paper that we are going to discuss during this workshop.

You may find the proposal on new Statutes and Standing Orders [here](#).

You may find the proposal on International Area Meetings [here](#).

You may find the proposal on Council Meetings [here](#).

Please read the input paper by ELSA Norway and ELSA Finland [here](#).

13:00 – 14:30

Lunch

14:30 – 16:00

INTERNATIONAL SPACE STATION – Joint with BEE and FM

Description:

The content of this workshop shall be the switching of the Legal seat of ELSA International (Jurisdiction), the current tax situation of ELSA International, and updates on both matters since the last ICM.

Preparation:

Review the three proposals on Jurisdiction (available from [here](#)). Prepare comments, or ask questions about the topic, also utilizing the mailing lists beforehand.

16:00 – 17:30

FORGING DECISIONS

Description:

As we review our association, we should also review our own area. Let us have a look at the part of the Decision Book where Internal Management is regulated. We will discuss the proposal of restructuring the IM part, removing repetitive details and adding concrete provisions aiming at the best quality!

Preparation:

You may find the proposal on the restructuring of the IM part of the Decision Book [here](#).

17:30 – 18:30

IT PROPOSALS – Joint with MKT

Description:

IT-related proposals will be discussed during this workshop. Depending on the discussions, there may also be a possibility for the Joint Workshop to address other IT related matters.

Preparations:

Go through the relevant regulations in the IM part of the Decision Book.

Review the proposal by the International Board [here](#).

Review the proposal by ELSA Poland [here](#).

Friday, March 25th, 2016 (10:00 – 18:30)

10:00 – 11:30

IN THE HOT TUB**Description:**

A Secretary General is always associated with Council Meetings, either international, or national, or local. Indeed planning and organising a Council Meeting is a great responsibility of ours. Let's explore what a NCM is, how you can organise it, develop it and make it an amazing experience for the participants.

Preparation:

If you have related materials on the topic, please make sure that you know what they include, so that we can have a lot of ideas on the table. If you don't, join us and find out more!

11:30 – 13:00

FROM THE SAILOR TO THE CAPTAIN**Description:**

ELSA has been around for 35 years already, and a lot of people have passed from its activities and events. However, we still consider these people to be part of the ELSA family, since there is something unique that brings people together in this association. In this workshop, we will discuss about how we can interact with the alumni, what we can offer them and what they can offer us. We may even have the pleasure to welcome some alumni during our session.

Preparation:

Do you have contact with the alumni of your ELSA Group? If yes, how and why? If no, how come?

13:00 – 14:30

Lunch

14:30 – 15:30

CANDIDATES' WORKSHOP

Description:

The candidates running for the position of the Secretary General of ELSA International 2016/2017 will have the chance to present themselves before the Workshop and explain their action plan.

Preparation:

Think if you have any questions that you would like to ask to the potentially future Secretary General.

15:30 – 16:30

BOOKING MY CRUISE

Description:

The experience that an International Council Meeting can offer you is maybe similar to that of travelling around the seas. But in order to be able to live it, you need to apply first. Let's debate on how ICM applications work right now and if we want to change the applied system.

Preparation:

Prepare your inputs, especially if you are also a Head of Delegation, which means that you have experienced the process. Is it time for a change?

16:30 – 17:30

CHANGING SHIFTS

Description:

For most of us, our term will soon be over. But we cannot leave without passing our position to someone else for the sake of the association. We will create a to-do list of what we should include in the transition to our successors.

Preparation:

Think about the transition you had and how it should have been ideally. Think about the transition you want to organise. Which is the most important information we need to pass on?

14:30 – 15:30

LAND IN THE HORIZON

Description:

And slowly we arrive at the end of our journey. At least you arrive at the end of your journey with me on the rudder and the other IMers on the deck. We will resume, conclude and give a big hug to each other since we started with one during the V SAM in Prague last September.

Preparation:

Is there anything we have left unsaid? Now it is the right time for us to bring it up!

FINANCIAL MANAGEMENT WORKSHOP**Timetable****FM WORKSHOP DRAFT TIMETABLE**

Time	Sun 20 th	Mon 21 st	Tue 22 nd	Wed 23 rd	Thu 24 th	Fri 25 th	Sat 26 th	Sun 27 th	
08:30	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
09:00									
09:30		Dropping First Stage	BEE, IM & FM: Proposals on Regulations	Mid Plenary	Conference	Switching the Captains	Final Plenary		
10:00									
10:30									
11:00						BEE & FM: Funding the Space Programme			
11:30									
12:00		Letters of Authorisation & Payments	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
12:30									
13:00	Opening Plenary	Mission Control - Status Update	BEE, IM & FM: International Space Station	Mid Plenary	Sightseeing	Houston... Do We Even Have a Problem?	Final Plenary	Departure of the Participants	
13:30									
14:00		Front Window is Clear	Recalculating Trajectory						
14:30									
15:00		Spaceship Upgrade	BEE & FM: Expanding Frontiers			Don't Let Me Leave, Murph!!!			
15:30									
16:00	HoD	Reporting Time	Reporting Time	Dressing Time	Reporting Time				
16:30									
17:00	Dinner	Dinner	Dinner	Transport	Dinner	Dinner			
17:30									
18:00	Blastoff	Dinner	Dinner	Dinner	Dinner	Dinner			
18:30									
19:00	Officers' Training	Party	Party	Party	Gala Ball - 35th Anniversary Celebration	35th Anniversary Exhibition	Party		
19:30									
20:00	Freshers' Workshop	Party	Party	Party	Gala Ball - 35th Anniversary Celebration	Party	Party		
20:30									
21:00	Party	Party	Party	Party	Gala Ball - 35th Anniversary Celebration	Party	Party		
21:30									
22:00									
22:30									
23:00									
23:30									

Preparations and Reminders for the Financial Management Workshop

In order to actively participate and contribute to the Workshops, please do not forget to:

- Skim through these Working Materials, and read the FM part carefully;
- Read the relevant parts of the [Statutes and Standing Orders](#) in force after the LXVIII International Council Meeting held in Batumi, Georgia, last October;
- Read relevant parts of [the 43rd edition of the Council Meeting Decision Book](#);
- Read through [the minutes of the LXVIII International Council Meeting of ELSA](#);
- Prepare questions about the FM area beforehand;
- Read through all of the FM-related proposals, and discuss them with your Board;
- Socialize responsibly and set your morning alarm ☺;
- (You may also watch the movie *Interstellar* to get some of the workshop references)
- **Please fill in the Financial Questionnaire on this link: <http://goo.gl/forms/fVAoAQtgjs>.**

Kindly get familiar with all of the above mentioned carefully - it is not only important for the discussions, but your preparation will also influence the quality of the outcomes of the Workshop sessions for other participants as well. Please **DO** read through the proposals, through links available at the respective workshops, and **DO** discuss them with your Boards beforehand. You should also see where the voting about these proposals are set in the plenary agenda.

Should you need any further clarifications, please do not hesitate to contact the Treasurer of ELSA International at treasurer@elsa.org with any questions you might have.

Also, please do not forget to bring your national or local sweets and drinks, or some other typical parts of your culture to share with the rest of us! The ELSA Spirit shall be high this week!

And, finally, it is highly recommended to use the listserv - FM mailing list (ELSA-FM@LISTSERV.ELSA.ORG) and start discussions already before the LXIX International Council Meeting.

I would like to welcome you all, my dearest #FMily, to the FM Workshop!



Marek Škultéty
Treasurer

ELSA International 2015/2016

Draft Agenda

Sunday, March 20th, 2016 (17:00 – 21:30)

17:00 – 17:30

HEADS OF DELEGATION'S MEETING

Aims:

To provide the Heads of Delegation (HoD) of the various National Groups with information regarding their tasks and responsibilities during the week.

To address the Heads of Delegation concerning issues put forward by the ICM Organising Committee.

Means:

- The meeting will be coordinated by ELSA International and the ICM Organising Committee.

Comments:

The Heads of Delegation are the main communication channel between ELSA International and the Organising Committee, and the participants of the ICM. This is why, it is important for them to be provided with some useful information.

19:00 – 20:30

BLASTOFF

(OPENING WORKSHOP)

Description:

A basic opening workshop will establish the setting for the remaining part of the week, by electing the workshop officers, approving the agenda and rules for the week and introducing the participants in a friendly atmosphere before the evening social programme.

Preparation:

Read the Draft Agenda, and prepare two interesting questions – they don't have to be ELSA related. Be sure you know how to fold an aeroplane from a piece of paper - the more creative aeroplane folded, the better!

20:30 – 21:30

OFFICERS' WORKSHOP

Aims:

To train the Council Meeting and Workshop Officers, and the Directors for ELSA Spirit of the LXIX International Council Meeting on their fundamental tasks and responsibilities during the week.

Means:

- The Workshop Chairs and Vice Chairs' training will be delivered by the Chair and the Vice Chair of the Plenary.
- The Secretaries' training will be delivered by the Secretary General of ELSA International.
- The Tellers and Nomination Committee's trainings will be delivered by ELSA International.
- The Directors for ELSA Spirit's training will be delivered by the Treasurer of ELSA International.

Comments:

This is a training only for the Council Meeting and Workshop Officers, and Directors for ELSA Spirit.

20:30 – 21:30

FRESHERS' WORKSHOP

Aims:

To give a general overview of ELSA, the International Board and the International Council Meeting.

Means:

- The workshop will be conducted by ELSA International.

Comments:

The participants attending an ICM for the first time and other participants interested in finding out more information shall take part in this Workshop.

Monday, March 21st, 2016 (10:00 – 18:30)

10:00 – 13:00

DROPPING FIRST STAGE

(FM REGULATIONS, WARMING UP AND BUDGETS)

Description:

The first workshops shall be of a lighter nature. Through the means of a warm-up FM Quiz, the participants will go through the basic regulations in the FM area for a National Treasurer. Afterwards, the real regulations shall be reviewed with a small commentary. In addition, a standard group-sharing discussion will strive to identify differences between the national officers. Through the means of best practices sharing, the content should allow officers to learn from one another. In the second half, the participants will be introduced in the financial aspects of both the General and the Project budget of ELSA International, to be prepared for further revisions.

Preparation:

Skim through the regulations of the FM are of the Statutes, Standing Orders and Decision Book – we will go through all of them to make sure we are prepared for the tough week. Don't be afraid to summarize your position in your national board to other national or local representatives, with a special focus on any potential problems which might have occurred, and which you could use some help with.

13:00 – 14:30

Lunch

14:30 – 15:30

MISSION CONTROL – STATUS UPDATE

(QUESTIONNAIRE RESULTS, SOTN)

Description:

The workshop will present the evaluation of the outcomes of the latest SOTN and Financial Questionnaire. In addition, comparison with earlier periods, where applicable, shall be made.

Preparation:

Submit honest results to the SotN and FM questionnaires in order to get relevant results for presentation ☺. (Financial Questionnaire: <http://goo.gl/forms/fVAoAQtgjs>)

15:30 – 17:00

FRONT WINDOW IS CLEAR

(BUDGET SHARING)

Description:

Budget sharing workshop has been greatly appreciated at ICM Batumi by the participants, and as time has progressed, there are naturally many updates and changes in your national budgets at this point.

Preparation:

Kindly bring your national budget in a presentable form – printed, on a PC, tablet, etc. This is not a requirement, if either your regulations forbid you to do so, or if you generally feel uncomfortable sharing. Nevertheless, you will then not be able to get inputs and ideas about your numbers and the structure of your budget.

17:00 – 18:30

SPACESHIP UPGRADE

(EDF REFORMATION)

Description:

The EDF has been revised by the Working Group on EDF Reformation, which has analysed the structure and efficiency of the system. A proposal on the change of the system is to be presented, along with some statistics.

Preparation:

Please read the EDF Reformation proposal, which you can find [here](#), and review it with your National / Local groups. Constructive criticism, comments, questions and amendments are more than welcome.

Tuesday, March 22nd, 2016 (10:00 – 18:30)

10:00 – 13:00

PROPOSALS ON REGULATIONS – Joint with BEE and IM**Description:**

After some years, you need to review where you stand and where you are heading to. During this workshop, we will discuss the proposal for new Statutes and Standing Orders, as well as the future of the International Area Meetings.

Preparation:

Please go through the proposals and input paper that we are going to discuss during this workshop.

You may find the proposal on new Statutes and Standing Orders [here](#).

You may find the proposal on International Area Meetings [here](#).

You may find the proposal on Council Meetings [here](#).

Please read the input paper by ELSA Norway and ELSA Finland [here](#).

13:00 – 14:30

Lunch

14:30 – 16:00

INTERNATIONAL SPACE STATION – Joint with BEE and IM
(TAXES AND JURISDICTION)**Description:**

The content of this workshop shall be the switching of the Legal seat of ELSA International (Jurisdiction), the current tax situation of ELSA International, and updates on both matters since the last ICM.

Preparation:

Review the three proposals on Jurisdiction (available from [here](#)). Prepare comments, or ask questions about the topic, also utilizing the mailing lists beforehand.

16:00 – 17:30

RECALCULATING TRAJECTORY

(FINANCIAL ANALYSIS AND INTERIM ACCOUNTS)

Description:

The Financial situation of ELSA International for both the current and previous periods shall be analysed. After the analysis of the past, we will take a look at the current situation, in form of the Interim Accounts. This introduction should give the participants a clear base to discuss the proposed Financial Strategy, before being joined by the Presidents.

Preparation:

Review the interim accounts (available [here](#)). Prepare comments and questions about the presented numbers.

17:30 – 18:30

EXPANDING FRONTIERS – Joint with BEE

(FINANCIAL STRATEGY FOR THE IB)

Description:

After a thorough introduction from the financial perspective, the treasurers will have some time to explain key points from the financial analysis and interim accounts to the presidents, with whom we will then take a look at the focus part of the Financial Strategy. In the end of the workshop, the execution part will be adjusted as well.

Preparation:

Please read the Financial Strategy proposal (available [here](#)), and prepare comments, questions or amendments.

Friday, March 25th, 2016 (10:00 – 18:30)

10:00 – 11:00

SWITCHING CAPTAINS

(CANDIDATES' WORKSHOP)

Description:

Candidates for the position of Treasurer of ELSA International 2016/2017 shall present their cases in this workshop, and therefore it will be the place to ask them questions, apart from mingling times, interviews, or the Plenary.

Preparation:

Think about where you want ELSA International to be next year, and how does the presentation of the Candidates' correspond with your vision. Prepare potential questions on problems which you currently see, in order to discover the Candidates' solutions to them.

11:00 – 13:00

FUNDING THE SPACE PROGRAMME

(BUDGET REVISION + BUDGET 2016/2017)

Description:

The workshop will review the presented proposals for budget amendments – both for the remaining part of the current term, and also for the upcoming term.

Preparation:

Review the proposed Revision of ELSA International's Budget for the remaining part of the term 2015/2016 (available [here](#)), and the proposed Budget for the year 2016/2017 (available [here](#)). Prepare comments and questions about the presented numbers, or possible amendments with concrete arguments to support them.

13:00 – 14:30

Lunch

14:30 – 17:30

HOUSTON ... DO WE EVEN HAVE A PROBLEM?

(VOX POPULI)

Description:

The beloved Vox Populi concept is back – during the week we will write down desired or unfinished matters, and discuss them during this specially allocated time, in order not to be slowed down by off-topics during other workshops.

Preparation:

If you already have any substantial questions or topics, please either send them in advance to the treasurer@elsa.org, or describe them in the opening workshop, for us not to skip them. Pay attention to the discussions during the week, and do not be afraid to add topics and their time allocations into the Vox Populi flipchart.

17:30 – 18:30

DON'T LET ME LEAVE, MURPH!!!

(GOODBYE)

Description:

After a great week together it will be time to close the workshops and prepare for the Plenary. Here last questions, comments and a traditional Kapurková shall take place.

Preparation:

Be prepared to relax before the Final Plenary, we will probably go to the sea and repeat the Batumi closing session ☺.

MARKETING WORKSHOP**Timetable****MKT WORKSHOP DRAFT TIMETABLE**

Time	Sun 20 th	Mon 21 st	Tue 22 nd	Wed 23 rd	Thu 24 th	Fri 25 th	Sat 26 th	Sun 27 th						
08:30	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast						
09:00														
09:30														
10:00									Internat. Update	MKT & AA: Marketing MCC	Mid Plenary	Conference	Candidates' Workshop	Final Plenary
10:30									Second Evaluation: (Re)Defining the Area of Marketing					
11:00									MKT, AA, S&C & STEP: Flagship Projects	Advertising: who, when & how?			Focus: Transition	
11:30														
12:00									Letters of Authorisation & Payments	Lunch			Lunch	
12:30														
13:00	Opening Plenary	Updating the Corporate Identity	Training	Mid Plenary	Sightseeing	MKT & STEP: Promoting STEP	Final Plenary							
13:30								Open Forum: <i>Your</i> Marketing						
14:00						HoD			BEE & MKT: Market Research	IM & MKT: IT Proposals	Miscellaneous & Closing			
14:30								Dinner				Reporting Time	Reporting Time	
15:00						Opening Workshop			Dinner	Dinner	Dinner			
15:30								Dinner				Dinner	Dinner	
16:00						Officers' Training			Freshers' Workshop	Gala Ball - 35th Anniversary Celebration	35th Anniversary Exhibition			Party
16:30								Party				Party	Party	
17:00	Party	Party	Party	Party										
17:30					Party	Party	Party	Party						
18:00	Party	Party	Party	Party										
18:30					Party	Party	Party	Party						
19:00	Party	Party	Party	Party										
19:30					Party	Party	Party	Party						
20:00	Party	Party	Party	Party										
20:30					Party	Party	Party	Party						
21:00	Party	Party	Party	Party										
21:30					Party	Party	Party	Party						
22:00	Party	Party	Party	Party										
22:30					Party	Party	Party	Party						
23:00	Party	Party	Party	Party										
23:30					Party	Party	Party	Party						

Preparation and Reminders for the Marketing Workshop

In order to be able to actively participate and contribute to the Marketing Workshop, please do not forget to:

- Prepare a written Activity Report and send it to the Marketing mailing list *before* the start of the ICM;
- Go through these Working Materials, and read the MKT part carefully;
- Read through all of the Marketing-related proposals and discuss them with your Board;
- Read the [Statutes and Standing Orders](#) in force after the LXVIII International Council Meeting held in Batumi, Georgia, last October;
- Read the Marketing parts of [the 43rd edition of the Council Meeting Decision Book](#);
- Read the Minutes of the Marketing Workshop in the [LXVII International Council Meeting](#) held in Cluj-Napoca, Romania, and the [LXVIII International Council Meeting](#) held in Batumi, Georgia.

Kindly complete the above-mentioned tasks before the ICM. This will greatly influence the quality of the outcome of the Workshop sessions. Also check when the Council voting on the Marketing-related proposals will take place. This information can be found in the Plenary agenda.

You are welcome to use the Marketing mailing list (ELSA-MARKETING@LISTSERV.ELSA.ORG) and start the discussions already before the LXIX International Council Meeting!

Should you have any questions or need any further clarifications, please do not hesitate to contact the Vice President for Marketing of ELSA International at vpmarketing@elsa.org.

Lastly, don't forget to bring your ELSA Spirit!

I can't wait to welcome you all to the Marketing Workshop in Malta!

Sincerely yours,



Dagne Sabockyte

Vice President for Marketing

ELSA International 2015/2016

Draft Agenda**Sunday, March 20th, 2016 (17:00 – 21:30)**

17:00 – 17:30

HEADS OF DELEGATION'S MEETING**Aims:**

To provide the Heads of Delegation (HoD) of the various National Groups with information regarding their tasks and responsibilities during the week.

To address the Heads of Delegation concerning issues put forward by the ICM Organising Committee.

Means:

- The meeting will be coordinated by ELSA International and the ICM Organising Committee.

Comments:

The Heads of Delegation are the main communication channel between ELSA International and the Organising Committee, and the participants of the ICM. This is why, it is important for them to be provided with some useful information.

19:00 – 20:30

OPENING WORKSHOP**Description:**

Let's begin our workshops! We will get to know each other, elect the Chair, Vice-Chair and Secretaries, explain the rules and approve the workshop agenda.

Preparation:

Go through the working materials carefully, especially the MKT workshop agenda and the preparation notes.

20:30 – 21:30

OFFICERS WORKSHOP

Aims:

To train the Council Meeting and Workshop Officers, and the Directors for ELSA Spirit of the LXIX International Council Meeting on their fundamental tasks and responsibilities during the week.

Means:

- The Workshop Chairs and Vice Chairs' training will be delivered by the Chair and the Vice Chair of the Plenary.
- The Secretaries' training will be delivered by the Secretary General of ELSA International.
- The Tellers and Nomination Committee's trainings will be delivered by ELSA International.
- The Directors for ELSA Spirit's training will be delivered by the Treasurer of ELSA International.

Comments:

This is a training only for the Council Meeting and Workshop Officers, and Directors for ELSA Spirit.

20:30 – 21:30

FRESHERS' WORKSHOP

Aims:

To give a general overview of ELSA, the International Board and the International Council Meeting.

Means:

- The workshop will be conducted by ELSA International.

Comments:

The participants attending an ICM for the first time and other participants interested in finding out more information shall take part in this Workshop.

Monday, March 21st, 2016 (10:00 – 18:30)

10:00 – 10:30

INTERNATIONAL UPDATE**Description:**

We will go through the Marketing projects organized or coordinated on the international level of ELSA, for the participants to get a deeper understanding of the Marketing area on the international level and to get an overview on how the Marketing area has been restructured this year.

Preparation:

Get an overview of what international projects ELSA International is working on. Useful links: elsa.org; issuu.com/vpmarketing; facebook.com/elsainfo

10:30 – 12:00

SECOND EVALUATION – (RE)DEFINING THE AREA OF MARKETING**Description:**

Half of our term has passed already, meaning that it is time to take a look into our work so far to better understand the area, to share best practices and to prepare for the final part of our term. The workshop will contain both discussions and a more interactive exercise, during which a clear overview of the Marketing area will be created and preferably used for transition purposes later on.

Preparation:

Think about and note down your tasks as a Marketing Officer so far, or, alternatively, be prepared to briefly present your activity report. Also, please evaluate your work in advance – is it exactly as you imagined it in the beginning of your term?

12:00 – 13:00

FLAGSHIP PROJECTS – Joint with AA, S&C and STEP**Description:**

There are hundreds of different projects around the network. However, 6 of them have proved to be the most recognizable on all three levels: ELSA Law Schools, ELSA Delegations, ELSA Moot Court Competition, European Human Rights Moot Court Competition, Legal Research Groups and STEP. Therefore, they deserve the title *flagship* and a special boost, in order to succeed with a

unified promotion of ELSA. The Flagship strategy was embraced by the Network during ICM Batumi and its fame increased rapidly during the year, both within the Network and externals. During this workshop we will share tips on how to take advantage of this unique asset we have.

Preparation:

Go through the new webpages specially created for the flagship projects at www.elsa.org.

13:00 – 14:30

Lunch

14:30 – 17:00

UPDATING THE CORPORATE IDENTITY OF ELSA**Description:**

The level of compliance with the Corporate Identity is still low. This workshop will follow up on the evaluating CI discussions that took place during ICM Batumi 2015. Both regulated and non-regulated parts of the CI will be addressed. The Corporate Identity Handbook and possible new ways to help us stay within the CI will also be discussed. In addition to that, the workshop will attempt to define the CI further

Preparation:

Before the workshops, please go through the current Corporate Identity Handbook, minutes from the CI workshop from the LXVIII ICM held in Batumi, Georgia, the regulations regarding uniformity in the Decision Book and the two relevant, which you may find starting from [here](#).

17:00 – 18:30

MARKET RESEARCH – Joint with BEE**Description:**

During the term 2016/2017, a new market research will be conducted. It will be coordinated by the International Board and it is a great tool for us to better understand the current stage of our Network before setting the new Strategic Goals. It is already time to start preparing for the market research and the aim of the workshop is thus to discuss it and to start defining the goals. Questions in the Market Research could also be a partner benefit to offer for externals.

Preparation:

Go through the [results of the market research conducted in 2012](#) and be prepared to present the procedure of market research in your National or Local Group, if you conduct any researches or surveys.

Tuesday, March 22nd, 2016 (10:00 – 18:30)

10:00 – 11:30

MARKETING MCC – Joint with AA**Description:**

We will evaluate the promotion of the latest editions. We will discuss how to involve students in future editions of the MCCs and raise the publicity of both Moot Courts externally.

Preparation:

Before the workshop, please go through the information about the Moot Courts on elsamootcourt.elsa.org and humanrightsmootcourt.org thoroughly.

11:30 – 13:00

ADVERTISING: WHO, WHEN & HOW?**Description:**

The workshop is intended to raise awareness of advertising as a part of marketing in ELSA on every level, to brainstorm on creating advertising products and platforms, to have an overview on advertising process in ELSA. We would like the National Groups to share experiences in advertising. During the workshop participants are expected to gain practical skills and improve business communication dealing with different kinds of advertising partners. Moreover, ELSA launched its new webpage and, therefore, we will also be focusing on different advertising channels used in ELSA, and brainstorming on how to improve the advertising field. The workshop will include both open discussions and a practical exercise.

Preparations:

Take a look at the ELSA Media Card (officers.elsa.org) and be ready to present your advertising media cards, etc, if you use such tools in your National Group.

13:00 – 14:30

Lunch

14:30 – 17:30

TRAINING

Description:

The aim of the training is to provide the Marketeers participating at the ICM with skills, which are relevant for the Area of Marketing and that can be used to further develop the area in their ELSA Groups during the second half of the term. The training will be delivered by a Trainer from the International Trainers' Pool.

Preparation:

Make sure to you check your email account regularly for possible preparatory questions.

17:30 – 18:30

IT PROPOSALS - Joint with IM

Description:

IT-related proposals will be discussed during this workshop. Depending on the discussions, there may also be a possibility for the Joint Workshop to address other IT related matters.

Preparations:

Go through the relevant regulations in the IM part of the Decision Book.

Review the proposal by the International Board [here](#).

Review the proposal by ELSA Poland [here](#).

Friday, March 25th, 2016 (10:00 – 19:00)

10:00 – 11:00

CANDIDATES' WORKSHOP

Description:

The candidate(s) running for the position of the Vice President for Marketing of ELSA

International 2016/2017 will present themselves. Afterwards, the participants of the workshop will get some time to ask the candidate(s) questions.

Preparation:

Think about if there are any questions you want to ask the candidate(s).

11:00 – 13:00

FOCUS: TRANSITION**Description:**

Transition should be one of your main focuses for the second part of your term, as it is the key to a stable and successful ELSA group. During the workshop we will go through how to structure a Marketing transition and what to include, we will share transition *dos* and *don'ts* and start preparing for our upcoming transitions by making a concrete plan to bring with us back home.

Preparation:

Be ready to present the transition you got and your plans for the one that you will be giving to your successor. Think of transition *dos* and *don'ts* based on your ELSA group and your own personal experiences. Go through the Transition part in the Marketing Handbook on officers.elsa.org.

13:00 – 14:30

Lunch

14:30 – 16:00

PROMOTING STEP – Joint with STEP**Description:**

One of the STEP cycles of our year has passed and the start of the student hunting of the second cycle is approaching. Before it starts, the promotion of the first cycle should be evaluated. The workshop will include presentations and evaluating discussions on internal and external promotion of STEP, the famous STEP countdown, STEP brand, as well as updates on the IT and IP matters.

Preparation:

Think about the improvements of STEP promotion, and how both ELSA International and

National and Local Groups can contribute more, how we promote STEP towards potential employers, and not only potential applicants, and, prepare presentation on your ELSA Group's STEP marketing strategy and materials.

16:00 – 17:30

OPEN FORUM: *YOUR* MARKETING

Description:

During this workshop the participants will be given free space to discuss topics that they want to bring up and discuss, but that were not part of the official scheduled workshop agenda. A list of the topics will be created during the week. Even though there is no guarantee that there will be enough time to discuss every topic in the list, all the participants will get a chance to include their topics of preference. The discussion will be facilitated by the Chair of the workshop.

Preparation:

If there is anything that you would like to discuss with the Marketeers outside of the official workshop agenda, inform the Chair of the workshop about it as soon as possible and be prepared to present the topic to the Marketeers.

17:30 – 18:30

MISCELLANEOUS & CLOSING

Description:

This workshop is there to address any topic that has not been addressed during the ICM yet, to evaluate the ICM week and to discuss the last part of our term in office together as the ELSA Marketing Team 2016/2017.

Preparation:

No special preparation is needed, just make sure to keep notes during the week.

ACADEMIC ACTIVITIES WORKSHOP**Timetable****AA WORKSHOP DRAFT TIMETABLE**

Time	Sun 20 th	Mon 21 st	Tue 22 nd	Wed 23 rd	Thu 24 th	Fri 25 th	Sat 26 st	Sun 27 th
08:30	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
09:00								
09:30		Introduction	Evolving Academic Activities	MKT & AA: Marketing MCC	Mid Plenary	Conference	Candidacy Workshop	Final Plenary
10:00								
10:30		Moot Court Competitions	Legal Research Groups	Mid Plenary	Conference	Project Grants & Follow Ups	Transition	Final Plenary
11:00								
11:30		MKT, AA, S&C & STEP: Flagship Projects	Legal Research Groups	Mid Plenary	Conference	Transition	Final Plenary	Final Plenary
12:00								
12:30	Letters of Authorisation & Payments	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13:00								
13:30	Opening Plenary	The ELSA Law Review & Legal Publications	AA, S&C & STEP: International Focus Programme	Mid Plenary	Sightseeing	ELSA Negotiation Competitions	Final Plenary	Departure of the Participants
14:00								
14:30		In the Middle of the Worldwide Competition	Hot Topics	Mid Plenary	Sightseeing	EHRMCC	Final Plenary	
15:00								
15:30		EMC2 Regional Round Organization	Proposals	Mid Plenary	Sightseeing	Miscellaneous	Final Plenary	
16:00								
16:30		HoD	Reporting Time	Reporting Time	Mid Plenary	Dressing Time	Reporting Time	
17:00								
17:30	Dinner	Reporting Time	Reporting Time	Mid Plenary	Dressing Time	Reporting Time		
18:00								
18:30	Opening Workshop	Dinner	Dinner	Dinner	Transport	Dinner	Dinner	
19:00								
19:30	Officers' Training	Dinner	Dinner	Dinner	Transport	Dinner	Dinner	
20:00								
20:30	Freshers' Workshop	Party	Party	Party	Gala Ball - 35th Anniversary Celebration	35th Anniversary Exhibition	Party	
21:00								
21:30	Party	Party	Party	Party	Gala Ball - 35th Anniversary Celebration	35th Anniversary Exhibition	Party	
22:00								
22:30	Party	Party	Party	Party	Gala Ball - 35th Anniversary Celebration	35th Anniversary Exhibition	Party	
23:00								
23:30	Party	Party	Party	Party	Gala Ball - 35th Anniversary Celebration	35th Anniversary Exhibition	Party	
23:30								

Preparations and Reminders for the Academic Activities Workshop

In order to actively participate and contribute to the AA Workshop, please do not forget to:

- Prepare a written Activity Report and send it to the AA mailing list before the ICM;
- Skim through these Working Materials, and read the AA part carefully;
- Read through all of the AA-related proposals and discuss them with your Board;
- Read the [Statutes and Standing Orders](#) in force after the LXVIII International Council Meeting held in Batumi, Georgia, last October;
- Read the parts dedicated to Academic Activities and Moot Court Competition of [the 43rd edition of the Council Meeting Decision Book](#);
- Read the Minutes of the AA Workshop in the [LXVII International Council Meeting](#) held in Cluj-Napoca, Romania, and the [LXVIII International Council Meeting](#) held in Batumi, Georgia.

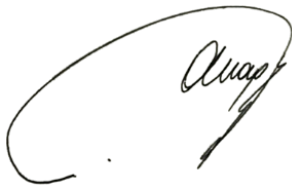
Kindly complete the above mentioned tasks. This is of great importance for the discussions and will greatly influence the quality of the outcome of the Workshop sessions. You should also check where the voting about each proposals is set in the plenary agenda in order for you to be prepared.

Should you need any further clarifications, please do not hesitate to contact us at vpaa@elsa.org [with any questions you may have](#).

It is highly recommended to use the listserv – AA mailing list (ELSA-AA@LISTSERV.ELSA.ORG) and start discussions already before the LXIX International Council Meeting.

We can't wait to welcome you all to AA Workshop in Malta, where our first ICM took place!

Sincerely yours,



Antonia Markoviti
Vice President for Academic Activities



Ada Gawrysiak
Vice President for Moot Court Competitions

ELSA International 2015/2016

ELSA International 2015/2016

Draft Agenda**Sunday, March 20th, 2016 (17:00 – 21:30)**

17:00 – 17:30

HEADS OF DELEGATION'S MEETING**Aims:**

To provide the Heads of Delegation (HoD) of the various National Groups with information regarding their tasks and responsibilities during the week.

To address the Heads of Delegation concerning issues put forward by the ICM Organising Committee.

Means:

- The meeting will be coordinated by ELSA International and the ICM Organising Committee.

Comments:

The Heads of Delegation are the main communication channel between ELSA International and the Organising Committee, and the participants of the ICM. This is why, it is important for them to be provided with some useful information.

19:00 – 20:30

OPENING WORKSHOP**Description:**

Let's begin officially our workshops! We will introduce ourselves, elect the Chair, Vice-Chair and Secretaries, explain the rules and approve the workshop agenda.

Preparation:

Go carefully through the working materials and, especially, through the AA agenda and preparation notes.

20:30 – 21:30

OFFICERS WORKSHOP

Aims:

To train the Council Meeting and Workshop Officers, and the Directors for ELSA Spirit of the LXIX International Council Meeting on their fundamental tasks and responsibilities during the week.

Means:

- The Workshop Chairs and Vice Chairs' training will be delivered by the Chair and the Vice Chair of the Plenary.
- The Secretaries' training will be delivered by the Secretary General of ELSA International.
- The Tellers and Nomination Committee's trainings will be delivered by ELSA International.
- The Directors for ELSA Spirit's training will be delivered by the Treasurer of ELSA International.

Comments:

This is a training only for the Council Meeting and Workshop Officers, and Directors for ELSA Spirit.

20:30 – 21:30

FRESHERS' WORKSHOP

Aims:

To give a general overview of ELSA, the International Board and the International Council Meeting.

Means:

- The workshop will be conducted by ELSA International.

Comments:

The participants attending an ICM for the first time and other participants interested in finding out more information shall take part in this Workshop.

Monday, March 21st, 2016 (10:00 – 18:30)

10:00 – 10:30

INTRODUCTION**Description:**

For third time this year, let's have a quick reminder on what the area of Academic Activities consists of and what roles serves the separation of Moot Court Competitions in international level.

Preparation:

Please read carefully the AA & MCC part of the latest version of the Decision Book.

10:30 – 12:00

MOOT COURT COMPETITIONS**Description:**

Moot Court Competitions are one of the biggest projects of few National and Local Groups, therefore the session is aiming at exchange of the good practices, discussion about challenges and possible solution while organizing that type of project. We will evaluate the work of the Working Group on Moot Court Competitions and present the tools that will be created till the start of the ICM, as well as our plans for the rest of the year.

Preparation:

Come to the Workshop familiar with the MCC Organizer's Manual.

12:00 – 13:00

FLAGSHIP PROJECTS – Joint with MKT, S&C and STEP**Description:**

There are hundreds of different projects around the network. However, 6 of them have proved to be quite recognizable in all levels: ELSA Law Schools, ELSA Delegations, ELSA Moot Court Competition, European Human Rights Moot Court Competition, Legal Research Groups and STEP. Therefore, they totally deserve the title flagship and special boost in order to succeed a unified expanded promotion of ELSA. The Flagship strategy was embraced by the network during ICM Batumi and their fame increased rapidly during the year both for the network and externals. At this workshop we will share tips on how to take advantage of this unique asset we have.

Preparation:

Go through the new pages especially created for these projects at the website www.elsa.org.

13:00 – 14:30

Lunch

14:30 – 16:00

THE ELSA LAW REVIEW & LEGAL PUBLICATIONS**Description:**

The ELSA Law Review is revived! In November we had the 1st re-established edition and we are working on the 2nd. What is its future? What was not being done so far and it is necessary for a publication? What kind of publications do you have in your country?

Preparation:

Bring hard copies or online version of your legal publications.

16:00 – 17:30

IN THE MIDDLE OF THE WORLDWIDE COMPETITION**Description:**

ICM Malta is literally happening between the various Regional Rounds of the ELSA Moot Court Competition. We will evaluate the 14th edition of the EMC2, where are we standing now and what is happening next? We will discuss what kind of improvements can be made for the next editions. As the Competition has potential to grow, we also need to think about the work behind it and possible solutions for our problems. The Workshop will get an overview by ELSA International and important topics will be discussed.

Preparation:

Read carefully the Rules of the Competition, that are available at: elsamootcourt.elsa.org.

17:30 – 18:30

EMC2 REGIONAL ROUND ORGANIZATION**Description:**

The ELSA Moot Court Competition is having every year 5 Regional Rounds around the world. The main aim of the workshop is to show the work behind the Regional Round Organization and to discuss the challenges that we are facing. We will go step by step and explain how to organize the RR. We will discuss different possibilities of developments regarding both ELSA and Non-ELSA Organized Rounds and brainstorm about the next year call for hosts.

Preparation:

Read carefully the Rules of the Competition, that are available at: elsamootcourt.elsa.org. If your local groups organized in the last few years Regional Round talk to them and be prepared to say a few words.

Tuesday, March 22nd, 2016 (10:00 – 18:30)

10:00 – 11:30

EVOLVING ACADEMIC ACTIVITIES**Description:**

AA includes a big variety of projects. What do you organize this year at your local/national group? Share it in the workshop and inspire your colleagues!

Preparation:

Bring materials of your project. We will display the pictures while you are presenting it.

OR

10:00 – 11:30

MARKETING MCC**Description:**

We will evaluate the promotion of the latest editions. We will discuss how to involve students in future editions of the MCCs and raise the publicity of both Moot Courts externally.

Preparation:

Before the workshop visit elsamootcourt.elsa.org and humanrightsmootcourt.org.

11:30 – 13:00

LEGAL RESEARCH GROUPS**Description:**

This flagship projects tends to become more and more famous and new LRGs pop up in the network like mushrooms. What procedure do you follow? When are you able to call it ELSA LRG? In this workshop we will go through the brand new materials that the Working Group on LRGs created and we will also evaluate the current International LRG.

Preparation:

Please read carefully the LRG materials that were sent to the mailing list.

13:30 – 14:30

Lunch

14:30 – 16:00

INTERNATIONAL FOCUS PROGRAMME (IFP) – Joint with S&C and STEP**Description:**

Due to the fact that this is the last ICM of the Media Law IFP, we need to conclude it with final statistics, final overview of the implementation and to discuss its pros and cons. In addition to that, we will try to use the drawbacks of this programme for a better implementation of the upcoming programme on Environmental Law. Therefore, we will discuss the new implementation proposal and its different structure.

Preparation:

This year should be aimed at evaluation of the IFP on all the levels. Therefore, please think about the ways, how your Local or National Group implemented the Media Law in your projects and, whether you were successful or no. In addition to that please fill in the [IFP Project Reports](#) for the events you organized. Each evaluated event will help us to create better statistics.

16:00 – 18:00

HOT TOPICS

Description:

Our area is big, it is connected with many others and for this reason we need to discuss its future by identifying the hot topics. What do you have in mind? How can we improve it?

Preparation:

You can go through the proposed hot topics at the AA mailing list and also bring new proposals.

18:00 – 18:30

PROPOSALS

Description:

AA & MCC develop and they need regulatory upgrade. Is there anything we need to take care of? In this workshop we will discuss the relevant proposals that may be submitted to ELSA International.

Preparation:

Please read carefully the AA&MCC proposals and form your opinion regarding them.

Friday, March 25th, 2016 (10:00 – 18:30)

10:00 – 11:00

CANDIDACY WORKSHOP

Description:

During this ICM the new International Board of ELSA will be elected. What do you want to know from the candidates? Here is your chance to ask them.

Preparation:

Think of what you want from the new IB and form your questions.

11:00 – 12:00

PROJECT GRANTS & FOLLOW-UPS

Description:

Our Treasurers can do magic with numbers when it comes to draft budgets, but they need your help to convince the potential grantor that your project is worth being funded. We will share tips and tricks for drafting a good grant application.

Preparation:

Please bring a list with the grant institutions your group usually applies for and think of the challenges you have faced.

12:00-13:00

TRANSITION

Description:

It might be March and we are already in the middle of our term, but it is time that we gradually prepare for the future of our position. We need to identify what our successor should definitely learn by us and what will make him/her a professional and excellent board member.

Preparation:

Think of what you think very important to share with your successor. A surprise game is waiting for you.

13:00 – 14:30

Lunch

14:30 – 16:00

ELSA NEGOTIATION COMPETITIONS

Description:

Academic Competitions is a major pillar of AA. Especially negotiation competitions seem to grow fast within the network in various versions. The ELSA Negotiation Competition team worked this year on the uniformity of the concept of the ELSA Negotiation Competition (ENC). We are going

to present it and show you the materials that you can use to initiate your local/national round or use for your existing version.

Preparation:

Please have a good look at all the ENC materials that will be sent to the AA mailing list before the ICM.

16:00 – 17:30

EUROPEAN HUMAN RIGHTS MOOT COURT COMPETITION**Description:**

The 4th edition of the European Human Rights Moot Court Competition will be concluded when we will meet at the ICM Malta. Therefore, we will evaluate the overall organization of the Competition. We will sum up some challenges that has been tackled along the way, give an overview of the fourth Final Round in Strasbourg, and open up the floor for ideas for future editions.

Preparation:

Read carefully the Rules of the Competition, that are available at: humanrightsmootcourt.org.

17:30 – 18:00

MISCELLANEOUS**Description:**

Our chance to discuss all the points that we did not have much time to discuss during the workshops or the ones which were raised afterwards.

Preparation:

There is no need for special preparation. Just keep notes during the week.

18:00 – 18:30

CLOSING**Description:**

For third time this year, let's have a quick reminder on what the area of Academic Activities consists of and what roles serves the separation of Moot Court Competitions in international level.

Preparation:

Please read carefully the AA & MCC part of the latest version of the Decision Book.

SEMINARS AND CONFERENCES WORKSHOP

Timetable

S&C WORKSHOP DRAFT TIMETABLE

Time	Sun 20 th	Mon 21 st	Tue 22 nd	Wed 23 rd	Thu 24 th	Fri 25 th	Sat 26 th	Sun 27 th
08:30	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
09:00								
09:30		S&C Regulations	Training	Mid Plenary	Conference	ELSA Delegations	Final Plenary	Departure of the Participants
10:00								
10:30								
11:00								
11:30		MKT, AA, S&C & STEP: Flagship Projects	Future of Study Visits	Lunch	Lunch	Lunch	Lunch	
12:00								
12:30	Letters of Authorisation & Payments	Lunch	Lunch	Lunch	Lunch	Lunch		
13:00								
13:30	Opening Plenary	ELSA Law Schools	AA, S&C & STEP: International Focus Programme	Mid Plenary	Sightseeing	Candidacy Workshop	Final Plenary	
14:00								
14:30		How to Organize an ELSA Law School	Proposals			Transition		
15:00								
15:30		IT in S&C	How to Cooperate			Exchange Forum		
16:00								
16:30		Reporting Time	Reporting Time			Closing		
17:00								
17:30	HoD	Dinner	Dinner	Dinner	Dinner	Dinner		
18:00								
18:30	Opening Workshop	Dinner	Dinner	Dinner	Transport	Dinner		
19:00								
19:30	Officers' Training	Freshers' Workshop	Party	Party	Party	Party		
20:00								
20:30	Party	Party	Party	Party	Gala Ball - 35th Anniversary Celebration	35th Anniversary Exhibition		
21:00								
21:30	Party	Party	Party	Party	Party	Party		
22:00								
22:30								
23:00								
23:30								

Preparations and Reminders for the Seminars and Conferences Workshop

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

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

- [Statutes and Standing Orders of ELSA after the LXVIII ICM Batumi 2015](#)
- [43rd edition of the Council Meeting Decision Book after the LXVIII ICM Batumi 2015](#)
- [Minutes from the ICM Batumi](#)
- Prepare a written Activity Report and send it to the S&C mailing list before the ICM
- Energy, ideas, motivation and of course, your national and local drinks and food!

Make sure to read the Minutes from at least the previous International Council Meeting. This is of great importance for the procedure, discussions and outcome of the Workshop sessions. 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 Statutes and Standing Orders and the Decision Book, with particular attention to decisions relating to ELSA in general, to S&C and to BEE (Institutional Relations).

Also, feel free to use the S&C mailing list (ELSA-SC@LISTSERV.ELSA.ORG) and start any discussions before the Council Meeting. **We also expect from you to send your Activity Reports on the mailing list prior to the ICM.**

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

Welcome to the S&C Workshop!



Matej Sadloň
Vice President for Seminars and Conferences

ELSA International 2015/2016

Draft Agenda**Sunday, March 20th, 2016 (17:00 – 21:30)**

17:00 – 17:30

HEADS OF DELEGATION'S MEETING**Aims:**

To provide the Heads of Delegation (HoD) of the various National Groups with information regarding their tasks and responsibilities during the week.

To address the Heads of Delegation concerning issues put forward by the ICM Organising Committee.

Means:

- The meeting will be coordinated by ELSA International and the ICM Organising Committee.

Comments:

The Heads of Delegation are the main communication channel between ELSA International and the Organising Committee, and the participants of the ICM. This is why, it is important for them to be provided with some useful information.

19:00 – 20:30

OPENING WORKSHOP**Description:**

We will present and approve the agenda, get to know each other through the speed dating, prepare for the upcoming week, elect the workshop officers and explain the workshop rules.

Preparation:

Prepare your inputs for this ICM. Read the agenda carefully. Think about why we have these meetings and how we can profit the most from them.

20:30 – 21:30

OFFICERS' WORKSHOP

Aims:

To train the Council Meeting and Workshop Officers, and the Directors for ELSA Spirit of the LXIX International Council Meeting on their fundamental tasks and responsibilities during the week.

Means:

- The Workshop Chairs and Vice Chairs' training will be delivered by the Chair and the Vice Chair of the Plenary.
- The Secretaries' training will be delivered by the Secretary General of ELSA International.
- The Tellers and Nomination Committee's trainings will be delivered by ELSA International.
- The Directors for ELSA Spirit's training will be delivered by the Treasurer of ELSA International.

Comments:

This is a training only for the Council Meeting and Workshop Officers, and Directors for ELSA Spirit.

20:30 – 21:30

FRESHERS' WORKSHOP

Aims:

To give a general overview of ELSA, the International Board and the International Council Meeting.

Means:

- The workshop will be conducted by ELSA International.

Comments:

The participants attending an ICM for the first time and other participants interested in finding out more information shall take part in this Workshop.

Monday, March 21st, 2016 (10:00 – 19:00)

10:00 – 12:00

S&C REGULATIONS**Description:**

Officers will get an introductory exam in order to gain an insight into the quality of their knowledge. This will allow us to find their drawbacks and to provide them with inevitable information. Afterwards, we will practically go through our regulations with an aim of finding potential improvements and simplifications.

Preparation:

Please read carefully the S&C part of the latest version of the Decision Book.

12:00 – 13:00

FLAGSHIP PROJECTS – Joint with MKT, AA and STEP**Description:**

There are hundreds of different projects around the network. However, 6 of them have proved to be quite recognizable in all levels: ELSA Law Schools, ELSA Delegations, ELSA Moot Court Competition, European Human Rights Moot Court Competition, Legal Research Groups and STEP. Therefore, they totally deserve the title flagship and special boost in order to succeed a unified expanded promotion of ELSA. The Flagship strategy was embraced by the network during ICM Batumi and their fame increased rapidly during the year both for the network and externals. At this workshop we will share tips on how to take advantage of this unique asset we have.

Preparation:

Go through the new pages especially created for these projects at the website www.elsa.org.

13:00 – 14:30

Lunch

14:30 – 16:00

ELSA LAW SCHOOLS

Description:

Due to the fact that this year is connected with a huge change in the ELSA Law Schools, their unification, it is very important to educate officers on the requirements, quality standards, fees and other important facts related to this Flagship project.

Preparation:

Get familiar with the ELSA Law Schools' regulations and ELSA Law Schools Calendar.

16:00 – 17:30

HOW TO ORGANIZE AN ELSA LAW SCHOOL

Description:

ELSA International will deliver a training on organizing an ELSA Law School.

Preparation:

No need for any special preparation.

17:30 – 18:30

IT IN S&C

Description:

Information Technologies could simplify many aspects of an S&C work. We will look at some practical solutions, e.g. Specification of events, Application systems, Law School portal updates, etc.

Preparation:

PC would be a huge advantage, because you would be able to try it yourself.

Tuesday, March 22nd, 2016 (10:00 – 18:30)

10:00 – 13:00

TRAINING**Description:**

IIP Trainer will deliver a training on a specific topic.

Preparation:

No need for any special preparation.

13:30 – 14:30

Lunch

14:30 – 16:00

INTERNATIONAL FOCUS PROGRAMME (IFP) – Joint with AA and STEP**Description:**

Due to the fact that this is the last ICM of the Media Law IFP, we need to conclude it with final statistics, final overview of the implementation and to discuss its pros and cons. In addition to that, we will try to use the drawbacks of this programme for a better implementation of the upcoming programme on Environmental Law. Therefore, we will discuss the new implementation proposal and its different structure.

Preparation:

This year should be aimed at evaluation of the IFP on all the levels. Therefore, please think about the ways, how your Local or National Group implemented the Media Law in your projects and, whether you were successful or no. In addition to that please fill in the [IFP Project Reports](#) for the events you organized. Each evaluated event will help us to create better statistics.

16:00 – 17:00

PROPOSALS

Description:

We will discuss the proposed amendments of the S&C regulations.

Preparation:

See the S&C related proposals, which are part of these Working Materials.

17:00 – 18:30

HOW TO COOPERATE

Description:

Organizing a projects is usually connected with a work involving more than one officer. Therefore, it is very important to know how to manage your team and how to perform your projects with a successful outcome. We will train these skills through a practical exercise.

Preparation:

No need for any special preparation.

Friday, March 25th, 2016 (10:00 – 18:30)

10:00 – 12:00

ELSA DELEGATIONS

Description:

The Flagship ELSA Delegations has been unified in a significant way during the last years. Therefore, we will discuss the current status of this project, present the statistics of this year and discuss the next steps.

Preparation:

No need for any special preparation.

12:00-13:00

FUTURE OF STUDY VISITS

Description:

Study Visit is a very popular project in ELSA. They work even without a special control performed by ELSA International. Therefore, we will discuss their future, what can be improved and how to proceed with them.

Preparation:

Think about the Study Visits from your personal experience and try to come with some ideas regarding their improvement.

13:00 – 14:30

Lunch

14:30 – 15:30

CANDIDACY WORKSHOP

Description:

During this ICM the new International Board of ELSA will be elected. What do you want to know from the candidates? Here is your chance to ask them.

Preparation:

Think of what you want from the new IB and form your questions.

15:30 – 16:30

TRANSITION

Description:

The biggest problem of ELSA is the continuity. It is very hard to keep our projects on the same level every year, because there are always different people. Therefore, we will try to prepare the structure of your own transition in order to provide for your successor all relevant information.

Preparation:

See the transition checklist available at the officers.elsa.org.

16:30 – 18:00

EXCHANGE FORUM

Description:

Due to the fact that, most of the workshop topics are prepared by ELSA International, we also need a time to discuss the topics of your interest. Therefore, this workshop will aim at the issues, which are not represented in the initial agenda. You will have a chance to share your ideas and present national or local projects that can be inspiring for the others.

Preparation:

No need for any special preparation.

18:00 – 18:30

CLOSING

Description:

We will evaluate the week, highlight the outcomes and close the S&C Workshop.

Preparation:

No need for any special preparation.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP**Timetable****STEP WORKSHOP DRAFT TIMETABLE**

Time	Sun 20 th	Mon 21 st	Tue 22 nd	Wed 23 rd	Thu 24 th	Fri 25 th	Sat 26 th	Sun 27 th			
08:30	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast			
09:00											
09:30		1st Cycle Evaluation	STEP Alumni/ Employers Insight	Mid Plenary	Conference	Training	Final Plenary	Departure of the Participants			
10:00											
10:30											
11:00											
11:30		STEP Globalization	Job Hunting	Mid Plenary	Conference	Candidacy Workshop	Final Plenary				
12:00		MKT, AA, S&C & STEP: Flagship Projects									
12:30											
13:00	Letters of Authorisation & Payments	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch				
13:30											
14:00	Opening Plenary	Proposals	AA, S&C & STEP: International Focus Programme	Mid Plenary	Sightseeing	MKT & STEP: Promoting STEP	Final Plenary	Departure of the Participants			
14:30											
15:00											
15:30		BEE & STEP: Strategic Planning in ELSA and STEP	Matching + IT			Mid Plenary			Sightseeing	Transition	Final Plenary
16:00											
16:30		HoD	STEP Team			Reception			Mid Plenary	Sightseeing	Miscellaneous & Closing
17:00											
17:30	Dinner	Reporting Time	Reporting Time	Mid Plenary	Sightseeing	Miscellaneous & Closing	Final Plenary				
18:00											
18:30	Opening Workshop	Reporting Time	Reporting Time	Mid Plenary	Sightseeing	Miscellaneous & Closing	Final Plenary				
19:00											
19:30	Opening Workshop	Dinner	Dinner	Dinner	Transport	Dinner	Dinner				
20:00											
20:30	Officers' Training	Party	Party	Party	Gala Ball - 35th Anniversary Celebration	35th Anniversary Exhibition	Party				
21:00	Freshers' Workshop										
21:30	Party	Party	Party	Party	Gala Ball - 35th Anniversary Celebration	35th Anniversary Exhibition	Party				
22:00											
22:30											
23:00											
23:30											

Preparation and Reminders for the Workshop on Student Trainee Exchange Programme

In order to actively participate and contribute to the STEP Workshop, please:

- Read the following STEP part of the Working Materials, especially Preparation parts;
- Read all of the STEP related proposals and discuss them with your Board;
- Check in the Working Materials where the voting about each proposals is set in the Plenary Agenda in order for you to be prepared;
- Read the STEP part of [the 43rd edition of the Council Meeting Decision Book](#).

It is also advised to:

- Read the [Statutes and Standing Orders](#) that are currently in force;
- Read the Minutes of the STEP Workshop from the [LXVII International Council Meeting](#) held in Cluj-Napoca, Romania, and the [LXVIII International Council Meeting](#) held in Batumi, Georgia;
- Read the Minutes of the STEP Workshop from the V Key Area Meeting held in Salento, Italy;
- Read the [STEP Handbook](#) and the [STEP Calendar](#).

Reading the above mentioned materials will get you better prepared for the Workshop, so we can have more constructive discussions and outcome of the Workshop sessions. If you wish to start discussions already before the ICM, feel free to do so on the [STEP mailing list](#) or [Facebook group](#).

Should you have any questions regarding the ICM and STEP Workshop, do not hesitate to contact me at vpstep@elsa.org.

I'm looking forward to see you and have the best meeting of the term!



Vedran Stanković

Vice President for Student Trainee Exchange Programme

ELSA International 2015/2016

Draft Agenda

Sunday, March 20th, 2016 (19:00 – 21:00)

17:00 – 17:30

HEADS OF DELEGATION'S MEETING

Aims:

To provide the Heads of Delegation (HoD) of the various National Groups with information regarding their tasks and responsibilities during the week.

To address the Heads of Delegation concerning issues put forward by the ICM Organising Committee.

Means:

- The meeting will be coordinated by ELSA International and the ICM Organising Committee.

Comments:

The Heads of Delegation are the main communication channel between ELSA International and the Organising Committee, and the participants of the ICM. This is why, it is important for them to be provided with some useful information.

19:00 – 20:30

OPENING WORKSHOP

Description:

Presenting and approving the agenda for the STEP Workshop. Electing the Workshop officers. Expressing our expectations for the upcoming week. Getting to know each other!

Preparation:

Think about your expectations for this ICM, what would you like to do and what should be the outcome – your inputs can still make our Workshop even better! Prepare to present yourself – be creative. ;)

20:30 – 21:30

OFFICERS' WORKSHOP

Aims:

To train the Council Meeting and Workshop Officers, and the Directors for ELSA Spirit of the LXIX International Council Meeting on their fundamental tasks and responsibilities during the week.

Means:

- The Workshop Chairs and Vice Chairs' training will be delivered by the Chair and the Vice Chair of the Plenary.
- The Secretaries' training will be delivered by the Secretary General of ELSA International.
- The Tellers and Nomination Committee's trainings will be delivered by ELSA International.
- The Directors for ELSA Spirit's training will be delivered by the Treasurer of ELSA International.

Comments:

This is a training only for the Council Meeting and Workshop Officers, and Directors for ELSA Spirit.

20:30 – 21:30

FRESHERS' WORKSHOP

Aims:

To give a general overview of ELSA, the International Board and the International Council Meeting.

Means:

- The workshop will be conducted by ELSA International.

Comments:

The participants attending an ICM for the first time and other participants interested in finding out more information shall take part in this Workshop.

Monday, March 21st, 2016 (10:00 – 18:30)

10:00 – 11:30

1ST CYCLE EVALUATION**Description:**

Evaluating parts of the 1st Cycle of STEP Calendar – presenting results and statistics, elaborating actions that have been taken, and discussing about things that were good so we can keep them, and things that were not, so they can be improved.

Preparation:

Get ready for self-evaluation too – how did you perform in the 1st cycle.

11:30 – 12:00

STEP GLOBALIZATION**Description:**

Presenting the final results of the Working Group on Drafting the Standard Agreement. Presenting the results of the ongoing cooperation actions regarding the traineeships outside of Europe.

12:00 – 13:00

FLAGSHIP PROJECTS – Joint with MKT, AA and S&C**Description:**

There are hundreds of different projects around the network. However, 6 of them have proved to be quite recognizable in all levels: ELSA Law Schools, ELSA Delegations, ELSA Moot Court Competition, European Human Rights Moot Court Competition, Legal Research Groups and STEP. Therefore, they totally deserve the title flagship and special boost in order to succeed a unified expanded promotion of ELSA. The Flagship strategy was embraced by the network during ICM Batumi and their fame increased rapidly during the year both for the network and externals. At this workshop we will share tips on how to take advantage of this unique asset we have.

Preparation:

Go through the new pages especially created for these projects at the website www.elsa.org.

13:00 – 14:30

Lunch

14:30 – 16:00

PROPOSALS

Description:

Discussing and voting upon proposals related to the STEP part of the Decision Book.

Preparation:

Read the proposals related to the STEP part of the Decision Book made by the International Board starting on page [204](#) and proposals by National Groups starting on page [213](#). Important – we will discuss about the Proposal regarding Data Protection in ELSA, which relates to ELSA in general, so all interested ELSA officers are welcome – for the convenience, we will start with that proposal first.

16:00 – 17:00

STRATEGIC PLANNING IN ELSA AND STEP – Joint with BEE

Description:

Raising awareness about the importance of strategic planning in ELSA. Discussing about the strategic planning in STEP.

Preparation:

Read the input paper by ELSA Germany [here](#). Be prepared to give constructive inputs.

17:00 – 18:30

STEP TEAM

Description:

Raising awareness of the importance of STEP officers working as a team in order to achieve great results, and how much STEP officers rely and depend on each other.

Preparation:

Get ready for some practical tasks!

Tuesday, March 22nd, 2016 (10:00 – 18:30)

10:00 – 11:30

STEP ALUMNI/EMPLOYERS INSIGHT

Description:

Presentation from former STEP officers and STEP employers, about the employers' side of the story – what do employers expect from STEP. Opportunity to get an insight and ask questions.

11:30 – 13:00

JOB HUNTING

Description:

Getting traineeships is what STEP officers allocate the most time on. In order to be successful, we need to develop certain skills that we can use while communicating and negotiating with potential STEP employers.

Preparation:

Get ready for some practical tasks!

13:00 – 14:30

Lunch

14:30 – 16:00

INTERNATIONAL FOCUS PROGRAMME (IFP) – Joint with AA and S&C

Description:

Due to the fact that this is the last ICM of the Media Law IFP, we need to conclude it with final statistics, final overview of the implementation and to discuss its pros and cons. In addition to that, we will try to use the drawbacks of this programme for a better implementation of the upcoming programme on Environmental Law. Therefore, we will discuss the new implementation proposal and its different structure.

Preparation:

This year should be aimed at evaluation of the IFP on all the levels. Therefore, please think about the ways, how your Local or National Group implemented the Media Law in your projects and, whether you were successful or no. In addition to that please fill in the IFP Project Reports for the events you organized. Each evaluated event will help us to create better statistics.

16:00 – 17:30

MATCHING + IT**Description:**

Matching the applications is part of something that we offer to STEP employers as one of the biggest benefits, which they will not have to deal with the administration, and yet they will get the best, tailored applications for their traineeships. The Matching Team will present how we conduct Matching, special cases that may occur during the process and what we expect from other STEP officers that will make Matching go smoother. We will also present other IT related tools and innovations – STEP Internal Interface and STEP Portal.

Preparation:

Think about your activities during Student Hunting period, related to assisting the applicants with submitting their applications. Think about how you can contribute to better and faster Matching. Check the new [STEP Portal](#) and think about improvements.

17:30 – 18:30

RECEPTION**Description:**

Reception is one of STEP's special characteristics – therefore we need to make sure to deliver it properly.

Preparation:

Prepare to share your experiences with reception. Think about how we can improve it.

Friday, March 25th, 2016 (10:00 – 18:30)

10:00 – 12:00

TRAINING**Description:**

Providing the participants with knowledge on developing skills as practical tools necessary for being successful in professional work and communication.

12:00 – 13:00

CANDIDACY WORKSHOP**Description:**

The candidate(s) running for the position of Vice President Student Trainee Exchange Programme of ELSA International 2016/2017 will present themselves and will be interviewed by the Workshop participants.

Preparation:

Think of the questions you want to ask the candidate(s) – be constructive!

13:00 – 14:30

Lunch

14:30 – 16:00

PROMOTING STEP – Joint with MKT**Description:**

One of the STEP cycles of our year has passed and the start of the Student Hunting of the 2nd Cycle is approaching. Before it starts, the promotion of the 1st Cycle should be evaluated. The workshop will include presentations and evaluating discussions on internal and external promotion of STEP, the famous STEP countdown, STEP brand, as well as updates on the IT and IP matters.

Preparation:

Think about the improvements of STEP promotion, and how both ELSA International and National and Local Groups can contribute more, how we promote STEP towards potential employers, and not only potential applicants, and, prepare presentation on your ELSA Group's STEP marketing strategy and materials.

16:00 – 17:30

TRANSITION**Description:**

One of the most important parts of an ELSA officer's term is transition. It assures continuity, which is something that ELSA because of its structure often struggles with, and which is essential to have a successful term in office. Therefore, it is extremely important to adequately transfer information and knowledge to your successor.

Preparation:

Think about your transition – what was good, what was lacking, and what would you wish for that would have prepared you for your term better. And then how would you implement these answers in the transition that you will need to deliver. Think also about the timeline of the transition – when and where do you plan to deliver it – it is important for the exercise that we will have.

17:30 – 18:30

MISCELLANEOUS AND CLOSING**Description:**

Opening the floor for discussion of the postponed or new topics. Giving a feedback on the Workshop and closing the Workshop.

Preparation:

Think about the topics you would like to raise that are not included in the Agenda. Be ready to give constructive feedback of the Workshop. Bring champagne and confetti to celebrate the ending.

ACTIVITY REPORTS**INTERNATIONAL BOARD 2015/2016****ANNA HAIPOLA**| **President of ELSA International 2015/2016****Board Management**

- Weekly Area Updates started: informing each other on the recent work in a concise manner
- Mid-OYOP Training in January
- Arrangement of board dates for further bonding
- Introduction of feedback sessions for the board members to use on a voluntary basis
- Visits to the Tribunal of Commerce in Belgium, solving ELSA's registration issues
- Research in order to hire a secretary for the ELSA House and meetings with potential accountants along with the Treasurer of ELSA International 2015/2016

LII International Presidents' Meeting in Brno, Czech Republic

- Communication with Presidents beforehand in order to create workshops suited for their needs
- AIJA President Orsolya Gorgenyi present at the IPM

Coaching National Groups

- Skype meetings with few coaching groups
- Social Media updates

External Relations

- New Partners: Agreements with Severnvale Academy, AIJA, Catolica Global School of Law (upgrading to LL.M. partnership) and Uniplaces signed
- Funds raised thanks to new partnerships in total EUR 16,800
- Meeting with the Coalition for the International Criminal Court and communication with alumni therein
- Visited job fairs of Brussels law faculties in order to make contacts with law firms: followed up with a few meetings, phone calls and providing contacts to National Groups
- Meeting with alumni in Brussels and London
- Monthly meetings with DLA – reviewing the projects running in the Network. Additionally, pro bono legal advice for ELSA International

- Participating in IBA-ELSA Law Students' Conference on "Banking, Finance and Career", in London
- Meetings with the University of Law, while in London, and reestablishment of the relationship by changing the contact people
- IE Law School – presentation and networking event
- Negotiations with Allen & Overy, Clifford Chance, Cleary Gottlieb, Deloitte, Taylor Wessing, along with the Vice-President for Seminars and Conferences of ELSA International 2015/2016
- South Programme cooperation cancelled
- Participation in the World Forum for Democracy
- Interel – a strategic workshop with a professional consultant for the whole board
- Meetings with The Law Society and the Council of Bars and Law Societies in Europe
- Initiated contact with the European Law Faculties' Association
- Organised the Partners' Reception 2016
- Encouraged Local and National Presidents to promote ELSA International's Partners by sharing Facebook posts in BEE Facebook Group, combined with a weekly update
- Achieving Partners satisfaction with their reach in the social media
- Coordinating External Relations Team
- Participating in the Working Group on Financial Strategy as a member
- Keeping in contact with BARBRI International, a potential General Partner
- Initiating the second ELSA-IBA Law Students' Conference in London

HECTOR TSAMIS**| Secretary General of ELSA International 2015/2016****Administration**

- Drafting a proposal for new Statutes and Standing Orders of ELSA.
- Drafting a proposal for the restructuring of the IM part of the Decision Book, along with the Director for Quality Management, José Pouzada.
- Research on old regulations and ICM minutes in the archives.
- Compilation of the 19th State of the Network Report.
- Compilation of the 20th State of the Network Inquiry.
- Proper keeping, organisation and formatting of the minutes from the meetings of the International Board of ELSA and of the Board of Directors of EDF.

Human Resources

- Appointment of, coordination of and cooperation with the Human Resources Team, composed of Amandine Vole and Zulfiya Huseynova.
- Drafting of the structure and texts related to Membership and Alumni for the new website.
- Communication and meetings with ELSA alumni.

Training

- Appointment of, coordination of and cooperation with the Training Team, composed of Karolina Bogusz and Valeriu Drăgălin.
- Creation of a new comprehensive ITP Trainers' Database.
- Communication with the ITP Trainers.
- Managing the procedure of the Pre-Training Questionnaires.
- Adjustment of the working timeline regarding the training publication.
- Preparations for the creation of a website merely for ELSA Trainings.

LXVIII International Council Meeting in Batumi, Georgia

- Preparations for the plenary sessions and the IM workshops.
- Delivering the IM workshops.
- Communication with the Chair and the Vice Chair of the plenary sessions.
- Communication with the Head of the Organising Committee, Irakli Karkashadze, and cooperation with the other OC members prior to the ICM.
- Debriefing with the Organising Committee after the end of the ICM.
- Collection and compilation of the ICM minutes.
- Evaluation of the ICM.

LXIX International Council Meeting in Malta

- Communication with the Head of the Organising Committee, Nigel Micallef, prior to the ICM.
- Preparations and compilation of the ICM working materials.
- Preparations for the plenary sessions and the IM workshops.
- Pre-ICM visit to Malta.

35th Anniversary of ELSA

- Appointment of the 35th Anniversary Team, composed of Elif Benan Yaman, Lala Darchinova, Andreas Chorakis, Petros-Orestis Katsoulas, Mariagiulia Cecchini, Sergio Avila Testa and Nora Nagy.
- Cooperation with the team members regarding the anniversary projects.
- Related communication with the Organising Committee of ICM Malta and the ELSA Lawyers' Society.
- Contribution to the 59th Synergy Magazine with an article on the 35th Anniversary of ELSA.

External Affairs

- Meetings with our lawyer and our notary in Amsterdam, the Netherlands.
- Visits to the Belgian authorities for various administrative issues.
- Participation at the 2015 autumn Informal Forum of International Student Organisations (IFISO) in Zurich, Switzerland.
- Participation at the Half-Year November Conference of the International Association of Young Lawyers (AIJA) in Istanbul, Turkey, along with the Vice President for STEP of the International Board, in order to represent ELSA.
- Participation at the EU Studies' Fair in Brussels, Belgium, along with the Vice President for Academic Activities, Antonia Markoviti, in order to promote ELSA.

Coaching National Groups

- Participation at the 2015 autumn National Council Meeting of ELSA France, held in Aix-en-Provence, and meeting in person with the National Board and Local Officers.
- Meetings with ELSA France, ELSA Georgia, ELSA Norway, ELSA Slovenia and ELSA Turkey during the ICM Batumi.
- Efforts to re-establish contact with and re-activate ELSA Belarus and ELSA Montenegro.
- General communication with my Coaching National Groups.
- Planning of coaching visits for the second semester.

Miscellaneous Internal Affairs

- Communication with the IMers around the ELSA Network.
- Appointment of and cooperation with the Director for Quality Management, José Pouzada, the Director for Internal Management, David Pereira, and the Assistant for Knowledge Management, Ondrej Toloch.
- Appointment of and cooperation with the Proofreading Team, composed of Sascha Goslin, Froso Drakopoulou, Ruth Azzopardi, Olivia-Mădălina Giorghiu and Olga Koumpouri.
- Coordination of the work of and cooperation with the mentioned officers.
- Research on quality management.
- Launching of the project “Discover your ELSA History”.
- Management of the main informative email address of ELSA (elsa@elsa.org).
- Deactivation of the unused and organisation of the used email addresses of ELSA International.
- Research regarding the visa issue.
- Updating of the SAM and KAM host agreements
- Issue of the call, negotiations and appointment of the hosts for the VI SAM and VI KAM, ELSA Lviv and ELSA Münster respectively.
- Communication with the Organising Committee of the LXX ICM Coimbra 2016.

MAREK ŠKULTÉTY| **Treasurer of ELSA International 2015/2016****Financial Management**

- Disposition with the assets of the association and accounting
- Communication with the Bank and management of the accounts
- Interim audit and draft of the Interim accounts for approval by the Council
- Regular tasks such as budgeting, invoicing, various income or expense reporting, various purchases of equipment or travel arrangements
- Responsible for the House, utilities (phone, internet, water, electricity, heating, printer, etc.) and communication with the Landlord

Tax situation

- Meetings with external lawyers from partnering companies to discuss the issue (DLA Piper, Deloitte)
- Research of the situation in cooperation with the Director for Financial Management among legal regulations, internet articles and by contacting the authors of the aforementioned articles
- Meetings with two potential accountants for the outsourcing of accounting and tax advice, and contact of several more via email and phone in order to determine the best offer

Financial Strategy of ELSA

- Coordination and Chairing of the working Group – multiple Skype meeting and planning
- Financial Analysis of the Final Accounts of ELSA International, most of the terms back up to 2002
- Conclusions from the analysis and writing a Draft Financial Strategy proposal presented via videocall at the IPM Brno, with the final version to be presented and discussed at the ICM Malta

Moot Courts

- Treasuring tasks for the Moot Courts: Invoicing of EMC2 and EHRMCC teams, tracking of individual payments, responding to requests and accounting
- Communication with assistants on logistic arrangements and bookings
- Budgeting and financial planning for the competitions
- Financial reporting for the WTO and COE

Coaching National Groups

- Meetings with all coaching countries attending the ICM Batumi during food times and discussions about the state of their networks (18-25 of October)
- Attendance at NCM of ELSA Ukraine in Poltava, delivering a general workshop about ELSA International (12-16 of November)
- Attendance at NCM Germany in Heidelberg, delivering a specialized workshop to the treasurers on budgets and budgeting in ELSA (14-17 of January)

Grants and Fundraising

- Cooperation with director for Fundraising on grant applying and reporting
- 2 Grant applications for support from the EYF – One was successful, for a 2-year Structural grant from the European Youth Foundation (27.063 € awarded for the period)
- 1 Grant application for Erasmus + support for the year 2016 (sum 35.000 €, still waiting for decision)
- Attendance at the LRG Conference in Strasbourg and overseeing of the financial management of the project. Reporting of the Conference to the EYF (project sum 20.000 €)
- Erasmus + Grant reporting in progress (sum 35.000 €)
- World Forum for Democracy and Freedom of Expression Grant reporting (both projects' sum about 7.500 €)

Chairman of the EDF

- Registration of the current Board, multiple visits at the Chamber of Commerce
- 9 Applications for funding received, reviewed and decided upon with the Board of Directors of the EDF
- Cooperation with the Working group on EDF reformation on making the system more efficient – multiple skypes, research in old archives, statistics and drafting of the Proposal for EDF reformation

Miscellaneous

- Communication with and reporting to our external auditing partner on Final accounts 2014/2015 (around 180 individual documents provided)
- Consultancy meetings from Interel about development and professionalization potential of ELSA International, in charge of new partnership structure project
- Invoicing and financial matters of Study Visits to the House
- Financial management of the Christmas Cocktail, budgeting, planning and garden tent carpentering arrangements with Mr. Koeijvoets

DAGNE SABOCKYTE**| Vice President for Marketing of ELSA International 2015/2016****Corporate Identity and Unification**

- Reviewed the current Corporate Identity (both regulated and non-regulated parts) based on the evaluation sheets collected during ICM Batumi
- Coordinated the tasks of the Graphic Design Team (Nikolai Lyngnes, Ismini Athanasopoulou and Ivan Chopyk) relating to creation of general marketing materials, updating document templates and reviewing the current Corporate Identity
- Assisted ELSA Groups in complying with the Corporate Identity by providing them with files, advice and education
- Collected inputs about the compliance with the Corporate Identity from the Network

Branding and promotion of the Key Area projects

- Created the first marketing package for the 4th edition of the EHRMCC
- Coordinated the promotion of the 4th edition of the EHRMCC
- Coordinated the creation and distribution of the first 14th EMC2 marketing package and other EMC2 materials
- Coordinated the creation of the marketing packages for the Regional Rounds' Organisers of the 14th EMC2 in cooperation with the Graphic Design Team
- Created additional marketing materials for the 14th EMC2
- Initiated the first ELSA International Instagram account for EMC2 along with the Director for Public Relations, Christopher Johnsen as a part of the promotion strategy for the Competition
- Coordinated the creation and distribution of the marketing materials for the 1st STEP cycle of the year i.e. STEP countdown and STEP marketing package
- Created and distributed a marketing package for ELSA Day 2015 and coordinated its promotion on international level
- Created and distributed the first ever marketing package for ELSA Law Review and assisted in printing the previous edition
- Defined the flagship projects of ELSA in further detail together with the rest of the International Board and the Director for Public Relations, Christopher Johnsen. Started planning the promotion strategy.
- Coordinated the creation and distribution of the marketing materials for the LRG on Freedom of Expression, Protection of Journalistic Sources

Synergy Magazine

- Conducted interviews with applicants for the position of Assistant for Synergy and appointed the first Assistant for Synergy

- Issued a call for articles in the ELSA Network for the 59th edition of Synergy and communicated with external authors regarding their contribution
- Coordinated the collection of shipping addresses along with Andreja Friškovec, the Assistant for Synergy
- Collected and edited the articles to be published in 59th Synergy together with Assistant for Synergy
- Proofread the articles in cooperation with the Assistant for Synergy and the Proofreading Team
- Created the layout for the 59th Synergy

Advertisements

- Instructed the Directors for Advertisements Margaryta Ursol and Krzysztof Rumpel on their tasks and coordinated them
- Had a meeting with previous Director for Advertisements, Viltė Kristina Steponenaite, to gather more knowledge about the advertising history of ELSA
- In cooperation with the Directors for Advertisements adjusted the price levels for both Synergy and online advertising
- In sync with Directors for Advertisements launched a Christmas campaign for Synergy advertisements, which resulted in new online advertisements on elsa.org, several interested potential advertisers and a few new contacts for the future

Miscellaneous

- Visited ELSA Lithuania during their training weekend Statybos15
- Visited ELSA Austria's NCM in Salzburg, where I gave workshops on various topics within the Marketing Area and the international level of ELSA
- Assisted in searching for and creating digital materials for the new website
- Due to the update of the website of ELSA International, I was in charge of the communication regarding the change of the online advertising system to the advertising partners
- Communication with Officers from the Network to assist them with various tasks, mostly relating to the Marketing Area
- Attended several meetings with partners' and potential partners (Barbri International, Delaware Law, Law Society, Council of Europe's Liaison Office, Interel Group)
- Prepared materials for the 5th ELSA Partners' Reception
- Attended and reported from Council of Europe's World Forum for Democracy in Strasbourg, France. Created and submitted the final report from the labs I was responsible for.
- Together with the Director for Public Relations I was in charge of the social media channels of ELSA International (i.e. Facebook, Twitter, Youtube, Instagram, LinkedIn)

- Participated in an association management workshop specially tailored for ELSA, led by Keren Deront, Director for Associations in the Interel Group
- Participated in two trainings (mid-OYOP evaluation and non-formal education training by a trainer from the EYF)

ANTONIA MARKOVITI**| Vice President for Academic Activities of ELSA International 2015/2016****New Legal Research Groups (LRG)**

- Launch of the LRG on Freedom of Expression – Protection of Journalistic Sources in cooperation with the Council of Europe
- Special promotion – approaching supporters – creation of video - distribution of 300 posters
- Recruitment of 34 countries – biggest LRG in ELSA history
- Update of supporting materials – provision of academic guidelines for first time with the aim of uniformity and academic quality
- Creation of a working group with two big goals: a) Structuring LRG (creation of materials, researching the archive, updating the website) and b) Branding strategy of the LRG (following up previous LRGs, contacting potential supporters, focusing on its establishment as flagship project)
- Researching for publishing and registration options with CoE and other publishers
- Contact with the International Labour Organization (ILO) for potential LRG contributing to the update of their LEGOSH Database
- Daily communication with the International Coordination Team of the LRG

Legal Research Group on Social Rights

- Follow up international conference in Strasbourg at the European Youth Centre – 40 participants and diverse academic agenda
- Video by the Secretary General of CoE for the conference
- Contact with UN for potential cooperation on legal research
- Publication of the Concluding Report with the main findings of the LRG (a detailed summary of 100 pages)
- Printing 100 hard copies and distribution of the concluding report to the network and externals

ELSA Law Review (ELR)

- Formatting and compiling the 1st edition with the 11 articles out of 43 submissions
- 11th of November: Publication of the 1st edition and call for submissions for the 2nd
- Printing 15 hard copies of the 1st re-established ELSA Law Review
- Submissions deadline for the 2nd edition on 31st of January: **85** submissions
- Boost of promotion in Facebook and Twitter – many reminders and creation of special .gif - Posting in various groups and in other institutions' and universities' websites
- Communication with ALSA and initiation of cooperation for the 2nd edition
- Communication with the Vrije University of Brussels and potential cooperation

- Researching of opportunities for official publishing and indexation in big databases
- Restructure of the guidelines, expansion of the Editorial Board and daily communication with the new Director for the ELSA Law Review

ELSA Negotiation Competition (ENC)

- Creation of package with handbooks, rules, logos, promotional materials and templates of all the necessary documents for the establishment of an ENC by the local and national groups
- Focus on the uniformity of the project
- Preparations for the coaching system of the existing competitions
- Frequent communication with the ELSA Negotiation Competition Team

ELSA Day & Human Rights

- Successful celebration of ELSA Day with 150+ events taking place in the network
- Distribution of CoE visibility materials to 40 local groups and official support
- Communication with CoE for the creation of a surprise trophy of the ELSA Day winner and follow up video
- Preparation of ELSA Day press release and relevant article
- Creation of database with human rights association for following up
- Following up LRG on No Hate Speech by including a report at the European Youth Foundation report of the NHS activities

Coaching Countries and communication with the network

- Frequent skype meetings and daily communication with the majority of my coaching countries (Cyprus, Denmark, Finland, Ireland, Portugal and Slovak Republic) – New Year's email with feedback for their performance during the first semester
- Participated at the NCMs in Lisbon, Rovaniemi, Dublin, Amsterdam & Athens and planning to visit NCMs in Bratislava, Nicosia and Copenhagen
- Daily communication with the national and local AA officers

Miscellaneous

- Head Delegate at the Council of Europe Conference on 'Freedom of Expression: still a precondition for democracy?' – Meeting the Secretary General of CoE – Active presence in social media
- Participation at the World Forum of Democracy – Drafting report
- Assisting the Treasurer of ELSA International 2015-2016 at the drafting of the project grant application and evaluation of the one of the previous year
- Meetings with externals
- Accompanying and assisting Ada at the two European Regional Rounds of EMC2 in Passau and Brno

- Attendance of various academic and networking events in Brussels
- Researching for Academic Partner
- Contribution to the administration of the ELSA Twitter account
- Participation at the ELSA Germany Christmas Cocktail, ELSA's Christmas Cocktail and Partners' Reception
- International Organizing Committee at the Final Oral Round of the European Human Rights Moot Court Competition in Strasbourg
- I would like to thank my amazing teams and colleagues, since thanks to their contribution we managed to well establish, improve and brand AA area.

ADA GAWRYSIAK**| Vice President for Moot Court Competitions of ELSA International 2015/2016****ELSA Moot Court Competition on WTO law**

- Establishment of the new sponsors structure
- Gaining two platinum sponsors, and 6 gold sponsors and 3 completely new sponsors
- Registration process of participants and communication with the teams, 40 countries, 90 teams all together registered
- Constant communication with the Regional Round Organizers, Academic Board of the Competition, the Case Author, WTO and Sponsors
- Guiding the Case Author towards the Bench Memorandum writing
- Negotiations with United Nations Economic Commission for funding for Africa regarding the African Regional Round
- Working on making the African Regional Round self-sustainable by searching new long-term sponsors
- Gathering Panellists for the Written Submission scoring/ Regional Round oral pleadings and the Final Oral Round pleadings, communication with the Panellists, briefing and guiding through the Competition
- Coordination of the scoring process of the Written Submissions as, for the first time, every paper will be double scored, so we have 80 Panellists for scoring
- Preparation of the new score sheets and oral pleadings materials for the Competition
- Participation in the Regional Rounds and coordination of the Competition there, calculation of the scores, interpretation of the Rules, support for the Regional Round Organizers, Panellists preparation
- Worldwide promotion of the Competition, working on publicity in Africa, mostly via Twitter in order to promote Competition also locally and reach out to new institutions
- Support from WTO, for the first time, regarding the publicity of the Competition by promoting the EMC2 in WTO social media
- Preparations for the Final Oral Round, which will be organized in July 2016, overall coordination of the preparations
- Cooperation with BIILC Conference during the Final Oral Round so that all the participants will be able to attend the Conference free of charge

European Human Rights Moot Court Competition

- Registration of the teams for the 4th edition of the Competition
- Registration process of participants and communication with the teams: 79 teams from 26 countries registered
- Constant contact with the Council of Europe

- Overall planning and coordination of the Final Oral Round, which took place between the 15th-19th of February 2016, Strasbourg, France
- Gathering Judges to score the Written Submissions/attend the Final Oral Round
- Preparations of all the pleading materials for Judges and teams
- Coordinating the scoring process of the Written Submissions by the Judges
- Announcement of the best 16 teams that were qualified for the Finals to Strasbourg
- Reception hosted by the City of Strasbourg during the FOR, For the first time
- Three Judges from the European Court of Human Rights were judging the Grand Final
- The Deputy Secretary General of the Council of Europe participated in the Award Ceremony
- Establishment of the quarterfinals during the Final Oral Round
- Discussing with the Council of Europe the possibility of having unified logo and marketing materials for the EHRMCC for future

Coaching National Groups

- Attendance of the Officers Meeting of ELSA Estonia
- Attendance of the NCM of ELSA Sweden
- Attendance of the NCM of ELSA Austria
- Meeting with all my coaching countries during ICM Batumi and IPM Brno while having common lunches
- Visits to all my coaching countries during my term

Miscellaneous

- Establishment of the Working Group for Moot Court Competitions that will update existing MCC Organizer's Manual, create additional templates, create a database and evaluation form for MCCs and finally create new internal materials regarding EHRMCC/EMC2
- Establishment of the Working Group for Moot Court Competitions scoring
- Communication with Local and National Officers regarding their MCCs
- Participation in the World Forum for Democracy
- Participation in the preparations for ELSA Partner's Reception
- Participation in the IPM Brno
- Pre-visit in Passau and Brno for the EMC2 Regional Rounds
- Constant communication with all Assistants from EMC2 and EHRMCC Team
- At the end of my Activity Report, I need to express my extreme gratitude towards Maja, Dominik, Alexandra, Robert, Gaia, Beverly, William and Alexandra for all their hard work and dedication
- I would also like to express my gratitude towards the EMC2 Regional Round Organizers for their amazing job and great communication

MATEJ SADLOŇ**| Vice President for Seminars and Conferences of ELSA International 2015/2016****ELSA Law Schools**

- Implementation of the ELSA Law Schools unification
- Creation of the joint Application procedure for ELSA Law Schools
- Coordination of the coaching system performed by the ELSA Law Schools team
- Supervision of the work of ELSA Law Schools team on ELSA Law Schools Handbook
- Supervision of the work of a Working Group on Terms and Conditions of the ELSA Law Schools
- Establishment of the self-updated ELSA Law Schools Portal together with Director for IT

ELSA Delegations

- Implementation of the new ELSA Delegations team structure
- In cooperation with the ELSA Delegations team provided four Calls for ELSA Delegations and at least three Calls are planned
- Enlargement of the institutions' number and few new annual opportunities covered under ELSA Delegations

International Conferences

- Establishment of the first international annual Conference on Commercial Law in London in cooperation with the International Bar Association
- Coordination of the organization of the Final LRG Conference
- Coordination of the organization of the Final IFP Conference

IT

- Creation of the new websites for ELSA and their Flagship projects along with the IT team
- Establishment of the Application systems platform for ELSA projects together with the Director for IT
- Research on possibilities of having a free intranet for the whole network
- Several other IT improvements and simplifications

Miscellaneous

- Implementation of the Flagships promotion strategy
- Supervision of the work on the IFP implementation proposal
- Supervision of the work on the IFP Environmental Law Handbook

- Communication with the network and the Coaching countries
- Organization of the Study Visits to the ELSA House
- Other tasks connected with membership in the International Board and S&C area

VEDRAN STANKOVIĆ**| Vice President for Student Trainee Exchange Programme
of ELSA International 2015/2016****STEP IT**

- Transferring TAF in online form
- Finalizing the implementation of TFS in online form
- Configuring the new online system for Evaluation Forms
- Modernizing STEP Portal

STEP Team

- Including matching assistants in more extensive procedure-related work
- Including coaching assistants in more extensive JH and SH-related work

STEP Working Groups

- Coordinating four Working Groups on Data Protection, Contractual Obligations, Intellectual Property and Drafting the Standard Agreement
- Communicating with the law firm that provides advice on ELSA's Legal Issues
- Drafting the STEP related provisions of the standard agreement to be used with partner students' associations
- Drafting the Privacy Policy to be used by ELSA
- Drafting the provisions of the new STEP contracts with employers and applicants/trainees

STEP Employers

- Keeping active and approaching new EI STEP employers (5 in total)
- Renewing STEP cooperation with the Council of Europe
- Globalizing STEP (Africa, Asia, potential with Australia)
- Double the strategic increase of the total number of traineeships

Miscellaneous

- Advertising STEP within cooperating organizations
- Attended and delivered workshops on ICM Batumi
- Attended and delivered workshops on NCM Czech Republic
- Attended AIJA Half-Year Conference Istanbul and delivered presentation of ELSA
- Introducing accommodation opportunities for STEP trainees with new ELSA's partner Uniplaces
- Delegating reception for STEP trainees in Brussels to local STEP officers

- Redesigning and updating STEP certificates and STEP Media Card
- Participating in designing STEP promotional materials

ELSA INTERNATIONAL TEAM 2015/2016

**ELIF BENAN YAMAN, LALA DARCHINOVA, ANDREAS CHORAKIS,
PETROS-ORESTIS KATSOULAS, MARIAGIULIA CECCHINI,
SERGIO ÁVILA TESTA & NÓRA NAGY**
| 35th Anniversary Team of ELSA International 2015/2016

Elif Benan Yaman
<ul style="list-style-type: none"> • Drafting Facebook posts aiming at promoting the projects. • Drafting emails aiming at promoting the projects. • Approaching ELSA Alumni for the Success Story Video. • Collecting photos and information regarding the ELSA History. • Launching the #annivELSAry Challenge on February 5th, 2016.

Lala Darchinova
<ul style="list-style-type: none"> • Drafting Facebook posts aiming at promoting the projects. • Drafting emails aiming at promoting the projects. • Approaching ELSA Alumni for the Success Story Video. • Collecting photos and information regarding the ELSA History. • Launching the #annivELSAry Challenge on February 6th, 2016.

Andreas Chorakis
<ul style="list-style-type: none"> • Drafting Facebook posts aiming at promoting the projects. • Drafting emails aiming at promoting the projects. • Approaching ELSA Alumni for the Success Story Video. • Collecting photos and information regarding the ELSA History. • Launching the #annivELSAry Challenge on February 4th, 2016.

Petros-Orestis Katsoulas
<ul style="list-style-type: none"> • Drafting Facebook posts aiming at promoting the projects. • Drafting emails aiming at promoting the projects. • Approaching ELSA Alumni for the Success Story Video. • Collecting photos and information regarding the ELSA History. • Launching the #annivELSAry Challenge on February 4th, 2016.

Mariagiullia Cecchini

- Drafting Facebook posts aiming at promoting the projects.
- Drafting emails aiming at promoting the projects.
- Approaching ELSA Alumni for the Success Story Video.
- Collecting photos and information regarding the ELSA History.
- Launching the #annivELSAry Challenge on February 7th, 2016.

Sergio Ávila Testa

- Drafting Facebook posts aiming at promoting the projects.
- Drafting emails aiming at promoting the projects.
- Approaching ELSA Alumni for the Success Story Video.
- Collecting photos and information regarding the ELSA History.
- Launching the #annivELSAry Challenge on February 2nd, 2016.

Nóra Nagy

- Drafting Facebook posts aiming at promoting the projects.
- Drafting emails aiming at promoting the projects.
- Approaching ELSA Alumni for the Success Story Video.
- Collecting photos and information regarding the ELSA History.
- Launching the #annivELSAry Challenge on February 3rd, 2016.

Miscellaneous (All Projects)

- Success Story Video
- Exhibition
- #annivELSAry Challenge
- Testimonials

NICOLAS HAAS**| Assistant for Jurisdiction of ELSA International 2015/2016**

- Coordinating the Jurisdiction Working Group
- Drafting the “Asset Deal” Proposal to Move the Jurisdiction as requested by the Council at the ICM in Batumi
- Presenting the aforementioned proposal to the International Board of ELSA International 2015/2016 for first time in middle of December 15 and then again in January/February 16
- Lack of tax ruling having as a result no financial analyses on the changes of the move of Jurisdiction.
- Drafting a second Proposal in order postpone Jurisdiction issue again
- Currently creating a legal entity on the request of WTO; acquired Domicile address for that entity.
- No research was it done on potential move of EDF because of lack of time and explicit request

ALESSANDRA MARSON, FEDERICA SIMONELLI & PAULO FERREIRA
| External Relations Team of ELSA International 2015/2016

Alessandra Marson

- Effort to contact the countries I was assigned with for the tutoring, with no great results
- Partnership proposal to the following companies: Global Brigades, AirBnb, InterRail, Your Trainers Group, EF
- Negotiation with following universities: Cornell, UCLA School of Law in Los Angeles, Syracuse University College of Law, USC Gould School of Law, Coastal Law, Penn Law, Frodham Law University, Berkley University, Brookling Law School, NYU, Widener University
- Contact with BARBRI via Skype meeting and emails
- Participation in the ELSA Partners' Reception and IPM in Brno.

Federica Simonelli

- Creation of an External Directory database of all the past and current Partners of ELSA International that has been implemented and will be year after year.
- Creation of a more detailed database of previous International Board members in order to re-establish a contact with these professionals and potential contributors as Alumni – a project to be continued during the second semester
- Search of potential partners: my personal assignment being "Docsity" (whose contact was passed to some relevant countries) and still working on "LinkedIn" – task to be continued during the upcoming semester
- Initiation of the External Relations Coaching system, the results of which should be presented soon to the Presidents: the lack of some information by some countries slowed down a bit our work, but we plan to bring it to completion by ICM Malta.

**SASCHA GOSLIN, FROSO DRAKOPOULOU, RUTH AZZOPARDI,
OLIVIA-MĂDĂLINA GHIORGHIU & OLGA KOUMPOURI**
| Proofreading Team of ELSA International 2015/2016

Sascha Goslin

- Proofreading of the personal description of Directors of ELSA International 2015/2016 to be uploaded to the official website of ELSA
- Proofreading of a certain number of articles for the 59th edition of Synergy Magazine

Froso Drakopoulou

- Proofreading of the personal descriptions of the Officers consisting the respective teams of ELSA International 2015/2016 to be uploaded the official website of ELSA
- Revision of five articles for the 59th editions of Synergy magazine and contribution to the editing the final version
- Revision and editing the Activity Reports to be included in the Working Materials of the LXIX ICM in Malta

Ruth Azzopardi

- Proofreading the Personal descriptions of the Officers of ELSA International 2015/2016, mostly the team descriptions.
- Proofreading and editing articles for the Synergy Magazine.
- Proofreading and editing the Description of the AA, S&C, BEE and FM workshops for the Working Materials of the LXIX ICM Malta 2016 - shared with Olivia.

Olivia-Mădălina Ghiorghiu

- Revision of the descriptions of some of the ELSA International Officers to be uploaded on the official website of ELSA
- Proofreading and editing of four articles to be published in the 59th edition of Synergy and editing the final draft
- Proofreading and editing of the descriptions of the AA, S&C, BEE and FM workshops to be held at ICM Malta in 2016 – shared task with Ruth

Olga Koumpouri

- Revision of the personal descriptions of some of the ELSA International Officers to be uploaded on the official website of ELSA
- Proofreading and editing of 6 articles to be published in the 59th edition of Synergy and editing of the final draft

**MILOŠ PUPIK, NICOLAS TREBBIEN-NIELSEN, ANTTI LANKINEN, CODIN
MOLDOVANU & WOLFGANG FUSCHLBERGER**
| Information Technology Team of ELSA International 2015/2016

Miloš Pupik, Director for IT

- Conducting research of IT goals in ELSA according to the communication with the International Board.
- Preparing and presenting an extensive structure for new ELSA website to Vice President for Seminars and Conferences of ELSA International.
- Conducting research regarding optimal server options for new the ELSA website.
- Conducting research regarding unnecessary web services being used by ELSA International and cancelling these services.
- Preparing the bone of the new website together with Nicolas Trebbien-Nielsen – setting up server, installing WordPress, enabling multisite.
- Starting filling in the websites with content and with the help of the Vice President for Seminars and Conferences of ELSA International with his assimilation into the system.
- Working on constant optimization of the ELSA website.

Nicolas Trebbien-Nielsen, Member

- Preparing the bone of the new website together with Miloš Pupik – setting up server, installing WordPress, enabling multisite.
- Constantly helping with the technical side of everything – changing DNS, widening multisite, managing new server, etc.
- Conducting research according to the upcoming steps before completely shutting off the old server.

Antti Lankinen, Member

- Conducting research according to the optimal plugins for the new ELSA website and intranet offers by MSFT and Google for NGOs.
- Adding content to the new ELSA website according to the instructions of the Vice President for Seminars and Conferences of ELSA International.

Codin Moldovanu, Member and IT Support

- Supporting the International Board with any requests regarding IT on short notice.
- Fixing any issues connected to the old server.

ZULFIYA HUSEYNOVA & AMANDINE VOLE
| **Human Resources Team of ELSA International 2015/2016**

- Creation of a PowerPoint Presentation on the Human Resources Strategy (HRS) of ELSA International.
- Work on developing the Alumni Directory of ELSA International.
- Drafting of the questions related to the first annual evaluation of the HRS for the 20th State of the Network Inquiry.
- Creation of the organizational chart of the association.
- Contributing to the structure of specific parts of the new website of ELSA International.

KAROLINA BOGUSZ & VALERIU DRĂGĂLIN
| **Training Team of ELSA International 2015/2016**

Karolina Bogusz

- Presentation about trainings in ELSA during the LII International Presidents' Meeting in Brno, Czech Republic.
- Preparation of the content for new website on trainings.

Valeriu Drăgălin

- Preparation of the presentation on ELSA Trainings

Miscellaneous

- Preparation of the publication on trainings.
- Reviewing the current training system of ELSA.
- Assisting the Secretary General of ELSA International with the training requests.

JOSÉ POUZADA
| **Director for Quality Management of ELSA International 2015/2016**

- Researching systems and procedures of Quality Management, ISO 9000 guidelines and crafting tools for Quality Management Systems.

- Drafting a plan of action for the improvement of Quality Management during the term 2015/2016.
- Advising the International Board on setting up a Quality Baseline with the aim of doing a factual Gap Analysis.
- Discussing with the Secretary General of the International Board about the state of the ELSA Network regarding Quality Management and possible ways of improving it.
- Crafting a Quality Management System according to the research and discussion results.
- Assisting the Secretary General in drafting the proposal to change the Internal Management part of the Decision Book, in matters regarding Quality.

DAVID PEREIRA

| Director for Internal Management of ELSA International 2015/2016

- Revising the Internal Management materials.
- Examining a method of harmonisation of the Council Meeting Decision Book.
- Assisting the Secretary General of the International Board.

ONDŘEJ TOLOCH

| Assistant for Knowledge Management of ELSA International 2015/2016

- Researched ELSA PINIL archived files to identify academic/institutional supporters
- Researched ELSA SPEL archived files to identify academic/institutional supporters
- Compiled list of supporters from the above
- Researched IB minutes (10/11, 13/14, 14/15) to identify any visa issues
- Researched IB minutes (13/14, 14/15) to identify discussions on terminology changes

CINDY THÜRLER**| Director for Financial Management of ELSA International 2015/2016**

- Researching on tax matters
- Assisting the Treasurer of ELSA International 2015/2016 on some regular tasks
- Helping the Treasurer of ELSA International 2015/2016 on setting a sheet that compiles previous IB financial years
- Helping to restructure the Budget
- Researching a professional accountant
- Helping to do some FM archive clean up

BEA ŠEBALJ**| Director for Fundraising of ELSA International 2015/2016**

- EYF structural grant application
- EYF operational grant application
- Erasmus + grant application
- LRG Conference Strasbourg, financial coordinator
- LRG Conference Strasbourg reporting
- Member of the Working Group on EDF reformation
- EDF recommendations

IVAN CHOPYK, NIKOLAI LYNGNES & ISMINI ATHANASOPOULOU
| **Graphic Design Team of ELSA International 2015/2016**

Ivan Chopyk

- Development and creation of STEP 1st cycle countdown pictures
- Assistance in developing new regulations on the Corporate Identity
- Creation of templates for ELSA logo in extensions .psd & .indd
- Creation of templates for general certificates, letters of appreciation, word documents and letterheads
- Creation of miscellaneous marketing materials (Human Rights Day picture, general poster templates etc.)

Nikolai Lyngnes

- Creation of the STEP marketing package & STEP certificate
- Creation of the Negotiation Competition logo
- Creation of the 35th anniversary logo
- Assistance in the overall work

Ismeni Athanasopoulou

- Contribution to the creation of STEP 1st cycle countdown pictures
- Creation of the Legal Research Group's Marketing Materials
- Creation of the new General ELSA Brochure & General ELSA Brochure Template
- Creation of the General ELSA Flyer & General ELSA Flyer Template
- Update of the Marketing Materials of the 14th ELSA Moot Court Competition

MARGARYTA URSOL & KRZYSZTOF RUMPEL
| **Directors for Advertising of ELSA International 2015/2016**

Margaryta Ursol

- Transition with the Director for Advertising ELSA International 2014/2015
- Update of the database of current and potential advertisers
- Research on the market prices and update of the prices for advertisements through ELSA advertising channels
- Preparation of an offer for potential advertisers for Synergy Spring Edition 2016

- Sending of e-mails as a part of advertising offer campaign for Synergy Spring Edition 2016
- Negotiation with potential online advertisers (in progress)
- Mid-term evaluation and scheduling of advertising offer campaigns for the rest of the term

Krzysztof Rumpel

- Transition with the Director for Advertising ELSA International 2014/2015
- Restructure of the database and updating the contacts list for advertising
- Presentation of the first draft of a brand new ELSA Advertising Media Card
- Participation in the LXVIII ICM Batumi 2015, Marketing Workshops
- Sending e-mails as a part of advertising offer campaign for Synergy Spring Edition 2016
- Negotiation with potential advertisers for the Synergy Magazine and online (in progress)
- Mid-term evaluation and scheduling of advertising offer campaigns for the rest of the term

CHRISTOPHER NÆSHEIM JOHNSEN

| **Director for Public Relations of ELSA International 2015/2016**

- Initiating contact with officers by Sending out a general e-mail instructing them how to implement our Corporate Identity on all media channels, and providing a general introduction to those who didn't have a proper transition and contact with officers who were in breach to inform and resolve the situation.
- Being given access to ELSA International's Twitter and Facebook accounts in order to research different institutions and their media channels to find a way to connect with those of interest to us.
- Creation of a social media calendar to be used to get an oversight of what is coming up and what needs to be promoted for the facilitation of the International Board of ELSA International 2015/2016 where the international days from the UN, EU and CoE were included.
- Several press releases to be used by ELSA International and other cooperative media entities.
- Promotion of EMC2, by writing press releases, developing promotion strategies as well as doing research on different potential sponsors for the project and creation of an Instagram account for ELSA Moot Courts for promotional reasons.
- Contribution to the drafting the script to be used by the Director-General for the WTO in his video made for the EMC2, an important task for the promotion of the competition, as it would show the WTO's thought on the cooperation.

- Further development of ELSA's Media Relations Database to make it easier to use for the International Officers.
- Skype meetings with the Vice President for Marketing of ELSA International 2015/2016 and others officers in order to brainstorm different projects and their promotion strategy.
- By the end of the term I intend to have created a document with a description of the position of Director for Public Relations so that future Directors know what is expected of them and what responsibilities they have.

ANDREJA FRIŠKOVEC

| Assistant for Synergy Magazine of ELSA International 2015/2016

- Formulating the topic for the 59th edition of the Synergy magazine.
- Administrative work with the shipping lists.
- Proofreading of the articles sent for submission from external partners, members of the ELSA Network and International Board 2015/2016.
- Assisting the Vice President for Marketing in editorial perspective.
- Assisting with creating the ELSA Calendar and other parts of the magazine.
- Tracing the packages.

**MARILENA ZIDIANAKI, ANDREJA FRIŠKOVEC,
AGNESE CIGLIANO, MARIAGIULIA CECCHINI,
JESSICA ALLEN, PAVLO MALYUTA, SARA DUSHI, TIMOS SOURVAS**
| **ELSA Law Review Team of ELSA International 2015/2016**

Marilena Zidianaki, Director for ELSA Law Review

- Held skype meetings & phone calls to distribute tasks to editors
- Creation and organization of shared google folders for the team to keep track of their work (e.g. list of submissions spreadsheet, list for email marketing addresses etc.)
- Allocation of December and January for the ELR promotion and February and March for selection and editing
- Organisation of the marketing campaign for December and January, setting the goal of 90 submissions (double the amount of the 1st edition)
- Promotion of the ELR both on LinkedIn and Facebook, along with the ELR members
- Reply to some more demanding enquiries upon consultation with the Vice-President of Academic Activities of ELSA International 2015-2016
- Updates on monthly basis on the ELR team activities in order to keep the Vice-President of Academic Activities of ELSA International 2015-2016 updated

Timos Sourvas, Pavlo Malyuta & Andreja Friškovec, Email Marketing Sub-Group

- Sending of more than 100 emails to universities, institutions, etc. to promote the ELR
- Creation of a list of email addresses for promotion of the ELR

Agnese Cigliano & Mariagiulia Cecchini, Social Media Marketing Sub-Group

- Posted the ELR promo to numerous Facebook groups and pages
- Spread the word to local ELSA groups with friends and acquaintances
- Sent personal messages to researchers, friends etc.
- Reported every 15 days for the progress

Mariagiulia Cecchini, Inbox Assistant

- Sent confirmations of receipt to the authors
- Listed all submissions in a spreadsheet
- Replied to enquiries from authors
- Reported every week for the progress via e-mail

Sara Dushi, First Screening Assistant

- Screened the articles submitted to check if they comply with requirements

Miscellaneous

- Promoted the ELR continuously to our Network, using e-mail and social media
- Managed to get more than 80 submissions of articles/case notes, doubling the amount of submissions of the 1st edition
- Appointment of Jessica Allen as a member of the Editorial Board

CLAUS-MARIA SPERLING , IPSHITA SINGH & DENISE SCHWARZ
| **Negotiation Competitions Team of ELSA International 2015/2016**

Claus-Maria Sperling, Director for Negotiation Competitions

Ipshita Singh, Assistant for Negotiation Competitions

Denise Schwarz, Assistant for Negotiation Competitions

- Creation of the official materials for the ELSA Negotiation Competition (ENC) serving as a unified compilation of documents for ELSA officers, aiming at arranging the materials in a practical manner in order to facilitate the implementation of the project in the Network.
- Having included in the ENC materials: an organisation guide, a codex stating the rules which are based upon the official rules of International Negotiation Competition, a judge package, a model scenario, as well as useful materials like a presentation for recruiting participants, a media card for contacting externals and templates for promotional materials.
- Discussion on a weekly basis on Skype.
- Cooperation with the Graphic Design Team of ELSA International for establishing a visual branding for the project, particularly a logo in order to give the ENC a face.
- Finalising the preparations and releasing the materials before ICM Malta, thereby the officers may already become familiar with the structure and the benefits of organizing the competition, so that they can additionally get the chance to incorporate the ENC in their plans for the rest of the term or for their transition to successive generations.
- Preparation of a session in cooperation with the Vice President for Academic Activities of the International Board for the AA Workshop on Negotiation Competitions in order to enable the introduction of the unified materials for the ENC and its implementation in the Network.
- Getting into direct contact with those ELSA Groups which are running a round of the ENC, to provide support for them as well as for those ELSA Groups which are interested in potentially organising the ENC.
- Intensifying the contact with the International Negotiation Competition.

**JAKUB ČÁJA, BRUNO FILIPE LIMA MONTEIRO,
HÅKON SVERDSTAD BJØRVIK, MARK O'REILLY & LALA DARCHINOVA**
| **International Coordination Team for the ELSA Legal Research Group
of ELSA International 2015/2016**

Jakub Čája, International Human Resources Coordinator

- Drafted General Outline of the project and contributed to other supporting materials
- Created and constantly updated webpage
- Contacted National Officers in order to recruit National Coordinators
- Assisted National Coordinators with their recruiting process, answering any questions
- Revised the applications, approved the pre-selected participants for the National Research Groups

Bruno Filipe Lima Monteiro, International Academic Coordinator

- Presented the conclusions of the previous LRG on Social Rights and presented the Concluding Report in the Conference on Social Rights and Austerity Measures, in Strasbourg
- Conducted research on the international and European standards and resources on the protection of journalist sources in preparation for the revision process of the first drafts of the LRGs national reports
- Collected case-law of the European Court of Human Rights to assist the LRGs in the revision process
- Drafted the Academic Guidelines for the LRG on protection of journalistic sources, with the assistance of the International Research Assistant and the International Technical Coordinator
- Clarified doubts and questions related to the Academic Framework of the LRG, and disseminated the answers among the other LRGs
- Coordinated the work of the International Research Assistant
- Drafted the final chapter (Collective Complaints System) of the Concluding Report on Social Rights
- Revised the Concluding Report on Social Rights in preparation for publication with the assistant of the International Linguistic Coordinator and the International Technical Editor
- Liaised with a Member of United Nations Committee on Social, Economic and Cultural rights in preparation of a new LRG on Environmental Law

Håkon Sverdstad Bjørvik, International Research Assistant

- Assisted Bruno in drafting the academic guidelines
- Searched and compiled a preliminary list of relevant ECHR case law

- Studied the subject matter, identified and read relevant articles and reports
- Started compiling lists of country specific information that might be relevant or of interest.
- Assisted academic coordinator in answering questions from LRGs

Mark O'Reilly, International Linguistic Editor

- Reviewed the linguistic guidelines
- Reviewed the different reports from the WG on Social Rights
- Reviewed the Concluding Report on Social Rights

Lala Darchinova, International Technical Editor

- Drafting Academic Guidelines for the LRG on Freedom of Expression
- Reviewing technical guidelines
- Formatting final Concluding Report of the LRG on Social Rights

LUISA ZAPPALÀ

| Director for Human Rights of ELSA International 2015/2016

- Administrated the ELSA Day specification forms and upload events on the website
- Collected visibility materials for the final video (photos and videos)
- Contacted Empower Women; UN Women, EIGE and World Bank Group
- Answer emails from the network regarding ELSA Day and Human Rights projects
- Data collection for potential contributors for Human Rights projects

**MAJA DRAGANIC, DOMINIK HILL,
ROBERT VIERLING & ALEXANDRA CASCIARO
| EMC2 Team of ELSA International 2015/2016**

Maja Draganic, Assistant for Administration

- Answering questions about the EMC2 rules.
- Collecting and answering Clarification Questions regarding the case.
- Collecting information from the Registration Form and taking care of the registration process.
- Sending invoices for the Participation fee and supporting the Teams in financial matter regarding the Registration fee.
- Updating and unifying the list of contacts of EMC Partners and possible panellists.
- Creating a contact list for African Universities.
- Scoring the Written Submissions for penalties.
- Guiding, helping, supporting and assisting Regional Round Organizers from Canada and Passau.

Dominik Hill, Assistant for Administration

- Collecting and answering Clarification Questions regarding the case.
- Updating, unifying and simplifying the Score- and Oral Pleading Sheets.
- Collecting and structuring the Written Submissions.
- Answering questions about the Rules.
- Guiding, helping, supporting and assisting Regional Round Organizers.

Robert Vierling, Assistant for Fundraising

- Assisting to create a Partner Structure consisting of three different levels and the respective cooperation outlines.
- Assisting to create a Sponsorship Packages in accordance with the created partner structure.
- Researching for contact details of several Institutions and Law Firms in Africa.
- Approaching Institutions and Law Firms to seek support for the African Regional Round.
- Contacted and gained a new Gold Sponsor for the competition, and keeping in touch in order to fulfil the agreed terms of the sponsorship.
- Follow-up calls to sponsors from the ELSA House during a two-day work stay.
- Setting up contact with Accor Hostels (Ibis) to arrange discount on the accommodation for the Final Oral Round in Geneva.
- Contacting Lufthansa for signing a support agreement.

- Proofreading and commenting on the current version of the Media Card.
- Customizing agreements with several partners.
- Proofreading of agreements.
- Consulting, discussing and giving advice to the Vice President for Moot Court Competitions about the cooperation with certain sponsors.

Alexandra Casciaro, Assistant for Logistics

- Contacting hotels in order to negotiate preferred rates.
- Contacting restaurant for the award dinner.
- Booking rooms for the board.
- Establishing contacts with catering companies.
- Preparing an interactive and illustrated social program.

**GAIA IAPPELLI, ALEXANDRA COSTEA,
BEVERLY TONNA & WILLIAM NASH**
| EHRMCC Team of ELSA International 2015/2016

Gaia Iappelli, Assistant for Administration

- Appointment as Assistant for Administration and immediate contact with the Vice President for Moot Courts of ELSA International 2015/2016 in order to start drafting the rules of the competition making the necessary clarifications and amendments under her supervision.
- Assignment with the management of the email address answering to all information requests about the competition timeline and Rules.
- Registration of the teams by recollecting personal information from the application form and providing them, just after its completion with the team number for identification without revealing provenience. Additional attention at the selection procedure to incorporate the new rule which allowing the participation of only one team per university.
- Collections of the Clarification Requests, as each team could send in up to five, confirmation of their correct reception, and dividing them by main themes in order to facilitate the Case Author. Subsequently, sending a document with the given answers to all participants.
- Written Submissions Recollection, confirmation of receipt to the teams and coordination with the Vice President for Moot Court Competitions of ELSA International 2015/2016 to send them to judges: the interesting data was that the great

majority of teams that had registered effectively dispatched their Written Submission, avoiding this year the significant decrease in the teams actually participating.

- Coordination of the Working Group on Penalties Scoring, while the Submissions were being evaluated by the judges, the conformity of each Submission to Rules and Guidelines was checked twice, in order to apply as much as possible the correct number of penalty points.
- Receipt of all score sheets, as both the Applicant and the Respondent submissions of each team were evaluated by two judges and calculation of the average between the points given, in order to determine the Finalists.
- Communication with teams qualified for Strasbourg and all organizational matters of the Final Oral Round, which took place from the 14th to the 19th of February.

Alexandra Costea, Assistant for Fundraising

- Creating packages for sponsors following the template provided: Silver, Gold and Platinum according to the packages offered.
- Creating template materials for sponsors in accordance with the aforementioned packages in cooperation with the Vice President for Moot Courts of ELSA International 2015/2016 who also provided me with a letter to send to the Universities, due to the different type of support that we requested from them.
- Creating a database of potential sponsors: law firms, Universities and associations that work in the Human Rights' area for the first time in cooperation with the President and the Vice President for Moot Courts of ELSA International 2015/2016 who have already initiated contacts with potential sponsors.
- Contacting Universities via phone calls after realising that the contact via email was impossible due to technical difficulties I later resolved and managed to send out materials to initiate the contact. Unsuccessful result.
- Contacting Law Firms & Associations. The aforementioned procedure was followed, even if the initial communication via email was possible in some cases. Also unsuccessful result.
- Improvement on materials & database for possible partners – Ongoing.
- Issues: I believe that due to the not-so-long tradition of the competition we are facing most of the problems. We have to improve the visibility, for this I propose to send the report of the 4th edition to the contacts in the database, without actually requesting anything in return. If we would send an update once every couple of months/ once every three months then when we would send the request they would be familiar with the competition. We also need to improve somehow the way the communication gets through making sure that our emails don't end up in Spam. I see a great potential in this competition and I enjoy very much working on it, so we just need to build up its' reputation and then the finances will follow.

William Nash, Assistant for Logistics

- Accommodation for the participants using the same hotel as next year and managing a lower price because of the large group of participants.
- Accommodation for ELSA International and the OC in a separate hotel.
- Coordination with ELSA Strasbourg as several members of ELSA Strasbourg helped during the competition, including giving a tour of the city, helping with the timekeeping and other miscellaneous tasks.
- Social program in the city by offering Guided visit of the city, eating traditional food, and several trips to allow participants to enjoy the Strasbourg Night-life.
- Organisation of the Closing Ceremony/ Gala as it will be an event, which was held at a club in Strasbourg that will be privatised for the evening, and included a DJ, a dinner buffet, and a drink for everyone.

Beverly Tonna, Assistant for Logistics

- Outline of potential venues for social programme including restaurants, nightlife etc.
- Coordination with Assistant for Administration by counting points for teams' submissions ensuring they remained within the regulations.
- Accommodation for Participant by emailing finalists in order to confirm the number of participants attending from each team and trying to cater for particular requests regarding their accommodation.
- Creation of the Welcome Pack, i.e. a list of ELSA's cooperation with Human Right's Court and the Council of Europe history, as well as information on the competition, a bio of the judges and the Organising Committee etc.
- Compilation of a Judges Profile, i.e. a document to facilitate dealing with Judges.

LUIZA ZUS**| Coordinator of the Working Group on Moot Court Competitions
of ELSA International 2015/2016**

- Appointment of the team by the International Board.
- Task Division and finalisation of the timetable in cooperation with the Vice-President for Moot Courts of ELSA International 2015-2016.
- Rewriting of the Organizers' Manual, i.e rearrangement of the structure, by adding some missing points and excluding those that are not specific for Moot Court Competitions. Extra materials have been added in order to assist the further understating from the National and Local Officers.
- Currently working on some materials whose purpose is to help future participants on EHRMCC and EMC2 to get academic and financial support.

- Evaluation of the impediments the Network faces to organise a Moot Court Competition.
- Part of our work we will be able to present it during the ICM Malta and the rest will be shown and presented through all our communication available systems by the end of the term.
- Preparations for the anniversary year of International Moot Courts: EHRMCC – 5th edition and EMC2 – 15th edition.
- Further expansion and improvement of moot courts in our association.

**PERNILLE EDH HASSELGÅRD, EVGENIA PODGORBUNSKIKH,
MERVE ALTINTAS, JAN DOHNAL, KRISTINA HATAS,
ROWENA PALIJAMA, CLAUS GAWEL, MIA VUČEVAC
| Delegations Team of ELSA International 2015/2016**

Pernille Edh Hasselgård, Director for Delegations

- Appointment of the team, transition with the previous team and setting the goals for this term.
- Team meetings via Skype with the whole team every fourth week, in order to keep each other updated on our individual work and coordinate work we are conducting together.
- Update of Selection Criteria this fall to give interested applicants more up to date information on how we assess the applications, as we all want the applications to contain the information most relevant to the selection.
- Changes to the application forms especially regarding to the motivation letter, seeking to clarify what kind of information we are asking for.
- Evaluations of the submitted surveys of the year, in order to further develop ELSA Delegations and also make internal improvements within the team when necessary. Having one assistant responsible for reading every submitted survey thoroughly and reporting back to the Coordinators and me. Forwarding relevant information to upcoming delegations.
- Promotion on an international level mainly using the official webpage of ELSA and our ELSA Delegations Facebook page to reach out to our members, experiencing an increase in number of people reached and feedback received every month as the respective Facebook pages gained more than 500 likes.
- External relations and expansion working on searching for new partners, as ELSA Delegations is a result of external relations as we wish to offer our members a broader variety of opportunities through ELSA Delegations in the future.
- Presence of the members of the team at several national and international meetings so far, presenting the opportunities we offer to our members.

Evgenia Podgorbunskikh, Assistant for Delegations

- Reading of applications and recommendation of delegates.
- Effort for expansion by searching for information on new potential partners.
- Put information on new calls and selection results on the ELSA webpage.
- Participation at the team Skype meetings.
- Promotion of ELSA Delegations at the 56th NCM of ELSA Germany in Heidelberg.

Merve Altintas, Assistant for Delegations

- Reading of applications and recommendation of delegates.

- Effort for expansion by searching for information on new potential partners.
- Going through evaluations submitted by the delegates, pointing out the most important facts for internal use and improvement.
- Participation at the team Skype meetings.
- Promotion of ELSA Delegations at the ICM Batumi and NCM Austria.

Jan Dohnal, Assistant for Delegations

- Reading of applications and recommendation of delegates.
- Effort for Expansion by searching for information on new potential partners (UNIDROIT, UNICEF etc.).
- Preparing the internal working document “Appointed Delegates 2015/16”, in which all applicants and appointed delegates are included – a valuable tool for statistical purposes.
- Participating at the team Skype meetings.
- Preparing a presentation on ELSA Delegations, presented at ICM Batumi (autumn 2015) and NCM in the Czech Republic (autumn 2015).
- Proposal for a new addition to the Delegation Surveys; the Head of Delegation will now submit information with a short description of discussed topics as a part of his/her survey.

Kristina Hatas, Coordinator for UN ECOSOC and UNODC

- Conducted the first ELSA Delegation to the ICC assisted by previous coordinator.
- Supervising on-going and future delegations to UN ECOSOC, UNODC and UNGASS.
- Researching upcoming opportunities within UN ECOSOC and UNODC, and new opportunities to send ELSA Delegates to the ILC (International Law Commission).
- Participating in the team Skype meetings.

Rowena Palijama, Coordinator for UNCITRAL

- Research within UNCITRAL by monitoring UNCITRAL’s website in order to make proposals for new sessions for upcoming calls.
- Facilitation of the delegates with regard to the preparation of their travels i.e. booking their tickets we have decided to open the sessions earlier than initially planned which a procedure not particularly successful due to various external factors.
- Online coordination of the appointed delegates: informing both successful and unsuccessful applications for UNCITRAL.
- Contact with UNCITRAL via email, registration of the successful applicants and assisting them via email, social media and Skype with the organisational aspect of the delegation.
- Assisting with the academic preparation the Delegation has opened earlier the working documents are therefore not yet available, I have downloaded a few basic materials with

regard to the general subject of each of the respective Working Groups for the delegates to prepare themselves in an earlier stage.

- Monitoring and updating the Delegations Facebook page - Together with my fellow coordinators I have been monitoring and updating the Facebook page i.e. upload pictures of the respective delegations.
- Participating in the team Skype meetings.

Claus Gawel, Coordinator for WIPO

- Receptions and briefings for every delegation at WIPO on Monday morning 9 am.
- Increased cooperation and contact with WIPO personnel.
- Overwhelmingly positive feedback from both groups and diplomats so far.
- Leading expansions to WHO and UPOV.
- Participation in the team Skype meetings.

Mia Vučevac, Coordinator for UN Human Rights Bodies

- Supervision of 13 delegations in total – 3 to CESCR, 2 to HRC, 3 to CRC, 2 to CCPR, 2 to CERD and 1 to CAT, (3 delegates were not able to attend).
- Fulfilment of 34 surveys.
- Participation in the team Skype meetings.
- Attendance of the World Forum for Democracy in Strasbourg.

**NIGEL MICALLEF, LUKRECIJA OREŠKI, DENISE ROCHE,
ONDŘEJ CHYLEK, STEPHAAN CLOET, HUGH MCINTYRE,
DENIZ HATEMI & CAROLINA SÁ DUARTE
| ELSA Law Schools Team of ELSA International 2015/2016**

Nigel Micallef, Director for ELSA Law Schools

- Update of the email address, creation of Facebook groups for internal communication and general planning of the first part of our term
- Individual meetings with every Assistant to explain all the changes that occurred due to the Unification, the updates in the Decision Book and personal tips.
- Guidelines on what should be covered in the meetings with Assistants and a brief overview of important logistical factors that play an important role when organising an ELS especially if this was for the first time.
- Meeting with Guillermo Andres Alberola to discuss and good hand-over of everything from the email account to different projects that could be done.

- Update of the ELS handbook. The Assistants have concluded the production of the text and the next stage is that of reviewing the handbook and hopefully publishing it soon.
- Creation of a Coaching Handbook by Ondrej Chylek, one of my assistants, to be used internally when communicating with the OC's. This still needs to be finalised.
- Constant contact with all the HoOC via Facebook groups and emails when was necessary to thoroughly update the OCs.
- Management of the ELS email account concerning the receipt of several emails regarding clarification of prices, the launch of the new programmes etc.
- Individual meetings with my six coaching countries during which we went over all of their issues and updates. Communication via social media and provided them with personal files that I had used when organising my own ELS in Malta back in summer 2015.
- Skype meetings with other OC's that needed a second opinion on how to make the budget work.
- Assistance to all my Assistants to resolve any issues that they had with communication with the OC's, dealing with any misunderstandings, IT issues and issues on meeting the deadlines.

Lukrecija Oreški, Assistant for ELSA Law Schools

- Contribution to the promotion of the Specification Form and its deadlines from the 22nd to the 30th of November.
- Input to the ELS handbook in the sections related to the 'Introduction' and 'Requirements'.
- Skype meetings with my coaching OC's including ELSA Vienna, ELSA Linz, ELSA Rotterdam, ELSA Barcelona, ELSA Madrid and ELSA Sarajevo. She managed to conclude meetings with them except with Michael Denk, HOC for the ELS Linz. Over the e-mail, he informed her that the SELS was canceled due to lack of time and human capacities. This was notified immediately. ELS ELSA Linz was cancelled due to lack of time and human resources.
- Contribution to general problem-solving regarding the necessary running of ELS Law Schools.

Stephaan Cloet, Assistant for ELSA Law Schools

- Update of the handbook: sections 11 "during the event" and 12 "after the event"
- Skype coaching sessions with Evangelia Anevlavi (ELS in Athens), Danny Koeivoets (ELS in Tilburg), Christoph Horstmann (ELS in Frankfurt & Mannheim), Bernard Markusic (ELS in Zadar) & Denise Roche (ELS in Dublin)
- Exchange of emails with all the HOC's with overview of most important upcoming deadlines and FAQ's

Hugh McIntyre, Assistant for ELSA Law Schools

- Amendment of the sections 9 & 10 of the ELSA Law School Handbook.
- Held Skype coaching sessions with Robert Veiling (ELS in Dresden), Sara Galassni (ELS in Pisa), Sif Peterson (ELS in Copenhagen), Ecem Kumsal Basyurt (ELS in Izmir) & Malgorzata Kosucka (ELS in Lodz)
- Secondary meeting with ELSA Dresden to go over the ELS Portal and explain and misunderstandings.

Denise Roche, Assistant for ELSA Law Schools

- Contribution to the new updated ELSA Law Schools Handbook: sections 3 and 4, “Organising and Law School” and “November” respectively.
- Coaching of five ELS: Media and Dispute Resolution – ELSA Manchester, UK, Diplomacy and Law – ELSA Rijeka, Croatia, Energy Law – ELSA Ankara, Greece, Corporate Social Responsibility – ELSA Finland, Environmental and Energy Law – ELSA Greece.
- Resolving communication problems with two the Coaching Countries without having any cancellations.

Deniz Hatemi, Assistant for ELSA Law Schools

- Skype Meetings with all of her Coaching OC’s which include ELSA Cyprus, ELSA Istanbul, ELSA Poznan, ELSA Baku & ELSA Thessaloniki.
- Content of Skype Meetings: an introduction to SELS, the unification process, the coach’s responsibility, a clear understanding of Annex III of the Decision Book, the calendar, all deadlines and the review of the Law School Portal and a Q&A session.
- Communication with the HoOCs via social media with regards to any queries that they might have had on a weekly basis

Ondřej Chylek, Assistant for ELSA Law Schools

- Skype Meetings with all of her Coaching OC’s which include ELSA Aix-en-Provence, ELSA Krakow, ELSA Olomouc, ELSA Brno, ELSA Athens & ELSA Bratislava/Vienna.
- Introduction of a coacher’s hand-book whereby as a team we’ve added more information and data to make the most out of all the coaching meetings.
- Contribution to the drafting of the ELSA Law School handbook with regards to the ‘Application period’ and ‘December’ sections.

Carolina Sá Duarte, Assistant for ELSA Law Schools

- Skype meetings with all her Coaching OC’s including ELSA Lisbon, ELSA Oporto, ELSA Braga & ELSA Poiana Brasov.

- Detailed Report after exams since could not commit to the deadline.

TIBOR KORMAN

| **Director for Seminars and Conferences of ELSA International 2015/2016**

- Organised the IBA-ELSA Law Students' Conference on "Banking, Finance and Career", in London
- Worked on Unification of ELSA Law Schools and Unified T&C
- Working with VP S&C to improve various areas in S&C
- Currently searching for list of 'friendly institutions' academic partners
- Co-ordinated different subparts of the S&C Area
- Helped with the launch of the new website
- Reviewed, drafted and discussed several proposals and handbooks
- Helped with workshops preparations

SARA GALASSINI D'ELIA

| **Director for the International Focus Programme on Media Law
of ELSA International 2015/2016**

- Communication with every ELSA officer interested in the IFP in order to assist them by answering their questions and supporting them in their commitment and work in relation to the IFP implementation.
- Drafting and discussing a list of potential IFP partnerships with the Vice President for Seminars and Conferences of ELSA International 2015/2016 and finally agreeing on the contacts to initiate.
- Initial Interest from Leuven University, Leiden University and Media Law Defense International and currently in communication with them to discuss whether partnership will be possible. I am hopeful that by the end of my term I will have secured at least 2 academic partners for the Media Law topic.
- Constant communication with the OC of the Final IFP Conference via Skype meetings and emails, helping to set up an interesting event, with lots of international speakers, activities and workshops.
- Discussing with Vice President for Seminars and Conferences of ELSA International 2015/2016 the content of the IFP Almanac, the final IFP Publication that will sum up the results of 3 years of Media Law and agreeing to insert both students' articles,

academic essays and a collection of past ELSA IFP projects. In communication with the potential partners in order to ask their cooperation for the academic articles.

- Working on the final evaluation of the IFP cycle. Drafting an overall Report of the results of 3 years of Media Law: for this reason we sent out a reminder mail to collect 2015 events EF and add them to SotN statistics.

JULIEN DONZEL

**| Director for the International Focus Programme on Environmental Law
of ELSA International 2015/2016**

- Presentation of one of the candidate topics, Migration Law, during the ICM Batumi, due to the unforeseen absence of the coordinator for the Migration Law Working Group.
- Choice of topic: Environmental Law and appointment of the Working Group to work with.
- Assigned with the creation of the new Handbook for the International Focus Programme on Environmental Law, which is already submitted to the IB and the proposal for the modification the Decision Book to insert Environmental Law instead of Media Law.
- Setting a timeline for the implementation of the new IFP along with the Working Group, which is included in the Decision Book modification Proposal for the facilitation of the Local, National and International Boards' tasks of organizing and coordinating projects.
- Initiation of research of Partners for the International Focus Programme: drafted a list of potential general sponsors while waiting for a discussion at the ICM on an even more concrete goal and approach for the International Focus Programme in order to proceed.
- Branding the IFP the best way possible in cooperation with the Vice President of ELSA International 2015/2016, and giving Environmental Law events the proper prestige.

TETIANA GRUDININA, ALYONA LITVINOVA & FRANCESCO PERRONE
| **STEP Procedure Team of ELSA International 2015/2016**

Tetiana Grudinina, Assistant for STEP Procedure

- Assignment of my tasks from the Vice-President for STEP of ELSA International 2015/2016, the accomplishment of which took place mostly during the period of matching.
- Division of the countries among the members of the Team. Got assigned with the Netherlands, Slovak Republic, Turkey, Ukraine and Sweden. I presented improved internal employers' interface and answered questions about how to handle it.
- Communication via Skype and other social media in order to discuss of ideas concerning the STEP Procedure and their further implementation.
- Attendance of the workshops of the ICM in Batumi and IPM in Brno and exchange of knowledge with National and Local Officers.

Alyona Litvinova, Assistant for STEP Procedure

- Information of officers present at the STEP workshops in the ICM Batumi about their role in the matching process along with the Vice President for STEP of ELSA International 2015/2016 and the matching team.
- Informing those present at the workshops about both local and national STEPers' role in the matching process.
- Transition with last term's Director for Human Resources in STEP, Robert Vierling, who presented both to the Vice President for STEP of ELSA International 2015/2016 and myself what worked out last year and the changes that should be made to the process.
- Transfer of the information about the traineeships from TSFs into the matching interface.
- Skype meeting to discuss the strategy, divide the countries and agree on the deadlines, after the External Deadline.
- Contact within the matching team, and also with some of the National STEPers. After the matching was done, I've sent out matching results to the countries I did matching for, and also kept contact with them during selection period.

Francesco Perrone, Assistant for STEP Procedure

- Assistance to the Vice President for STEP of ELSA International 2015/2016 during the matching process, as a member of the International Matching Team by updating the employer interfaces, in order to have clear criteria to match the applications with and reviewing all the applications, country-sorted. The trickiest phase was to balance the number of applications with the employer requirements, especially in case of lack of candidates.

- Acceptance phase, i.e. notifying the National Groups, asking to facilitate the selection process on the employer side.
- Reception of the selection results from the employers and providing the selected members with the Confirmation.
- Looking forward to taking part in the upcoming discussions concerning the simplification and optimization of the STEP Procedures.

**STEFANIA EFSTATHIOU, DIANA ENISOR, ELIZAVETA PYSAREVSKA,
STEFANIE VONBANK & NARMIN ALIYEVA
| STEP Development Team of ELSA International 2015/2016**

Stefania Efstathiou, Assistant for STEP Development

- Contact with the coaching countries in order to start our cooperation, following my appointment in September.
- Provide the national officers with the respective Recognition Certificate for their former STEP Employers when necessary.
- Brainstorming and advising the national officers on solutions when there is a problem according to their particular characteristics.
- Motivation each officer in order to succeed in their task; and as a most of my coaching countries offered Traineeships in the first cycle: 6 in Italy, 1 in Luxembourg, 2 in Portugal and 25 in Romania, 6 in The Netherlands. Despite the unsuccessful result, Serbia tries very hard to spread the word but unfortunately no traineeship agreement could be signed.

Diana Enisor, Assistant for STEP Development

- Having 2 Skype meetings with ELSA Spain and ELSA Poland, and communication via social media with ELSA Ukraine, ELSA R.O. Macedonia, ELSA Croatia and ELSA Turkey.
- Excellent cooperation with the Vice President for STEP of ELSA Spain having constant communication solving issues; and ELSA Poland, mainly concerning the second cycle.
- Considering the fact that everyone was on Holiday or Exam Session, I didn't want to be too pushy but before the ICM Malta I plan to contact all of my national officers in order to help them prepare for the next STEP cycle and for Reception.

Elizaveta Pysarevska, Assistant for STEP Development

- Transitioning with the Vice-President for STEP of ELSA International 2015/2016 and receiving the list of coaching countries – Belarus, Bosnia & Herzegovina, Georgia, Lithuania, Republic of Moldova and Russia.
- Arranging Skype meetings and email conversations with STEP officers of the coaching countries.
- Providing general transition and education regarding STEP and ELSA activities to the Vice-Presidents for STEP of ELSA Russia, ELSA Republic of Moldova and ELSA Belarus.
- Providing individual approach regarding Student Hunting tips and procedure to each country.
- Delivering personal guidance for the student hunting procedure, accessing the online internal interface, and filling in both the online student application form and Student confirmation form.
- Evaluating the Student Hunting results in the coaching countries.
- Elaborating on individual Job Hunting strategies for each coaching country.

Stefanie Vonbank, Assistant for STEP Development

- Discussing the tasks and the goals for this term on initial Skype meeting with the Vice-President for STEP of ELSA International 2015/2016,
- Dividing the coaching countries and getting assigned with six coaching countries: Albania, Latvia, Ireland, Norway, Germany and Switzerland
- Having introductory Skype meeting with the respective National Officers: a detailed transition was conducted with those officers who didn't receive one from their predecessors; individual goals were set and how to be reached were discussed with the rest of them.
- Setting up a list of potential STEP employers in Australia, exchange semester ended at the same time and the official ELSA e-mail address was received; the plan is to follow up with an official e-mail when back in Europe.
- Keeping in touch with my coaching countries during the first Job and Student Hunting Cycle.
- Explaining the STEP Internal Interface to the officers who haven't worked with it yet or haven't received a transition; keep the other officers updated.
- Assisting during Student Hunting, tried to provide the coaching countries with specific tips and answer any questions that arose for national officers.
- Follow-up e-mail in the beginning of 2016: evaluation of satisfaction of national officers with the first Cycle, trying to work on solutions and improvements for the second Cycle.
- Assisting the Vice President for STEP of ELSA International 2015/2016 with ideas for and preparations of the workshops for the upcoming ICM in Malta.

PROPOSALS

THE INTERNATIONAL BOARD

Proposal on updated Statutes and Standing Orders of ELSA

The International Board is proposing the following to the Council:

STATUTES OF ELSA

Preamble

WHEREAS The European Law Students' Association (ELSA) is an independent and non-political international organisation of law students and young lawyers which was founded on 4th May 1981 in Vienna, Austria;

WHEREAS the Members of the European Law Students' Association are now through representatives assembled in Council, in Malta, March 2016;

RECALLING that the aims of ELSA are to develop professional and student relations of an international character in the field of Law, to prepare its members for professional life in an international environment, to contribute to the exchange of scholarly experience and to stimulate mutual understanding and friendship on the principle of equality of all its members;

CONSCIOUS that continually expanding international relations in the fields of trade and industry, legislation and state administration make growing demands on all professionals, especially lawyers;

REALISING that the European legal professions not only have to recognise the importance of growing international co-operation, but also have to prepare themselves for the demands created by this development;

CONVINCED that in order to satisfy all these demands and to broaden and improve the international side of education, practice and exchange, the existence of an international organisation of law students and young lawyers is recommended;

EXPRESSING that within this competence, the supreme aims of ELSA are to encourage and facilitate direct contacts and co-operation, individually and collectively, whether privately 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;

RE-AFFIRMING 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;

NOW THEREFORE the Members of ELSA adopt the following Statutes and Standing Orders in order to execute and regulate the above principles and aims.

Scope of the Association

Article 1 – Name

The official name of the association is “ELSA”, which stands for “The European Law Students' Association”.

Article 2 – Official Seat

ELSA has its domicile in Amsterdam, the Netherlands, and has its office on 239 Boulevard Général Jacques, 1050 Brussels, Belgium.

Article 3 – Nature and Aims

- 3.1 ELSA is a non-political, independent, non-profit-making association the aims of which are to promote, establish and develop mutual understanding, co-operation and personal contacts among law students and young lawyers from different States and legal systems, thereby equipping them for professional life in an international environment.
- 3.2 With respect to the realisation of the mentioned aims, ELSA shall be guided by the following philosophy statement.

Vision

A just world in which there is respect for human dignity and cultural diversity.

Purpose

To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.

Means

- To provide opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation;
- To assist law students and young lawyers to be internationally minded and professionally skilled;
- To encourage law students and young lawyers to act for the good of society.

3.3 In order to reach its aims as set out in the Preamble and above, ELSA shall have a set of main fields of activity, which are further defined in the Standing Orders of ELSA.

Article 4 – Structure

4.1 In order to achieve its aims and activities, ELSA is organised on three levels: local, national and international.

4.2 On the local level, ELSA is organised in local groups, established and functioning in conformity with the legal order permitted by national laws, and subscribing themselves to the aims and activities of ELSA. Local Groups are bound to respect any decisions taken in accordance with these Statutes and the Standing Orders of ELSA.

4.3 On the national level, ELSA is organised in national groups being the organisations, which confederate local groups present in each respective State. They represent ELSA nationally and their local groups in the international network. The National Groups are the members of ELSA in the context of these Statutes

4.4 On the international level, the association is represented by the International Board.

4.5 ELSA, the National Groups of ELSA and the Local Groups of ELSA comprise the ELSA Network.

Members and Observers

Article 5 – Definitions

5.1 European State

For the purposes of ELSA, a European State shall be defined by its geographical location. Since the eastern border of Europe is unclear, the divisions between Asia and Europe occur at the Ural Mountains, the Ural River and the Caspian Sea in the east, the Caucasus Mountains and the Black Sea with its outlets, the Bosphorus and the Dardanelles in the south. Armenia, Azerbaijan, Georgia, Kazakhstan, Russia and Turkey are considered part of both Europe and Asia.

5.2 Observership

A national organisation from any European State, with members being either local groups present at law faculties or law students and young lawyers, which supports the aims and activities of ELSA, may become an Observer National Group of ELSA (hereinafter Observer) if its application for observership is approved by the International Council with a two-thirds majority of the votes cast.

5.3 Membership

A national organisation from any European State, with members being either local groups present at law faculties or law students and young lawyers, which supports the aims and activities of ELSA and is already an Observer of ELSA, may become a Member National Group of ELSA (hereinafter Member) if its application for membership is approved by the International Council with a two-thirds majority of the votes cast.

5.4 Direct Membership

An active Local Group of ELSA or a group of active Local Groups of ELSA, whose geographical location is no longer considered part of a State that was previously considered as such but is still situated in a European State, may become a Member National Group of ELSA (hereinafter Member) if its application for direct membership is approved by the International Council with a two-thirds majority of the votes cast.

5.5 Application Requirements

Apart from the aforementioned required majority, a set of other practical requirements defined in the Standing Orders of ELSA must be met, in order for an application for observership, membership or direct membership to be approved by the International Council.

5.6 Demotion, Termination and Expulsion

There are three situations when a Member or an Observer may lose its status, namely demotion, termination and expulsion, which are further defined in the Standing Orders of ELSA.

Organs

Article 6 – Principal Organs

The principal organs of ELSA are:

- the International Council, and
- the International Board.

The International Council

Article 7 – Main Provisions

7.1 Role

The International Council consists of the Members of ELSA and is the supreme decision-making body of the association. The decisions of the International Council are binding on the entire ELSA Network.

7.2 Summoning

The following rules shall apply in regards to the summoning of the International Council Meeting:

- a. The International Council shall meet twice a year, in spring and in autumn, at a time fixed by the International Board within the timeframe defined in the Standing Orders of ELSA.
- b. The International Council shall be summoned with printed or electronic invitations sent by the International Board to all Members and Observers of ELSA, the Auditors, and any person appointed by the International Board or the International Council to assist in their work and carry out a specific task related to the activities of the association. The invitations shall be sent at least 42 days before the opening of the International Council Meeting in question.
- c. Extraordinary meetings can be requested by the International Board or by at least one tenth of all the Members. For extraordinary meetings, the invitations shall be sent up to 14 days before the opening of the extraordinary meeting in question.

7.3 Voting Rights

Each Member of ELSA has three votes in the International Council, regardless of the number of delegates attending the meeting. A Member shall be suspended by the International Board for the duration of the International Council Meeting, thus not having voting rights but keeping the rights to attend and address the International Council, until it has:

- a. fulfilled its financial obligations towards ELSA;
- b. filled in the State of the Network Inquiry, sent prior to the respective International Council Meeting, and handed it in to the International Board; and
- c. submitted the letter of authorisation to the Secretary General of the International Board.

7.4 Principles for Quorum

The International Council Meeting in plenary session is only fully competent when it has been duly summoned as defined in the Statutes of ELSA, and when at least half of all the Members are represented and are able to vote.

7.5 Principles for Validity of Decisions

Unless specified otherwise in the Statutes of ELSA or these Standing Orders, the decisions made by the International Council shall be determined by a simple majority of the votes cast. In the context of ELSA, simple majority means that the abstentions shall be deducted from the total amount of votes used to determine the majority.

7.6 Procedures

Further procedures regarding an International Council Meeting shall be defined in the Standing Orders of ELSA.

The International Board

Article 8 – Main Provisions

8.1 Role

The International Board is the supreme executive body of ELSA. Its tasks are to represent ELSA, to carry out and be responsible for the day-to-day running and management of ELSA, to promote and supervise ELSA's fields of activities, to advance the aims and efficiency of ELSA as well as to execute and to implement the decision made by the International Council.

8.2 Elections

The International Council shall elect the members of the International Board during the spring International Council Meeting for a period of one year, starting on the 1st of August in the year of their election and terminating on the 31st of July of the following year. In order for the International Board to be legally representative, at least half of the positions – rounded up

to the nearest natural number – have to be occupied either by elected members or by deputy officers.

8.3 Dismissal

A member of the International Board may be dismissed by the International Council by a two-thirds majority of the votes cast if that member violates these Statutes, the Standing Orders or the interests of ELSA.

Finances

Article 9 – Financial principles, Financial Reporting and Auditors

- 9.1 The financial year of ELSA runs from the 1st of August until the 31st of July.
- 9.2 Any income or profit from ELSA's activities shall only be used to carry out its aims in accordance with its philosophy, and never for the profit of its members.
- 9.3 Each member of ELSA is obliged to pay membership fee per financial year, the amount of which is to be decided by the International Council.
- 9.4 The audited Interim Accounts covering the first 6 months of the financial year, and the audited Final Accounts covering the full financial year shall be submitted to the first International Council Meeting immediately after the period to which they refer to has ended.
- 9.5 Internal and External Auditors examine the reliability of the Interim accounts and the Final accounts per financial year. The International Council shall elect Internal Auditors for a period commencing with the start of the financial year, and ending upon either the approval of the Final accounts by the International Council, or upon dismissal under the same criteria as a member of the International Board, or upon resignation.

Amendments

Article 10 – Validity and Effect

Any proposal amending these Statutes may be made if supported by a two-thirds majority of the votes cast by the International Council and provided that the proposed amendment was duly sent out at least 28 days before the opening of the International Council Meeting. If approved by the

International Council, the amendments to the Statutes take effect only when a notarial deed containing them has been executed. Every member of the International Board is entitled to have such a notarial deed signed and executed.

Standing Orders

Article 11 – Further Regulation

The International Council will further regulate the internal affairs of ELSA, and the rights and obligations of the Members and Observers towards ELSA in its Standing Orders. In the event of conflict, these Statutes shall take precedence over the Standing Orders.

Arbitration

Article 12 – Applicable Rules

Any dispute or difference arising out of or in connection with these Statutes or the Standing Orders of ELSA shall be settled by arbitration according to the UNCITRAL Arbitration Rules as may currently be in force.

Dissolution

Article 13 – Decision and Procedure

- 13.1 ELSA shall be dissolved by a unanimous decision of the International Council. In order for such decision to be valid, it must be preceded by a proposal to that effect on the International Council Meeting agenda.
- 13.2 The International Council shall, upon a decision to dissolve ELSA, elect two liquidators and shall subsequently decide about the destination of the net assets and property of ELSA, if any

STANDING ORDERS OF ELSA

In order to further clarify and explain the Statutes of ELSA, the Members agree to adopt the following Standing Orders, which are considered an official regulatory framework of ELSA.

Scope of the Association

Article 1 – ELSA as a faculty-based association

Local Groups of ELSA can only be established in the presence of one or more law faculties. The term “law faculty” shall be interpreted as meaning an educational institution offering courses that enable the students enrolled thereto to enter a kind of legal profession. The education shall contain a substantial amount of law-related content thus enabling students to carry out the aims of ELSA.

Article 2 – Main Fields of Activity

ELSA’s main fields of activity shall be:

- a. Academic Activities (AA), involving the development of legal knowledge through guided practical activities;
- b. Seminars and Conferences (S&C), involving the acquisition of knowledge through exposure to professionals and foreign cultures;
- c. the Student Trainee Exchange Programme (STEP), providing opportunities for law students and young lawyers to gain work experience in a foreign legal system while learning about other cultures.

Members and Observers

Article 3 – Application

3.1 Submission

Any application for observership, membership or direct membership must be submitted to the International Board at least 35 days prior to the opening of the regular International Council Meeting where a decision on the application will be made.

3.2 Reminder

The International Board shall send a reminder to all Observers at least 50 days prior to the opening of the regular International Council Meeting where each Observer has the possibility to apply for a membership.

3.3 State Eligibility

Observership, membership or direct membership is open to organisations established in a State that is recognised as a member or observer of the United Nations and under the same name.

3.4 Application for Observership

An application for observership can be submitted, provided that there is no existing Member or Observer in the State of the national organisation applying, and shall include:

- a. the statutes and standing orders of the applicant which shall be compatible with those of ELSA,
- b. a declaration in which the applicant expresses its commitment to the aims and activities of ELSA and its will to become an Observer of ELSA, and
- c. a report stating by whom the status of the applicant is recognised,
- d. a document containing an official confirmation or explanation that the applicant has attained legal personality within the State it operates.

3.5 Application for Membership

An application for membership can be submitted by an Observer no earlier than at the second regular International Council Meeting immediately following the regular International Council Meeting where the status of observership was attained, and shall include:

- a. the statutes and standing orders of the applicant which shall be compatible with those of ELSA,
- b. a declaration in which the applicant expresses its commitment to the aims and activities of ELSA and its will to become a Member of ELSA,
- c. a report stating by whom the status of the applicant is recognised,
- d. a document containing an official confirmation or explanation that the applicant has attained legal personality within the State it operates,

- e. a list of income and expenses related to its current financial year and a fundraising plan regarding fulfilment of future financial obligations towards ELSA,
- f. a report stating the organisational structure of the applicant, including guarantees for continuity, and
- g. a report stating the applicant's activities during its period as an Observer.

3.6 Application for Direct Membership

An application for direct membership shall include:

- a. the statutes and standing orders of the applicant which shall be compatible with those of ELSA,
- b. a declaration in which the applicant expresses its commitment to the aims and activities of ELSA and its will to become a Member of ELSA,
- c. a report stating by whom the status of the applicant is recognised,
- d. a document containing an official confirmation or explanation that the applicant has attained legal personality within the State it operates,
- e. a list of income and expenses related to its current financial year and a fundraising plan regarding fulfilment of future financial obligations towards ELSA,
- f. a report stating the organisational structure of the applicant, including guarantees for continuity, and
- g. a report stating the applicant's activities during its period as an active Local Group of ELSA or as a group of active Local Groups of ELSA.

3.7 Recommendation by the International Board

The International Board shall justifiably recommend to the International Council whether to accept or decline an application for observership, membership or direct membership. The International Board shall consider the compliance of the applicant's statutes and standing orders with the Statutes and Standing Orders of ELSA.

Article 4 – Demotion, Termination and Expulsion

4.1 Demotion

If a related proposal is submitted to the International Council by the International Board or a Member, the membership of another Member can be demoted to observership with a two-thirds majority of the votes cast by the International Council if that Member has not duly fulfilled its financial obligations towards ELSA and has not signed a payment agreement with ELSA on that matter for two consecutive regular International Council Meetings.

4.2 Termination

Observership or membership immediately ends:

- a. if an Observer does not attain membership for four consecutive regular International Council Meetings following the one where the Observer can apply for membership; or

- b. if an Observer or a Member sends a written notification, signed by all elected members of its board, to the International Board stating its intention to terminate its observership or membership with a decision taken in accordance with its statutes and the domestic law of the State where the Observer or Member is based; or
- c. if an Observer or a Member sends written notification to the International Board stating its dissolution as decided by its council in accordance with its statutes and the domestic law of the State where the Observer or Member is based; or
- d. if an Observer or a Member sends written notification to the International Board stating its dissolution as decided by a supreme domestic decision-making instance whereby the dissolution takes effect according to the domestic law of the State where the Observer or Member is based;
- e. from the moment the International Board is informed that an Observer or a Member lost its legal personality; or
- f. if an Observer or Member is expelled from ELSA by the International Council.

4.3 Expulsion

If a related proposal is submitted to the International Council by the International Board or a Member, an Observer or another Member can be expelled from ELSA with a two-thirds majority of the votes cast by the International Council if that Observer or Member has either:

- a. violated the Statutes or the Standing Orders of ELSA, the decisions made by the International Council, or the interests of ELSA; or
- b. not duly fulfilled its financial obligations towards ELSA and has not signed a payment agreement with ELSA on that matter for four consecutive regular International Council Meetings; or
- c. caused considerable harm to ELSA, to any of the ELSA Groups or to anyone within their responsibility; or
- d. ceased to support the aims and activities of ELSA or to satisfy in any other way the requirements set for being an Observer or a Member; or
- e. not taken or ceased to take appropriate measures in case anyone within the Observer or Member's responsibility violates clauses a, b and d above.

4.4 Right to Explain

In order for a demotion or expulsion to be valid, the Observer or Member in question must be given an adequate opportunity to explain its acts and to reply to any allegations made against it. The International Board must prove to the International Council that the respective letter of invitation to the International Council Meeting was sent to the Observer or Member, thereby giving it an adequate opportunity.

The International Council

Article 5 – Organisation

5.1 Dates

The International Council Meeting shall begin on a Sunday and end on the following Sunday. The spring International Council Meeting shall start no later than the third Sunday of March and shall finish no later than the last Sunday of April. The autumn International Council Meeting shall start no later than the second Sunday of October and shall finish no later than the third Sunday of November. The International Board, in cooperation with the elected host, is responsible for choosing the specific dates and for organising the International Council Meeting.

5.2 Host Eligibility

Any Member of ELSA or any member Local Group of a Member of ELSA is eligible to apply to host an International Council Meeting.

5.3 Election of the Host

The International Council shall elect a host for the International Council Meeting responsible for the practical organisation. The election of an International Council Meeting host shall be taken by means of an absolute majority of votes of the Member National ELSA Groups represented and able to vote. No decision can be taken upon the application earlier than 20 months before the International Council Meeting the ELSA group has applied to host.

5.4 Call

The International Board is responsible for announcing the call for the upcoming International Council Meeting hosts. This call shall be included in the working materials for the upcoming meeting, where a decision for the hosts will be made, along with the annexed agreement drafted by the International Board as a binding offer to be signed by any applicant before the International Council votes upon the host and to come in force towards only the elected host.

5.5 Hosting Agreement

This hosting agreement shall include the terms to be agreed upon and ask for information to be filled in by the applicant regarding, but not limited to:

- the dates of the International Council Meeting to be hosted,
- the venue and logistics,
- the financial implications,
- the responsibilities of both parties, namely of the International Board and the host,
- the discharge of the host.

5.6 Negotiability

The signed hosting agreement is negotiable between the parties prior to the opening of the International Council Meeting which the host organises.

5.7 Application

The application to host an International Council Meeting shall be handed in to the International Board no later than the third day of the International Council Meeting where a vote on the application in question is scheduled to take place. It shall include:

- a. the signed hosting agreement,
- b. a draft budget,
- c. a draft programme, and
- d. any other relevant materials.

5.8 Force Majeure

In case of force majeure, the International Board has the right to delegate the practical organisation of an International Council Meeting to a Member of ELSA or to a member Local Group of a Member of ELSA or to an organising committee. This decision by the International Board can, in such cases, overturn a decision made by the International Council to delegate the organisation. The venue stated in the hosting agreement of an International Council Meeting can only be changed upon agreement with the International Board in case of force majeure.

5.9 Financial Control

Every International Council Meeting host shall submit a financial report to the International Board upon request. Within six weeks after the official last day of the International Council Meeting, the respective host shall present a report listing all the income and expenses of the meeting to the International Board and, upon their request, to the Members and Observers of ELSA.

Article 6 – Preparations

6.1 Invitations

The invitations to an International Council Meeting shall specify the date, venue, participation fee and any other relevant information concerning the meeting.

6.2 Requested Materials

All proposals, activity reports, financial documents and any other materials that are to be submitted to the International Council must be sent to the Secretary General of the International Board at least 35 days before the opening of the International Council Meeting. The right to submit proposals of any kind to the International Council is reserved to the International Board and each of the Members of ELSA.

6.3 Working Materials

The agenda of the International Council Meeting, information about the applicants for observership, membership or direct membership, all proposals received and the activity reports of all members of the International Board shall be sent by the International Board to all Members and Observers of ELSA, the Auditors, and any person appointed by the International Board or the International Council to assist in their work and carry out a specific task related to the activities of the association. The working materials shall be sent out at least 28 days before the opening of the International Council Meeting.

6.4 Number of Delegates

The following rules shall apply in regards to the number of delegates:

- a. The Members and Observers of ELSA have the right to send nine delegates to each International Council Meeting. The host of the International Council Meeting in agreement with the International Board may increase this number.
- b. If a Member or Observer cannot fill all nine positions with its own members, the respective National Group can give free positions from its delegation to other Members or Observers of ELSA.
- c. The respective National Board of the person applying to be part of the national delegation shall approve him/her as a delegate and shall bear the financial responsibilities for him/her.

6.5 Letters of Authorisation

In order to be allowed to participate in the sessions of the International Council:

- a. the delegates of the Members of ELSA must be duly authorised to represent their National Groups and vote in the International Council on behalf of them, and must therefore present to the Secretary General of the International Board letters of authorisation duly issued and signed by two members of the respective National Board, and accompanied with a list of Local Groups that are currently members or observers of the respective National Group, while
- b. the delegates of the Observers of ELSA must be duly authorised to represent their National Groups in the International Council and must therefore present to the Secretary General of the International Board letters of authorisation duly issued and signed by two members of the respective National Board, and accompanied with a list of Local Groups that are currently members or observers of the respective National Group.

6.6 Proxies

The following rules shall apply in regards to proxies:

- a. In order for a Member to be able to authorise another Member to represent it by proxy and vote on behalf of it, it has to have fulfilled its financial obligations towards ELSA, either through an agreement or by settling its debts, and to have filled in the State of the Network Inquiry sent prior to the respective International Council Meeting.

- b. A proxy has to be correctly signed by two board members of the Member giving such a proxy vote, clearly stating the date of signature and the accepting Member as well as the International Council Meeting for which the proxy is valid.
- c. Only a Member can act as proxy; its delegates shall have the right to speak and vote on behalf of the proxy giver. Delegates of the latter are to be understood as the delegates stated in the letter of authorisation of the Member acting as a proxy. A Member can only hold the votes for only one other Member in addition to its own. A letter of authorisation cannot be used as a proxy.
- d. A proxy vote has to be addressed directly to the Secretary General of the International Board and can be used in the International Council Meeting only after it is received and the Secretary General of the International Board confirms its receipt.
- e. A proxy vote can be handed in directly or submitted by fax, letter or email with a scanned document attached. If the proxy vote is submitted by fax or letter, it shall state the phone number to be used to confirm its receipt. The Secretary General of the International Board has to confirm receipt of it as soon as it reaches him/her.
- f. A proxy vote can be withdrawn at any time following the same procedure as for submission.
- g. In case of doubt of the authority of the signatories of the proxy vote, the International Board shall request proof from them that they have been duly elected to the National Board of the respective Member.
- h. The Member acting as a proxy must follow any instructions, oral or written, given by the Member represented by proxy. The voting of the Member acting as a proxy is valid, regardless of whether the instructions were followed or not. Any misuse of a proxy vote shall remain a matter between the proxy and the proxy giver.

Article 7 – General Procedure

7.1 Opening and Closing

The President of the International Board shall open and close the International Council Meeting. The President announces the International Council Guests and any other guests present in the opening plenary session.

7.2 List of Votes

After the opening of the International Council Meeting and at the beginning of every plenary session, the Secretary General of the International Board shall announce the Members and Observers present or represented by proxy, and shall announce those Members duly authorised and, therefore, entitled to vote. Should any National Group subsequently join or leave the session, it shall inform the Chair of its presence or absence respectively and this shall be recorded in the minutes.

7.3 Right to Appeal

The following rules shall apply in regards to the right appeal of a Member:

- a. In case of any disagreement on the fulfilments of the obligations regarding the voting rights between a Member and the International Board, the Member has the right to address the Chair of the International Council Meeting. If the Chair has not yet been elected, the Member has instead the right to address the President of the International Board.
- b. The International Board is then obliged to state the reasons why the obligations are not considered fulfilled. If the Member does not accept the statement given by the International Board, it has the right to address the International Council with its own statement on the reasons why the obligations should instead be considered fulfilled.
- c. The statements by the International Board or the Member shall be followed by a call for votes cast by the International Council. The call for votes is made by the Chair of the International Council Meeting or the President of the International Board if the Chair has not yet been elected. The call for votes is to determine whether the obligations of the Member are to be considered fulfilled or not. All Members having undoubtedly fulfilled the requirements shall have the right to vote upon this matter.
- d. If a simple majority of the Members decides that the obligations are to be considered fulfilled, the International Board shall not suspend the Member in question.
- e. This right of appeal can only be claimed once by each Member per International Council Meeting.

7.4 Election and Role of the International Council Meeting Officers

After the announcement of the first list of votes, the following officers of the International Council Meeting must be elected:

- a Chair, who shall ensure that the agenda of the International Council Meeting is respected and adhered to, supervise and assist the other International Council Meeting officers, invite people to address the International Council, decide when to put proposals to a vote, supervise the voting process, announce the results of the voting process, supervise the election process, bring the meeting to order and resolve any questions concerning the procedures of the International Council Meeting;
- a Vice Chair, who shall assist and stand in for the Chair in the event of his or her absence;
- two to four Secretaries, who shall keep the minutes of the meeting and shall be responsible to the Secretary General of the International Board;
- two to six Tellers, who shall count the votes, compare the results of the counting process and inform the Chair about the result; the Tellers may not be voting delegates;
- a Nominations Committee, consisted of three members who shall receive nominations for the elections and announce them to the International Council.

7.5 Dismissal of the International Council Meeting Officers

An International Council Meeting officer may be dismissed by the International Council upon a seconded proposal by a majority of two thirds of the votes cast if the officer does not

satisfactorily perform his or her tasks. Abstentions shall be included in the number of votes cast.

7.6 Approval of the agenda

The agenda of the International Council Meeting shall be approved by the International Council after the election of the International Council Meeting officers. It may be amended by the International Board or the International Council upon a seconded proposal at any point.

7.7 Proposals

The following rules shall apply in regards to the proposals submitted to the International Council:

- a. All proposals duly submitted to the International Council shall be presented to and be voted upon by the International Council unless withdrawn by the proposing party/parties.
- b. Proposals not duly sent to the Secretary General of the International Board are allowed to be submitted to the International Council only at the absolute discretion of the Chair or, if requested, by four fifths of the present Members.
- c. Amendments to proposals are allowed to be submitted to the International Council by the International Board or the Members.

Article 8 – Voting Procedure

8.1 General Voting Rules

The voting procedure shall be held as follows:

- a. The Chair asks the International Council for arguments in favour and against a proposal and any proposed amendments thereto.
- b. If any amendments are proposed, the Chair asks the International Council to vote on the amendments, unless the proposing parties of the original proposal accept the amendment to their proposal. With that, the proposal is immediately modified and a separate voting on the amendment is not needed. In case the proposing parties do not accept the amendment, the Chair asks for votes in favour, votes against and abstentions. The Chair announces the result of the voting process.
- c. The Chair asks the International Council to vote on either the original proposal or the amended proposal, depending on whether any amendment has been accepted. The Chair asks for votes in favour, votes against and abstentions. The Chair announces the result of the voting process.
- d. If there are two or more proposals on the same issue and neither of them obtains an absolute majority in the first vote, the Chair may ask for a new vote on the one or two proposals respectively that has/have obtained the most votes.
- e. The Chair may reverse the voting procedure on non-disputed or procedural votes. The Chair asks for votes against and for abstentions. The Chair announces the result of the voting process.

- f. All votings shall be carried out by a show of hands, apart from the ones for which a secret voting takes place.
- g. When voting, the Members shall be allowed to split their three votes.

8.2 Secret Voting Rules

The votings shall be carried out by a written and secret vote with ballot sheets, when they are related to:

- a. the election of the International Board, the Internal Auditors and Internal Vice Auditor, and the International Council Guests,
- b. the election of the hosts for an International Council Meeting,
- c. any applications for observership, membership and direct membership,
- d. the demotion and expulsion of a Member or Observer of ELSA,
- e. the relief of responsibility of the International Board, and
- f. any other case for which a Member asks a secret voting to take place.

8.3 Ballot Sheets

Any secret voting shall be done using official ballot sheets signed and handed out only by the International Board. The following rules regarding ballot sheets shall apply in such cases:

- a. The International Board shall hand out one ballot sheet per vote.
- b. If several different votings/elections are printed on the same sheet of paper, they must still be seen as separate ballot sheets.
- c. The counting of the votes shall be conducted publicly by the Tellers.
- d. Only one delegate per each National Group is allowed to be present in the room during the counting of the votes. The delegates allowed to observe the counting of the votes have to stay in silence and must not disturb the counting procedure.
- e. The Chair shall present the ballot sheets themselves to the Tellers, who shall count the votes cast in the following way, and write each of the results in two copies;
 - i. the number of invalid ballot sheets,
 - ii. the sum of all votes in favour,
 - iii. the sum of all votes against, and
 - iv. the sum of all abstentions.
- f. A ballot sheet is invalid if:
 - i. it is not signed or handed out by the International Board,
 - ii. it contains insulting remarks,
 - iii. it is not filled out by handwriting, or
 - iv. it is unclear which alternative is voted for.
- g. Invalid ballot sheets are deducted from the total amount of votes used to determine the majority.
- h. The Tellers shall forward one copy of the results to the Chair, who announces the result to the International Council.

8.4 Procedure for Excessive Number of Candidates

In case several spots of equal position are contested and the number of candidates exceeds the number of available spots, the following rules shall apply for the elections:

- a. Each Member can vote in favour of up to such a number of candidates equal to the number of available spots.
- b. In order to make sure that the rule of the previous clause is correctly followed, the Chair, along with the Vice Chair and the International Board for votings carried out by a show of hands, or, along with the Tellers for votings carried out secretly with ballot sheets, shall check how many votes are cast in favour per Member per position; the sum of the votes in favour shall not surpass the number of available spots.
- c. The voting procedure shall be repeated in case the rule of clause 8.4.a is not correctly followed. In case the voting is carried out secretly with ballot sheets and the rule of the previous clause is not correctly followed, then the ballot sheet is considered invalid and there shall be no repetition of the voting procedure.
- d. If, after this first correct round of voting, no available spot is covered or if only some of the available spots are covered, the candidates qualifying to a second voting shall be the ones that have received the highest number of votes in favour and their number shall be equal to the one of remaining available spots.
- e. The second round of voting shall take place according to the same procedure as the first one.
- f. If, after this second correct round of voting, at least the required minimum number of available spots is covered, the Chair shall either:
 - i. ask for the nomination of new candidates and proceed to the voting on only the new ones, or
 - ii. postpone the election of the rest of the spots for the next plenary session, if any.
- g. If, after this second correct round of voting, the required minimum number of available spots is not covered, the Chair shall ask for the nomination of new candidates and proceed to the voting on only the new ones, following the aforementioned procedure of this article.
- h. The procedure of this article shall continue to take place until at least the required minimum number of available spots is covered after a second correct voting and the Chair postpones the election of the remaining available spots for the next plenary session, if any.

Article 9 – Guests

9.1 International Council Guests

At each International Council Meeting, the International Council can elect a maximum of three individuals as International Council Guests for the next International Council Meeting.

9.2 Other Guests

The International Board may invite guests to attend the International Council Meetings.

The International Board

Article 10 – Composition

10.1 General Rules

The following rules shall apply in regards to the composition of the International Board:

- a. The International Board consists of eight positions, namely:
 - the President,
 - the Secretary General,
 - the Treasurer,
 - the Vice President in charge of Marketing,
 - the Vice President in charge of Academic Activities,
 - the Vice President in charge of Moot Court Competitions,
 - the Vice President in charge of Seminars and Conferences, and
 - the Vice President in charge of the Student Trainee Exchange Programme.
- b. The members of the International Board and their deputy officers shall not hold any other elected or appointed position in the ELSA Network while in office, unless holding such a position is explicitly required by the Statutes, these Standing Orders or the Decision Book of ELSA in connection to the role as member of the International Board or position held.
- c. There may not be more than two people with a substantial connection to the same Member in the International Board regardless of their status as elected board members or deputy officers.

10.2 Tasks and Responsibilities

a. President

The President is in charge of the overall coordination of the ELSA work, execution of expansion, direction of the work and communication within the International Board, planning and execution of external relations. The President represents the association towards externals and is responsible for the communication with them.

b. 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 Groups of ELSA. The Secretary General shall also be responsible for identifying any non-observance in this field, and shall make all necessary resources available so as to correct any inconsistency. The Secretary General is also in charge of directing the work of the International Council.

c. Treasurer

The Treasurer of ELSA is in charge of the financial management of ELSA, and is responsible for the financial planning, management of ELSA's assets, accounting, the arrangement of financial control, billing and collecting the annual membership fees together with any other amounts due to ELSA from the Members, Observers or third parties, presenting the interim and final accounts to the International Council, and other tasks related to ELSA's finances.

d. Vice Presidents

The Vice Presidents are responsible for the overall planning, coordination and supervision of their respective field of activity; they are responsible for the stimulation and execution of the specific programmes and projects that the International Council initiates within their respective field of activity.

10.3 Rules for Vacancies

The following rules shall apply in case there is one or more vacant positions in the International Board:

- a. The other members of the International Board in question are jointly responsible for the activities of the vacant position.
- b. Whenever there is a vacant position in the International Board prior to an International Council Meeting, elections for the vacant position must take place during that International Council Meeting.
- c. If a member of the International Board resigns during an International Council Meeting, an election to fill the vacant position must take place at that same International Council Meeting.
- d. The International Board may appoint a deputy officer to hold a vacant board position until the elections for that position take place or the term of the International Board in question expires. The deputy officer shall be referred to by the name of the vacant board position prefixed by the word "Deputy".
- e. The appointment procedure of a deputy officer is in the discretion of the International Board. The deputy officer will not become a member of the International Board.
- f. A candidate refused by the International Council for a position in the International Board shall not be appointed as a deputy officer for the same term of office.

Article 11 – Internal Function and Representation

11.1 Quorum

The International Board is fully competent only when at least half of the members – rounded up to the nearest natural number – are present after the entire International Board has been duly summoned.

11.2 Voting Rights

Each member of the International Board shall have one vote within the International Board.

11.3 Validity of Decisions

Decisions will be made by means of a simple majority. If a simple majority is not reached, a second vote will take place. If the draw persists, the President's vote will prevail.

11.4 Representation

The following rules shall apply in regards to representation:

- a. ELSA is represented by the members of the International Board jointly and separately. Furthermore, the President of the International Board can appear on behalf of ELSA on any deed.
- b. The International Board or the President of the International Board can authorise one or more people to represent ELSA by means of a limited or unlimited power of attorney.
- c. The International Board may appoint any person to assist in its work and carry out a specific task under its responsibility and related to the association. The International Board shall be accountable to the International Council for the actions of this person.

Article 12 – Nominations and Elections

12.1 Nominations

The following rules shall apply in regards to the nominations for the election of the International Board:

- a. To be eligible for a post in the International Board, a person must be nominated by a Member and seconded by another Member.
- b. The nomination must specify who is nominated and for which post, and contain the names and signatures of the nominator, the seconder and the nominee.
- c. To be taken into account for the elections, nominations must be received by the Nominations Committee before midnight on the second day of the International Council Meeting; the time when the nomination was received shall be recorded on the nomination sheet.
- d. If there is no candidate for one or more positions for the International Board, the International Council can with a two-thirds majority of the present Members reopen the nominations for these positions.

12.2 Personal Presentations

The nominees must prepare a personal presentation and distributed it in printed copies or electronically to the Members before midnight on the day before the final plenary session. This presentation must include the nominee's personal curriculum vitae, ELSA curriculum vitae and programme of action.

12.3 Election Procedure

The following rules shall apply in regards to the election procedure of the International Board:

- a. The elections start with the reading out by the Nominations Committee of all nominations duly received.
- b. Each nominee shall be granted five minutes for a short presentation before the International Council.
- c. After each presentation, the International Council shall be granted 10 minutes to ask questions to the nominee. During the presentation and hearing, no person shall leave the meeting room.
- d. The nominees standing for the same position must leave the meeting room during the presentation and hearing of their fellow nominees.
- e. After the presentation and hearing of all nominees, the delegates shall be given considerable time to discuss how to vote.
- f. A person shall be elected to the International Board if he or she obtains an absolute majority of the votes cast.
- g. If, after the first election for a position in the International Board, no person obtains an absolute majority of the votes cast and there are more than one candidates, another election shall be held for which only the two candidates who obtained the most votes in the first election shall be eligible.
- h. If, in the second election, no person obtains an absolute majority of the votes cast, a third election shall be held for which only the candidate who obtained the most votes in the second election shall be eligible.
- i. If, at the first election there was only one candidate for the position, new candidates can be nominated for election. In case there are new candidates nominated, new elections for the position shall be held. The original sole candidate shall not be eligible for nomination in the new elections.

12.4 The following procedure shall apply for elections in cases of excessive amount of nominees with a substantial connection to the same Member

- a. In cases more than two people with a substantial connection to the same Member are nominated for at least more than two different positions in total, an additional ballot sheet shall be created for them, in order for the International Council to vote on the maximum two people it prefers to have as members of the International Board, in case more than two receive the requested majority to be elected.
- b. This additional ballot sheet shall be distributed along with the ballot sheet regarding the elections of the International Board.
- c. The votes cast with this additional ballot sheet shall be counted and announced only if more than two people with a substantial connection to the same Member receive the requested majority to be elected. In these cases:
 - i. only the two people that receive the most votes from the additional voting will be officially elected to the International Board, and

- ii. a second election shall take place for any candidates running against the people, who received the least votes from the additional voting.

Finances

Article 13 – Main Provisions

13.1. Financial Independence

The Members and Observers organise their finance independently and are not in any respect responsible to, or under the supervision of the Treasurer of ELSA, other than as provided for in the Statutes, Standing Orders and the Decision Book.

13.2. Observer administration fee

Each Observer of ELSA is obliged to pay observer administration fee per financial year, the amount of which is to be decided by the International Council.

13.3. Membership fee and observer administration fee due date

The annual membership fee and the observer administration fee for the upcoming financial year is due on the 31st of July of the preceding year.

13.4. Financial obligations of individuals

Members and Observers, whose individual members participate in such activities of ELSA, for which any types of fees are payable according to decisions of the International Council, are obliged to pay such fees to ELSA.

Article 14 – Debts of the Members and Observes, their waving and reducing

14.1. Debt continuation clause

In case the Membership or Observership of a National Group is terminated, any debts to ELSA International continue to exist whether or not this National Group reapplies for Observership to the ELSA Network, except in cases when the International Council decides to waive the debt, or in cases when the amount due has prescribed in accordance with the applicable law.

14.2. Payment Agreements and non-cash payments

The International Board may agree to delay payments of any fees due through the means of a payment agreement. The International Board may also agree to receive a payment other than in cash, in case the value of the non-cash payment is at least equal to the amount of cash that would have been received.

14.3. Debt reducing and Debt waiving procedures and restrictions

- a) The International Council may agree to waive or reduce any amounts due from the Member or Observer groups, and to simultaneously adapt the budget of ELSA International accordingly to the decrease, with a two third majority vote.
- b) Such proposal shall be submitted to the Secretary General of the International Board at least 35 days before the opening of the International Council Meeting. The proposal shall be accompanied with a detailed report on how the debt came to be, and a detailed fundraising plan.
- c) The Treasurer of ELSA shall add a written statement to the proposal, stating the International Board's view on the matter. The statement may only cover factual claims made in the report, and the steps taken by the International Board to manage the debt.
- d) The respective National Group cannot propose to waive or reduce its debts, if such proposal has been approved by the International Council during the past four consecutive Council meetings, or rejected during past two consecutive Council meetings.

Article 15 – Budget of ELSA International and Accounting

15.1. Budget of ELSA for the following financial year

The International Council decides on the budget for the following financial year upon a submission from the Treasurer ELSA during the Spring Council Meeting.

15.2. Main sources of funding

The costs of running the activities of ELSA are to be funded mainly by annual membership fee and other fees, fundraising from private and public sources, sales and advertisement revenue, subsidies, donations or grants whether in cash or in kind.

15.3. Accounting and Fundraising restrictions

All funds raised for the benefit of, or payable to, ELSA shall be paid into the accounts of ELSA International, and properly and accurately accounted for by the Treasurer of ELSA. Such funds must not be accepted if they are tied to conditions contrary to the aims and principles of ELSA.

15.4. Reporting standards

The accounts of ELSA shall be drawn up in accordance with the International Financial Reporting Standards (IFRS), or other legally required standards. They shall include:

- a) A statement of financial position at the end of the period (balance sheet)
- b) A statement of comprehensive income for the period
- c) A statement of changes in equity for the period
- d) A statement of cash flows for the period
- e) Notes, comprising a summary of accounting policies and other explanatory notes

15.5. Treasurer's report

The Final accounts and the Interim accounts shall include a Treasurer's report, 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.

Article 16 – Internal and External Auditors

16.1. Internal Auditors' elections and requirements

The International Council shall elect two Internal Auditors of ELSA and one Internal Vice Auditor of ELSA (hereinafter jointly referred to as Internal Auditors) from independent persons with necessary experience in accounting and finance, according to the electoral procedure of the International Board, however without the need to provide an action plan.

16.2. Internal Auditors' Report

The Internal auditors shall focus their work on governance, risk and internal control, and will summarize their findings and recommendations for improvements in a Report, largely factual in nature. The Report is presented to the International Council along with the respective Interim or Final accounts.

16.3. Certification of accounts' reliability

The Internal Auditors shall, upon reviewing the physical financial archive, provide a Certification of the reliability of the accounts, and the legality and regularity of the underlying transactions, within their Report.

16.4. Reasoned opinion on the relief of responsibility

In addition to the Report and Certification of accounts' reliability, the Internal auditors shall provide the International Council with a reasoned opinion on the relief of responsibilities of the International Board after conducting the audit of the Final accounts of the financial year in question.

16.5. Personal restrictions

Internal auditors shall not hold any other elected or appointed position in ELSA on the International or National level while in office. Elected or appointed positions on the local level and auditors on all levels are not subjected to this rule.

16.6. External Auditor

The External Auditors of ELSA shall be appointed by the International Board of ELSA from external professionals specializing in auditing, in order to carry out an audit of the Final Accounts in accordance with the applicable auditing standards. The appointment of new External auditors shall be announced to the Network.

Amendments

Article 17 – Validity and Effect

Any amendment to these Standing Orders may be made by the International Council if supported by a two-thirds majority of the votes cast. If approved, they come into force as soon as the updated Standing Orders are made available to the Network, unless the International Council decides otherwise. The updated version of the Standing Orders shall be made available to the Network no later than 60 days after the official last day of the International Council Meeting.

Decision Book and Minutes

Article 18 – International Council Meeting Decision Book

18.1. International Council Meeting Decision Book

The International Council Meeting Decision Book (hereinafter Decision Book) is an official record, along with the minutes of the meetings, of all currently in force decisions made by the International Council, excluding the changes in the Statutes and Standing Orders of ELSA.

18.2. Decision making, Force of Decisions and Publicizing Decisions

When making new decisions, the International Council shall state which decisions are put out of force or are amended. If approved, the International Council decisions come into force as soon as the updated Decision Book is made available to the Network, unless the International Council decides otherwise. The updated version of the Decision Book shall be made available to the Network no later than 60 days after the official last day of the International Council Meeting.

18.3. Amendments to the Decision Book

Amendments to the Decision Book can be made at each International Council Meeting according to the related provisions in the Statutes and the Standing Orders of ELSA.

18.4. Order decision prevailing

If the decisions made by the International Council are contradictory, the following principles are followed:

- a) the Statutes prevail over the Standing Orders and the Decision Book,
- b) the Standing Orders prevail over the Decision Book, and
- c) a newer decision prevails over an older one if they are both part of the same regulation.

Article 19 – International Council Meeting Minutes

19.1. Minute Drafting and Publicizing

The Minutes of the International Council Meeting shall be drawn up by the Secretary General of the International Board from the draft minutes prepared by the Secretaries of the International Council. The Minutes shall be sent out to the those who are entitled to receive an invitation to the International Council Meeting no later than 60 days from the last official day of the International Council Meeting.

19.2. Approval of Minutes

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

19.3. Restriction of incontrovertibility

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

Dissolution

Article 20 – Liquidation

The liquidators shall make an account of all aspects, property, debtors and creditors of ELSA, claim outstanding debts and pay debts due. They shall thereafter divide the net assets and property, if any, equally to the Member National Groups of ELSA unless the International Council decides otherwise.

Commentary:

This proposal is a result of the joint effort of the Working Group on Regulations and the International Board of ELSA, and was drafted after a thorough analysis of the Statutes and Standing Orders.

One of the principles guiding the work undertaken was the effort to simplify the current regulations within the Statutes to a necessary minimum, and to relocate the remaining articles into the Standing Orders, without changing in a substantial way how ELSA is operating.

The reasoning behind this is especially the legal strength and the richness of the Statutes as the main regulative document of the Association. Due to the current requirements set under the Dutch law (the law regulating the Association due to its legal seat), any changes of the statutes require a Notarial deed. The problem are the costs; any such statutory change poses to the association a significant financial burden - commonly exceeding one thousand euro per change.

These costs of statutory changes have commonly influenced the decision making process within the Council in the past – from the necessity to cover the created expense per change, to be used as an argument against passing proposals.

Thus, in order to limit the frequency of the statutory changes, the presented proposals' main ambition is to:

- a) within the Statutes, maintain only the fundamental principles of the Associations' existence, and
- b) improve the International Council's flexibility in decision-making by allowing it to change the regulations previously in the Statutes without the necessity to face the outlined problems in the future.

To sum up, the most notable changes to the Statutes within this proposal include the following:

- a) In cases a Country undergoes border changes, for the group no longer within the borders, a possibility to directly apply for membership, in order not to undergo observership process again;
- b) According to Dutch law, it is the Member, who is suspended, not its voting rights – this has been changed accordingly;
- c) Addition of the regulation for the Auditors to be able to resign;
- d) Key Area description (main field of activities); Demotion, Expulsion and Termination; Right to submit proposals; Right to appeal the suspension of a member; composition of the International Board; IPM; Sources of Funding and a part of the Auditors' regulations and the composition of Auditing body have been moved into the Standing Orders in order to provide the International Council with more flexibility while changing these provisions.

In practice this means, that, for example, should the International Council decide to change the names of the IB positions, to add or to remove IB positions, etc., a Notarial Deed and the respective fee for such changes to take effect shall no longer be required.

Further information shall be provided on the respective workshop during the ICM.

Council Meeting Decision Book amendment concerning the section “International Focus Programme” of the General part (GEN 02/12 IV)

The International Board is proposing the following to the Council:

International Focus Programme

5. IFP Topic

5.1 — ~~The topic of the IFP, with duration from the 1st of August 2013 until the 31st of July 2016, shall be the following:~~

~~“Media Law”~~

5.2 — ~~Recommended approach for the 3 years implementation cycle is:~~

~~1st year~~

~~Main Focus: Preparing basics. Raising awareness about Media Law.~~

~~Recommended sub-topic: Media Law, Human Rights & Internet~~

~~2nd year~~

~~Main Focus: International projects~~

~~Recommended sub-topic: Telecommunication and Digital Communication~~

~~3rd year~~

~~Main Focus: Evaluation Year. Preparation to the new IFP topic.~~

~~Recommended sub-topic: Print Media~~

~~Focus Areas:~~

- ~~• Officers on all levels shall strive to raise interest in the topic and academic knowledge about Media Law.~~
- ~~• Officers on all levels are recommended to develop a plan of the 3 years implementation for the respective ELSA group as well as making evaluation of each year of implementation with analysis and further needed plan changes to secure the continuity and better implementation.~~

- ~~Officers on all levels shall endeavor to build a long-lasting partnerships and to develop a strategy to maintain and improve partnerships of former IFP topics, even after the introduction of the new IFP topic.~~
- ~~The Network shall seek to increase the number and quality of international and national IFP projects.~~

~~5.3 The final outcome of the implementation of the Media Law topic will be a Final IFP Conference and IFP Almanac. All projects will reflect the work done by the Network during 3 years implementation and will include the most discussed topics. ELSA International is responsible for coordinating the realization of the final IFP results.~~

~~5.4 The topic of the IFP, with duration from the 1st of August 2016 until the 31st of July 2019, shall be the following:
"Environmental Law"~~

5. IFP Topic

5.1 The topic of the International Focus Programme (IFP), with duration from the 1st of August 2016 until the 31st of July 2019, shall be the following:
"Environmental Law".

5.2 The recommended timeline for the implementation of the IFP on Environmental Law is the following:

a) August 2016 – February 2017

- Establish contacts with partners and sponsors through engaging them in introductory IFP events (lawyers at works events, seminars, lectures).
- Establish local and national IFP implementation plan for the next three years.
- Raise members' awareness for Environmental Law via Institutional Visits.

b) March 2017 – August 2017

- Host IFP week in April throughout the whole of the network to increase the IFP awareness. In this week each Local Group should prepare several IFP events.
- Use IFP week reports and the results of the events in publications on all levels.

c) September 2017 – February 2018

- Liaise with universities to engage them further in all IFP related activities.
- Continue with publishing IFP related articles in publications.
- Organise international projects focused on IFP.
- Raise members' awareness for foreign aspects of Environmental Law via Study Visits.
- ELSA International is to establish a Legal Research Group on IFP.

d) March 2018 – August 2018

- Host second IFP week in April.
- ELSA International is to designate one Local or National Group to organise the Mid IFP conference.
- Continue with the Legal Research Group on IFP.

e) September 2018 – February 2019

- Focus the Moot Court Competition topics on IFP.
- ELSA International is to conclude the Legal Research Group and publish the outcome.
- Engage partners, speakers, participants, and former ELSA officers, who were in charge of the IFP, in order to discuss the impact of the programme on the development of Environmental Law.

f) March 2019 – July 2019

- Host final IFP week in April to present and elaborate on the conclusions of the previous years on all levels.
- Produce summaries and reports of the IFP events of the past 3 years in various forms, including videos, pictures, scientific and other publications.
- Provide ELSA International with evaluation reports and articles.
- ELSA International is to designate one Local or National Group to organise the final IFP conference to conclude the cycle.

5.3 During the implementation of the IFP, the Network shall focus on:

- Raising interest and academic knowledge in the field of Environmental Law;
- Raising awareness of the issues which pose problems in the development and application of Environmental Law;
- Creating long-term partnerships through events on Environmental Law, to help their own growth and credibility;
- Increasing the number of major events on Environmental Law, particularly those who are repeated (Law Schools, Moot Courts etc.).

5.4 The final outcome of the implementation of the International Focus Programme on Environmental Law shall be a Final IFP Conference and an IFP Almanac. These projects shall reflect the work done by the Network during the 3 years of implementation and will include at least the most discussed topics. ELSA International shall be responsible for coordinating the realisation of the final IFP results.

Commentary:

In addition to the fact, that this proposal is an implementation of the IFP regulation adopted during the last ICM in Batumi, unlike the previous proposal which focused on topics, it prepares an implementation structure, which is based on concrete requirements regarding the projects on every level. It sets a clear overview of what events and projects should be organised in order to raise the awareness of a hot legal topic. The period is divided in 3 terms. First is focused on the introduction of the topic via institutional visits and establishing partners' contacts. Second is focused on internationality, Study Visits, International Legal Research Group and IFP partnership with universities. Third is focused on Moot Court Competitions, evaluation and conclusion of the whole programme. This structure is much easier to implement than the previous vague one. Of a crucial importance will be a new tool, the IFP week, which will be similar "raise the awareness project" as very well established ELSA Day. Through these concrete tools ELSA International will have larger overview of the IFP in the network.

Council Meeting Decision Book amendment concerning the section “Jurisdiction Working Group” of the General part (GEN 01/14 V)

The International Board is proposing the following to the Council:

Jurisdiction Working Group

1. Working Group

- 1.1 Within 14 days of the coming into force of this proposal, the International Board shall issue a call for a Working Group on the topic of the Jurisdiction of ELSA International.
- 1.2 The Working Group shall start with the required or necessary work and/or required or necessary steps in relation to the transfer of the domicile of ELSA International to Switzerland and its jurisdiction as soon as possible.
- 1.3 The Working Group is constellated by the decision of the Assistant for Jurisdiction of ELSA International in compliance with the International Board on their own and sole discretion. Persons with specific knowledge in relation to the working group’s purpose and from the involved countries i.e. Switzerland, Netherlands and Belgium should be part of the Working Group. ELSA International can only appoint as Assistant for Jurisdiction a person that is already a member of the respective Working Group, so that continuity of the work is guaranteed. The International Board should also nominate one of its own members as member of the Working Group.
- 1.4 The International Board provides the required power of attorney in connection with the above mentioned purpose of the Working Group to members of the Working Group and third parties on its own discretion on request of the Working Group, if required, for information purpose, negotiations, signature of contracts and further purposes and documents.
- 1.5 The Working Group shall present the actual status of its work each following International Council Meeting and present a final application to the International Council Meeting when a binding decision regarding the change of statutes seems appropriate in relation to the purpose of the Working Group; latest at the ICM Malta in Spring 2016.

Commentary:

Based on a presentation about the results of the Working Group's work at IPM Brno, February 2016, majority of Presidents were of the opinion that there is no need for the Jurisdiction Working Group to carry on with the research in the light of current information about the complication and costs of the procedure of moving the jurisdiction and the potential benefits ELSA International would have as a Swiss association. Pressing facts were two: 1) The statutes would still need to be translated because of the location of ELSA International's office in Belgium as the operational centre; 2) Being a Swiss association would exclude ELSA International from Erasmus+ grants. So far EUR 35 000 has been granted for the Association. As a result of a passed proposal, the Jurisdiction Working Group and the Assistant for Jurisdiction will be dissolved.

Council Meeting Decision Book amendment concerning the section “Jurisdiction Working Group” of the General part (GEN 01/14 V)

The International Board is proposing the following to the Council:

Jurisdiction Working Group

1. Working Group

- 1.1 Within 14 days of the coming into force of this proposal, the International Board shall issue a call for a Working Group on the topic of the Jurisdiction of ELSA International.
- 1.2 The Working Group shall start with the required or necessary work and/or required or necessary steps in relation to the transfer of the domicile of ELSA International to Switzerland and its jurisdiction as soon as possible.
- 1.3 The Working Group is constellated by the decision of the Assistant for Jurisdiction of ELSA International in compliance with the International Board on their own and sole discretion. Persons with specific knowledge in relation to the working group’s purpose and from the involved countries i.e. Switzerland, Netherlands and Belgium should be part of the Working Group. ELSA International can only appoint as Assistant for Jurisdiction a person that is already a member of the respective Working Group, so that continuity of the work is guaranteed. The International Board should also nominate one of its own members as member of the Working Group.
- 1.4 The International Board provides the required power of attorney in connection with the above mentioned purpose of the Working Group to members of the Working Group and third parties on its own discretion on request of the Working Group, if required, for information purpose, negotiations, signature of contracts and further purposes and documents.
- 1.5 The Working Group shall present the actual status of its work each following International Council Meeting ~~and present a final application to the International Council Meeting when a binding decision regarding the change of statutes seems appropriate in relation to the purpose of the Working Group; latest at the ICM Malta in Spring 2016.~~

2. Move of Jurisdiction

2.1 ELSA International will perform an asset deal with a newly founded Swiss entity at the end of the fiscal year and transferring all assets, inventory, claims etc. to the new Swiss legal entity, which will take over ELSA Internationals operations starting from 1st of August 2016.

2.2 Condition for performing the asset deal:

- a. The National Groups successfully joined the Swiss Legal entity as members.
- b. The regulations of the Swiss Entity are the same as the ones of ELSA International with the exception of amendments in the Statutes to adhere to Swiss Law.

Commentary:

As requested by the Council in ICM Batumi 2015, the Jurisdiction Working Group drafted a Proposal on how to move the Jurisdiction. There are several different options on how to accomplish this feat like mergers or amending the statutes of ELSA. The asset deal was chosen by the Jurisdiction Working Group as the means for ELSA's goal to move the Jurisdiction.

Rough action plan till 1st of August 2016

1. ICM Malta approving this Proposal
2. Secretary General ELSA International updates and publishes new regulations of ELSA
3. The Jurisdiction Working Group together with 3 National Groups founds a new Swiss legal entity (first assembly meeting).
All Regulations are copied from the version as send out by the Secretary General of ELSA International with 2 exceptions: Amendments necessary in the statutes to adhere to Swiss Law and articles that will temporarily be different to facilitate the move of Jurisdiction.
4. Registration of the Swiss Entity in Brussels to have the headquarter in the ELSA House.
5. All other National Groups handing in applications to join the Swiss legal entity.
6. The 3 National Groups that are member of the Swiss Entity meet (second assembly meeting) and take decisions like:
 - Approving all the members that send the application to join the Swiss legal entity.
 - Election of the board and Auditors for 2016/2017 (the same as elected in ICM Malta)
 - election of ICM/IPM hosts etc. (same decisions as already rendered before)
 - at the end change all temporarily different articles in the statutes "back", so the statutes are the same as send out by the Secretary General of ELSA International with the exception of articles changed to adhere to Swiss law.
7. The International Board checks the actions as performed in 3.-6. and if it deems the result to be in accordance with this part of the Decision Book it performs the asset deal transferring assets etc. to the Swiss legal entity.

8. 1st of August new Board takes over the Swiss entity and starts operating with the “new” ELSA.

This action plan pushes most of the work to the back office. Only 3 National Groups need to deal with this instead having a big council meeting to discuss everything. The back office work (3.-6.) is performed by the Jurisdiction working group that will send out necessary mails and prepare council meetings etc. The International Board has full control over this and can reject the asset deal if something is not right: e.g. the 3 National Groups not approving all the other National Groups, the Jurisdiction Working Group drafting strange regulations, problems with transferring certain operations to the new entity.

More information will be made available in the Annex found on this link:

<https://www.dropbox.com/s/7axjif7fgnjgxfv/AnnexJurisdictionWorkingGroupMalta.docx?dl=0>

Council Meeting Decision Book amendment concerning the section “Jurisdiction Working Group” of the General part (GEN 01/14 V)

The International Board is proposing the following to the Council:

Jurisdiction Working Group

1. Working Group

- 1.1 Within 14 days of the coming into force of this proposal, the International Board shall issue a call for a Working Group on the topic of the Jurisdiction of ELSA International.
- 1.2 The Working Group shall start with the required or necessary work and/or required or necessary steps in relation to the transfer of the domicile of ELSA International to Switzerland and its jurisdiction as soon as possible.
- 1.3 The Working Group is constellated by the decision of the Assistant for Jurisdiction of ELSA International in compliance with the International Board on their own and sole discretion. Persons with specific knowledge in relation to the working group’s purpose and from the involved countries i.e. Switzerland, Netherlands and Belgium should be part of the Working Group. ELSA International can only appoint as Assistant for Jurisdiction a person that is already a member of the respective Working Group, so that continuity of the work is guaranteed. The International Board should also nominate one of its own members as member of the Working Group.
- 1.4 The International Board provides the required power of attorney in connection with the above mentioned purpose of the Working Group to members of the Working Group and third parties on its own discretion on request of the Working Group, if required, for information purpose, negotiations, signature of contracts and further purposes and documents.
- 1.5 The Working Group shall present the actual status of its work each following International Council Meeting and present a final application to the International Council Meeting when a binding decision regarding the change of statutes seems appropriate in relation to the purpose of the Working Group; latest at the ICM ~~Malta~~ Prague in Spring ~~2016~~ 2017.

Commentary:

This proposal is given as an alternative to the move of Jurisdiction, in case the Council prefers to postpone the move of Jurisdiction since the financial analysis is not done due to lack of a tax ruling or for other reasons.

Council Meeting Decision Book amendment concerning the addition of a new section called “Data Protection” under the General part

The International Board is proposing the following to the Council:

Data Protection

1. Privacy Policy

- 1.1. ELSA International shall have a Privacy Policy.
- 1.2. The Privacy Policy will exist for any case in which ELSA is processing personal data in the course of its operations.
- 1.3. ELSA International shall process the personal data of individuals only if the person agrees with the Privacy Policy.
- 1.4. The Privacy Policy will contain the minimum requirements for processing personal data in accordance with the EU Directive 95/46/EC and Belgian data protection laws.
- 1.5. ELSA’s obligations set in the Privacy Policy will be valid for all ELSA groups that may act as a processor of the personal data for the respective process. National Groups are responsible to ensure that their respective Local Groups compile with the Privacy Policy.
- 1.6. ELSA International shall create and update the Privacy Policy.

Commentary:

ELSA International is processing a lot of personal data, mainly within various application procedures (e.g. STEP, ELSA Law Schools, ELSA International Team). For processing personal data, there are clear regulations and responsibilities under the EU and domestic law. ELSA needs to ensure that these regulations will be respected and will do so by creating its Privacy Policy.

Besides ELSA International, other ELSA groups, National and Local Groups as separate legal entities, who can find themselves as processors of personal data, also need to ensure equal level of protection of personal data. By doing so, both ELSA International and other local groups will create a clear content and structure of responsibilities.

The Privacy Policy will be presented on the ICM.

Council Meeting Decision Book amendment concerning the restructuring of the Internal Management part

The International Board is proposing the following to the Council:

Quality in Management

1. Consolidation of ELSA

~~We recognise the need to combine efforts of all levels of ELSA for the attainment of general objectives such as:~~

- ~~• Consolidation of ELSA with an aim to make the programmes of the Association serve better the needs of individual members.~~
- ~~• Consolidation of ELSA with an aim to provide all law students and young lawyers in Europe the opportunity to participate to the programmes and activities of ELSA.~~
- ~~• Promotion of the aims, vision and purposes of ELSA as defined in article 3 of the Statutes and the Philosophy Statement.~~

The Network Support System

1. General

~~1.1. The Network Support System (NSS) shall be an instrument to develop, consolidate and overcome structural weaknesses in the National Groups of ELSA.~~

~~1.2. Taking part in the NSS shall be voluntary.~~

~~1.3. Any National Group wishing to take part in the NSS can independently approach another National Group directly themselves or via ELSA International.~~

~~1.4. An NSS project may cover all of the Key areas and the Supporting areas, or may focus on a specific area only.~~

2. Procedure

- ~~2.1 An NSS project may be proposed by any National Group or by ELSA International.~~
- ~~2.2 Once the agreement is made to cooperate within an NSS project, a written Action Plan has to be drafted:~~
- ~~a. The Action Plan consists of the aim(s), the means and a timeline for the NSS project.~~
 - ~~b. The Action Plan is to be sent to the Secretary General of ELSA International.~~
- ~~2.3 ELSA International shall be informed upon request about the ongoing progress within the NSS project.~~
- ~~2.4 Within four weeks after the end of the NSS project a written Final Report has to be sent to the Secretary General of ELSA International:~~
- ~~a. The Final Report includes information about what had been done as well as an evaluation of the project.~~
- ~~The Final Report is to be made available to the Network~~

3. Responsibilities of ELSA International

- ~~3.1 The Secretary General of ELSA International shall be responsible for co-ordinating the NSS on the international level.~~
- ~~3.2 To initiate communications and lead negotiations with the aim to create a match for further cooperation between the National Groups and to set up NSS projects.~~
- ~~3.3 To keep record of every NSS project which is taking place or has taken place in the Network:~~
- ~~a. The record consists of the history of each NSS project (Action Plan, Updates, Final Report):~~
 - ~~b. The record is to be made available for national officers if requested.~~

4. Responsibilities of the National Groups

- ~~4.1 The Secretary General of the respective National Group shall be responsible for coordinating the NSS on National level, unless both Groups agree to have another board member responsible.~~
- ~~4.2 To write the Action Plan of the NSS project intended and hand it in to the Secretary General of ELSA International, referred to in 2.2.~~

~~4.3 To keep ELSA International updated about the ongoing NSS project.~~

~~4.4 To write the Final Report of the finished NSS project and hand it in to the Secretary General of ELSA International, referred to in 2.4.~~

~~Internal Management~~

~~General~~

~~1. Access to ELSA Activities by non-ELSA Members~~

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

~~2. ELSA International~~

~~2.1 The International Board consists of the following positions:~~

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

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

~~2.3 The International Board shall be stationed in one city.~~

~~3. Standard Regulations~~

~~3.1. Statutes of ELSA International~~

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

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

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

~~3.2 Standing Orders of ELSA.~~

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

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

~~3.3 Council Meeting Decision Book~~

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

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

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

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

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

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

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

4. National Regulations

~~4.1 Each National Board should have its own decision book~~

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

Quality Management

1. Principles of Quality Management

We recognise the need to combine efforts of all levels of ELSA for the attainment of general objectives such as for the purpose of establishing a commitment to quality in all endeavours of the association. In order to achieve this, every ELSA Group should:

- a. aim to make the programmes of the association server better the needs of its members by:
 - i. conducting periodical research on the needs and expectations of their members,
 - ii. communicating the feedback received from the members throughout the association.
- b. aim to provide all law students and young lawyers in Europe with the opportunity to participate in the programmes and activities of ELSA,
- c. promote the vision, the purpose and the means of ELSA as defined in the Philosophy Statement in the Statutes,
- d. aim to provide a clear vision of the future of the association through the implementation of strategic planning and the One Year Operational Plan as devised by this Decision Book,
- e. inspire, encourage and acknowledge the development of their members,
- f. provide individual officers with the opportunity to enhance, share and discuss their knowledge, expertise and problems, according to the financial capacity of the ELSA Group, and
- g. ensure that the data and information the ELSA Group provides are accurate and reliable.

2. Responsibility of the Internal Management Officer

The officer responsible for the Internal Management of an ELSA group has a special obligation towards quality. The officer shall oversee and advise other board members on the best method of implementation of each of the Quality Management provisions. This responsibility may be delegated by the Internal Management officer to another member of the board, provided that both give their consent, and that the rest of the board members are informed about this decision.

3. Responsibilities of ELSA International

ELSA International shall:

- Ensure that all Members and Observers of ELSA comply with the regulations of the association;

- Prepare and distribute the State of the Network Inquiry at least 35 days before the opening of each regular International Council Meeting;
- Evaluate all the information received on the international level;
- Update the ELSA website;
- Ensure that all official publications of ELSA International are grammatically and syntactically correct by having undergone review before publication from a proofreading team under ELSA International;
- Prepare useful manuals and handbooks and make them available to the Network;
- Provide guidelines for the specifics of the International Trainers' Pool;
- Work with the National Boards in suggesting solutions for the problems that arise;
- Support the alumni by keeping them updated about recent developments, achievements and projects planned by ELSA;
- Send out the call for the submission of the Local Group Reports to the Secretaries General of all National Groups before June 1st and receive them filled in before July 1st every year. The report shall include:
 - i. the name of each Local Group,
 - ii. the faculty/faculties in which each Local Group is based and covers,
 - iii. the postal address of each Local Group,
 - iv. the e-mail address of each Local Group,
 - v. the status of each Local Group as member or observer of the National Group,
 - vi. the date in which the Local Group acquired membership, if this happened during the last two years.

4. Responsibilities of the National ELSA Groups

National ELSA Groups shall:

- Comply with the regulations of ELSA and ensure that they are known to and implemented by the Local ELSA Groups;
- Submit the information gathered at the International Council Meetings to all the Local Groups;
- Ensure that the English version of their Statutes and Standing Orders is submitted to ELSA International.
- Submit the updated address and officers' list of their National Board to the Secretary General of the International Board after the election of a new National Board or after any changes in the National Board;
- Promote international activities on the local level, thus increasing the awareness of ELSA as an international association;
- Organise training sessions in order to improve the board's attitude, skills and ELSA knowledge.
- Support the alumni in the State where they operate by keeping them updated about recent developments, achievements and projects planned by the respective National and Local Groups.

- Ensure that the State of the Network Inquiry for their National Group is properly filled in and submitted to the International Board electronically at least 14 days before the opening of each regular International Council Meeting. Should the quorum of the plenary at the International Council Meeting be at risk, it is at the discretion of the Secretary General of the International Board to accept the State of the Network Inquiry of a National Group properly filled in until the opening of the International Council Meeting;
- Fill in the Local Group Report accurately and submit it in due time to the International Board.
- Accept the application of the following rules and sanctions if they fail to comply with the previous responsibility:
 - i. The failure in filling in or delivering the report by a Member shall be deemed a very grave infraction of the regulations, which will result in a financial sanction equal to the number of Local Groups or a National Group, which is at the same time acting as a sole Local Group, multiplied by €150. This sanction shall be added to the next membership fee of the Member.
 - ii. The delivery of a report by a Member stating a lower amount of Local Groups than that according to article 1.1 of the present regulations, shall be deemed, upon evidence, a very grave infraction of the regulations, which will result in a financial sanction equal to the difference in the real and declared number of Local Groups multiplied by €150. This sanction shall be added to the next membership fee of the Member.
 - iii. In order to find out the amount of Local Groups as per article 1.1 of these regulations, ELSA International may use all of the means at its disposal; e.g. State of the Network enquiry and letters of authorization.
 - iv. Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 11.5 of the Statutes.
 - v. These sanctions shall be directly transferred as a contribution to the ELSA Development Foundation.
 - vi. In case of any disagreement on the abovementioned sanctions, between a Member and ELSA International, the Member has the right to address the Council, in accordance to article 11.5 of the Statutes. Only the Council may modify or cancel the sanction.

5. Responsibilities of the Local ELSA Groups

Local ELSA Groups shall:

- Comply with the regulations of ELSA;
- Submit the updated address and officers' list of their Local Board to the respective National Board;
- Support their members and alumni by keeping them updated about recent developments, achievements and projects planned by them.

6. One Year Operational Plan

- 12.5 The board of every ELSA Group shall have a One Year Operational Plan (hereinafter OYOP) at the time they are in office.
- 12.6 The OYOP is not binding but it is used to guide and evaluate the efforts and achievements of the board members during their term in office.
- 12.7 The OYOP shall be signed by every board member. If any board member fundamentally opposes the document, he/she may state so in writing, before his/her signature.
- 12.8 The OYOP of a Local Board shall be submitted to the respective National Board before the opening of the first respective National Council Meeting since the term in office of the Local Board members started.
- 12.9 A summary of the OYOP of a National Board shall be submitted in English to the International Board before the opening of the first International Council Meeting since the term in office of the National Board members started.
- 12.10 While drafting their OYOP, the board members of each ELSA Group shall take into consideration the OYOP of the respective National Board and/or of the International Board, provided that the latter are issued within a reasonable timeframe.
- 12.11 ELSA International shall include OYOP guidelines in the Internal Management materials it produces and the board members of each ELSA Group should take them into consideration when creating their OYOP.

7. Quality Management System - Introduction

- 7.1 The ELSA Network has a Quality Management System (hereinafter QMS), whose rules must be under this Decision Book.
- 7.2 Every rule of the QMS shall be in accordance with the Principles of Quality Management as stated in this Decision Book.
- 7.3 All the QMS rules shall be properly identified as such for the purposes of being enforced.
- 7.4 The QMS of ELSA is composed of:
- a. the General Rules, found under the decisions related to Internal Management, and
 - b. the Area Rules, found under the decisions related to each respective area of ELSA.
- 7.5 The responsibility for following the QMS falls under every ELSA Group and every individual officer in the matters in which he/she has been involved as such.

- 7.6 The National Groups are responsible for quality control regarding their respective Local Groups.
- 7.7 ELSA International is responsible for quality control and quality assurance regarding the National Groups. The coaching system can be used to facilitate the implementation of this responsibility.

8. Quality Management System – General Rules

8.1 Organisational Knowledge Management

Every ELSA Group shall be able to communicate efficiently any necessary information concerning ELSA projects and activities, therefore:

- a. Every project shall have a person responsible for communicating every relevant information to each board member. This person is presumed to be the officer responsible for the area in which the project belongs, unless otherwise decided by the board.
- b. Every officer responsible for one of the areas of activity of ELSA has the right to be informed about any development directly concerning his/her area of responsibility.
- c. The information regarding previous projects should be digitally stored by the ELSA Group in a way that it is easily accessible to the successors.
- d. The President of the board should at all times be aware of the projects in development by his/her ELSA Group, so that he/she can better manage the interaction of the board.

8.2 Support

The Network shall act in solidarity, attempting to help any officer who needs assistance in resolving a problem in his/her ELSA Group, therefore:

- a. ELSA International shall promote a framework of Network support, through which an ELSA Group may consult other ELSA Groups on the best course of action regarding matters of the association. This framework shall include the interaction of ELSA officers on mailing lists, various social media and online platforms.
- b. ELSA International shall send out the call for the submission of the Network Support Inquiry (NSI) to the all National Groups before June 1st and receive them filled in before July 1st every year. The NSI shall collect information regarding:
 - i. the good knowledge of the ELSA Groups,
 - ii. the lack in knowledge of the ELSA Groups, and
 - iii. the knowledge transfer between ELSA Groups during the current term of ELSA International.

- c. ELSA International shall then create the Network Support Report (NSR) and send it out to all National Groups by the end of their term, so that the new officers are aware of support status of the Network and be able to find the ELSA Groups that will advise them on various matters related to the association.
- d. ELSA International shall have a coaching system in place in order to help develop the National and subsequently the Local Groups of the Network: Every National Group is entitled to have a member of the International Board as its coach. The coach shall be appointed, at the beginning of the new term of ELSA International, and shall inform the National Group respectively.

Internal Affairs

1. State

In the context of the Statutes and Standing Orders of ELSA and this Decision Book, the term “State” is interpreted according to the definition used by the United Nations.

2. Access to ELSA Activities

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

3. ELSA International

ELSA International consists of the International Board of ELSA and any person appointed by the International Board to assist in their work and carry out a specific task related to the activities of the association.

4. Regulations of ELSA

4.1 The official regulations of ELSA are:

- the Statutes,
- the Standing Orders, and
- the International Council Meeting Decision Book.

4.2 The main provisions regarding the mentioned documents are found in the Statutes and Standing Orders of ELSA.

5. Regulations of the National ELSA Groups

- 5.1 Each National ELSA Group should have its own decision book.
- 5.2 The Board of each National ELSA group shall submit the translated to English version of its Statutes and Standing Orders to the International Board, in case and as soon as new amendments have been approved.

International Council Meetings

1. Applications

- 1.1. Applications
 - 1.1.1 Applications have to be submitted by the national boards.
 - 1.1.2 Individual applications can be accepted at the discretion of the OC.
- 1.2. Deadlines
 - 1.2.1 The deadline for all applications is at the discretion of the OC, but shall not be fixed earlier than 1 month in advance.
 - 1.2.2 Late applications can be accepted at the discretion of the OC.
- 1.3. Liabilities
 - 1.3.1. The national groups are liable for the payment of the participation fees for the applications they submitted.
 - 1.3.2. Individual applicants are liable for the payment of the participation fees for the applications they submitted.
- 1.4. The participation fee shall be paid no later than the first day of participating the International Council Meeting. A participant failing to do so shall be reported to the International Board.

2. Delegates

- 2.1 There shall be seven delegates from each National Group representing areas of activity of ELSA.
- 2.2 These should mirror the areas of responsibility of the International Board.

- 2.3 There may be appointed two additional delegates at the discretion of the National Board.
- 2.4 It is at the discretion of the International Board and the ~~€M~~ ICM Organising Committee to allow extra-delegates to the ~~€M~~ ICM.
- 2.5 ELSA's Partner Students' Associations have the right to send three delegates to each International Council Meeting. The host of the International Council Meeting in agreement with the International Board may increase this number.

3. Participation Fees for International Meetings

- 3.1 In each International Council Meeting, the Organising Committee shall cover the participation fee for nine members of ELSA International. This fee includes accommodation for ten nights, meals, and special fees requested from the other participants.
- 3.2 In each International Council Meeting, the Organising Committee shall cover the participation fee for the Chair and Vice Chair of the plenary for seven nights.
- ~~3.3 In each Presidents' Meeting the Organising Committee shall cover the participation fee for the President of ELSA International. This fee includes accommodation for six nights, meals, and special fees requested from the other participants.~~
- 3.4 The Organising Committees of elected hosts of future International Council Meetings and groups applying to host International Council Meetings will be entitled to send three persons to International Council Meetings with delegate fees.
- 3.5 Trainers from the International Trainers Pool, giving training at a an International Council Meeting, shall be entitled to attend the International Council Meeting with delegate fees.
- 3.6 In each International Council Meeting, the participation fee for three International Council Guests, elected at the previous International Council Meeting, shall be covered by the Organising Committee.
- 3.7 In case the groups mentioned do not present their application to host a an International Council Meeting, they will be liable to pay the difference between the fee they were charged and the extra-delegate fee established by the Organising Committee.

4. Preparation

Each National Group shall prepare the following package of documents to bring to the International Council Meetings:

- The in force Statutes and Standing Orders of ELSA International;
- The updated International Council Meeting Decision Book;
- The International Council Meeting Working Materials;
- The State of the Network Report from the immediate previous International Council Meeting;
- List of up-coming events of the National Group;

5. Starting Quorum ~~in Council Meetings~~

“Members” according to ~~Article 11.4~~ of the Statutes is to be interpreted as all members of the association regardless of their suspension status.

6. Workshops

- 6.1 There shall be one member of each delegation in each workshop.
- 6.2 Each workshop will receive an agenda from the responsible IB member to be accepted or amended.
- 6.3 Each workshop shall elect a chairman, a vice-chairman, and two secretaries.
- 6.4 The candidates for the workshop officers should be nominated and seconded by ELSA International, a Member or an Observer country.
- 6.5 All workshop officers must be workshop participants.
- 6.6 Workshop officers cannot be members of ELSA International.
- 6.7 The secretaries are responsible for writing down the minutes of the workshop. These minutes will be an appendix to the International Council Meeting minutes. The secretaries shall submit the final version of the minutes to the respective International Board member before the opening of the Final Plenary. Every member of the workshop should sign the workshop minutes, unless the workshop gives the right to sign the minutes to the chairs and the secretaries of the workshop.
- 6.8 Members and Observers have the right to speak in the workshop.
- 6.9 Members and Observers can vote in the workshops. Every Member and Observer Group has only one vote. A National Board can pass the vote to a local representative in case there are no National Representatives present and voting.
- 6.10 Observers have the right to vote in the workshop only for procedural matters, e.g. the election of WS officers and changes to the WS agenda.

6.11 Observers cannot vote on statements, recommendations, and proposals.

7. Former International Board at the next International Council Meeting

7.1 The International Board as a whole will be relieved from responsibility at the International Council Meeting following their period of office when it has transferred its files and responsibilities to the following board in a satisfactory way.

7.2 To answer any questions about their period of office, the former International Board will automatically be invited to the International Council Meeting following its period in office. This right of audience is limited to their activities while in office.

7.3 The President of ELSA International shall attend the International Council Meeting following his or her board's period of office and give the report to the BEE-workshop and presentation to the plenary concerning the achievements of his or her board during their period of office.

7.4 The Treasurer of ELSA International shall attend the International Council Meeting following his or her board's period of office and give the report to the FM Workshop and presentation to the plenary concerning the final accounts of his or her board during their period of office.

8. Application to host a an International Council Meeting

8.1 A written application to host an International Council Meeting must be handed in to the International Board.

8.2 The application shall contain a draft budget, a draft programme and can be supplemented by other relevant material.

8.3 The application shall be handed in to the International Board not later than the third day of the International Council Meeting where a vote on the application in question is scheduled to take place. Similarly, copies of this application (or summarised versions thereof) shall be made available to all members present at the International Council Meeting within the same deadline.

8.4 In the case where the call for nominations for candidates for ICM Hosts is extended by the International Council beyond the deadline referred to in the preceding point 9.3, the submission of the application to the International Board and to the members shall not take place any later than midnight of the day prior to the final Plenary session.

8.5 No decision can be taken upon the application earlier than twenty months before the International Council meeting Meeting the group has applied to host.

Human Resources

1. Fundamental Principles of Human Resources Management

- 1.1 The Human Resources Management (hereinafter HRM) in the context of ELSA shall respond to some fundamental principles that are expected to guarantee the success of the Human Resources Strategy.
- 1.2 The vision of ELSA shall be an integrated part of any expression of the HRM.
- 1.3 Human resources constitute the foundation and the driving force of the Association, and related issues shall therefore be taken into consideration in every ELSA event organized.
- 1.4 Unity in rudimentary terms and practices shall transpire any action of HRM.

2. The Human Resources Strategy of ELSA

- 2.1 The Human Resources Strategy of ELSA (hereinafter HRS) constitutes a framework to be implemented throughout the Network and in all areas of activity provided, with the purpose of increasing the quality and quantity of ELSA members in the member countries.
- 2.2 The Secretary General of ~~ELSA International or the Director for Human Resources~~ the International Board or the officer in charge of human resources, if one is specifically appointed by the IB, is responsible for the administration and the implementation of the HRS throughout the Network. ELSA International shall cooperate with the National Groups, aiming at achieving the objectives defined in the strategy.
- 2.3 This section of the Decision Book shall only be regarded as a summary of the HRS of ELSA, which constitutes a separate comprehensive framework.

3. The core structural provisions of the Human Resources Strategy

- 3.1 The HRS is based upon the following HR Cycles:
 - a. Recruitment,
 - b. Integration,
 - c. Maintenance,
 - d. Development and Knowledge Management,
 - e. Farewell and Alumni.
- 3.2 Recruitment is an ongoing process at all levels of ELSA. It is the stage of approaching a potential ELSA member and gaining additional human resources.
- 3.3 Integration focuses on forging a welcoming environment for new members, introducing them to the cooperative and interactive spirit that transpires the Association as well as to the wide range of activities of ELSA, while motivating and encouraging them to actively participate.
- 3.4 Maintenance is considered as a crucial cycle in the context of ELSA, which determines if members' interest is enforced, simply maintained, or faded. During this stage, the active participation of members shall attract appreciation and personal reward, which boosts their motivation towards further involvement.
- 3.5 Development marks the advancement of members to executives of administration, whereas Knowledge Management illustrates the transmission of core ELSA information connected to officers' responsibilities.
- 3.6 Farewell indicates the conclusion of members' or officers' active engagement in ELSA and their further involvement in the Association as alumni. Alumni shall feel included and be given the opportunity to acquire social and professional contact with future members and officers. This stage signifies the experience and expertise that following generations draw from their predecessors.

4. Evaluation and Improvement of the Human Resources Strategy

- 4.1 The evaluation of the HRS shall be conducted at a two-level scheme, annually and triennially, with the aim of achieving a more flexible and effective implementation.
- 4.2 At every spring International Council Meeting, the concrete figures of the most recent State of the Network Inquiry shall be presented in front of the International Council and be evaluated during a session of the IM Workshop.
- 4.3 Every three years after the end of the Spring ICM, the Secretary General of ELSA ~~International or the Director for Human Resources~~ the International Board or the

officer in charge of human resources, if one is specifically appointed by the IB, shall draft an evaluation report presenting a timeline of the related data collected since the last published report.

- 4.4 On the basis of the evaluation, ELSA International shall update the HRS and adjust its content to the conclusions agreed upon.

5. National and Local Groups

- 5.1 The National and Local Groups shall adhere to the core structural provisions of the HRS of ELSA in accordance with article 3, though if necessary they shall be adjusted to the special overall circumstances of their respective networks.
- 5.2 The National and Local Groups may proceed in creating their own HRS, provided that the core HR structure is followed, aiming at the furthest possible harmonization of the management of human resources throughout the Network.

Training

1. Definition

1.1 A training seeks to develop skills and knowledge of ELSA members that relate to specific useful competencies. A training aims at enhancing the potential of our members and officers, helping them to work more effectively.

1.2. There are two types of Trainings in ELSA:

- a) Soft Skills Training that is aiming at developing personal attributes that enhance an individual's interactions, career prospects, and job performance.
- b) Officers' Training that is aiming at developing the members to be fully equipped as ELSA officers.

1.3. The International Trainers' Pool (here after the ITP) is the main Training body of ELSA. The National Groups can also establish Trainers' Pools on national or regional level. The Secretary General of ELSA International administers the International Trainers' Pool. This administration can be delegated also to a director appointed for this specific purpose.

2. Obtaining trainings from the ITP

2.1 In order to apply for a trainer from the ITP, the National Secretary General should contact the Secretary General of ~~ELSA International or the respective Director of ELSA International, if appointed, at training@elsa.org~~ the International Board or the officer in charge of training, if one is specifically appointed by the IB, and to fill in the Pre-training questionnaire.

2.2 The Secretary General of ~~ELSA International~~ the International Board, at his/her disposal, is appointing a trainer for the requested event.

2.3. The National Group is expected to cover travel and accommodation costs for the appointed trainer.

3. Responsibilities of the International Board

3.1. The International Board shall organise annually the Refreshment Weekend and biannually the Train the Trainers' Week. The hosts for these events shall be appointed by ELSA International at least six month prior to the events. The dates for the events shall be set and communicated to the network at least three months prior to the event.

3.2. Refreshment Weekend is meant to conserve and enhance the quality of the ITP trainers. The sessions of the event are hosted by the experienced ITP trainer or the training companies who are partners of ELSA. The academic program for the event is developed by ELSA International and the ITP itself.

3.3. The Train the Trainers' Week is aiming to recruit new trainers to the ITP. Based on the results and a feedback of hosting trainer(s) of the event, the International Board is appointing new trainers to the ITP.

4. Responsibilities of National Groups

4.1. Every National Group should annually organise at least one officers' training event to enhance the skills needed in the officers' tasks.

4.2. Every National Group should annually organise at least one members' training event and encourage its Local Groups to organise them as well for their members. Through these events ELSA members can enhance their soft skills.

Local Groups

1. Local Groups

1.1 Any local organization based in a law faculty, as per article 4 of the Statutes and article 1 of the Standing Orders of ELSA, authorized to use the ELSA name or logo, according to the respective National Group regulations, is to be considered a Local Group of ELSA.

2. Report

2.1 National Groups shall fill in and submit a report to ELSA International with the detailed contacts of the Local Groups present in the respective country.

2.2 The report shall include:

- I. Name of the Local Group
- II. Faculty or faculties in which it is based
- III. Postal address of the Local Group
- IV. E-mail address of the Local Group
- V. Status of Local Group as member or observer
- VI. If the Local Group acquired membership status during the last two years, the date in which this took place

2.3 It shall be sent out to the Secretaries General of the National Groups by ELSA International before June 1st and shall be filled in and returned before July 1st every year, even if the National Group does not have any Local Groups at the date of delivering the report.

3. Sanctions

3.1 The failure in filling in or delivering the report by a Member shall be deemed a very grave infraction of the regulations, which will result in a financial sanction equal to the number of Local Groups or a National Group, which is at the same time acting as a sole Local Group, multiplied by €150.

3.2 The delivery of a report by a Member stating a lower amount of Local Groups than that according to article 1.1 of the present regulations, shall be deemed, upon evidence, a very grave infraction of the regulations, which will result in a financial sanction equal to the difference in the real and declared number of Local Groups multiplied by €150.

3.3 — In order to find out the amount of Local Groups as per article 1.1 of these regulations, ELSA International may use all of the means at its disposal; e.g. State of the Network enquiry and letters of authorization.

3.4 — Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 11.5 of the Statutes.

3.5 — These sanctions shall be directly transferred as a contribution to the ELSA Development Foundation.

3.6 — In case of any disagreement on the abovementioned sanctions, between a Member and ELSA International, the Member has the right to address the Council, in accordance to article 11.5 of the Statutes. Only the Council may modify or cancel the sanction.

Responsibilities for Quality Management

1. Responsibilities of the Local Groups

- Comply with the Statutes and Standing Orders of ELSA International, as well as with the Council Decisions.
- Submit the updated Local Board's address and officers list to the National Board.
- Support its alumni by keeping them updated about recent developments, achievements and projects planned by the Local Group.

2. Responsibilities of the National Board

- Ensure that the Statutes and Standing Orders of ELSA International, as well as Council Decisions, are known and implemented by the National Group and all Local Groups.
- Submit the information gathered at the ICM to all the Local Groups.
- Ensure that there are uniform Statutes and Standing Orders in all Local Groups.
- Ensure that the English version of the Statutes and Standing Orders is submitted to ELSA International.
- Submit the updated National Board's address and officers list to the Secretary General of the International Board after election of the new National Board or having changes in the National Board.
- Promote international activities on the local level, thus increasing the awareness of ELSA as an international association.
- Inform ELSA International periodically about local and national activities.
- Organise training meetings in order to improve the board's attitudes, skills and ELSA knowledge.

- ~~Support alumni in the country by keeping them updated about recent developments, achievements and projects planned by the groups in the country.~~
- ~~Ensure that the State of the Network Inquiry for their National Group is submitted to ELSA International electronically fourteen days before the beginning of each Council Meeting the at the latest. Should the Quorum of the Plenary of the International Council Meeting be at risk, it is at the discretion of the Secretary General of ELSA International to accept the State of the Network Inquiry of a National Group until the beginning of the Opening Plenary.~~
- ~~Fill in the Local Group Report accurately and submit it in due time to ELSA International.~~
- ~~Make sure that every National Board member sends updates every three months on their respective international area mailing list. If a position is vacant, the National Board is responsible for sending the updates on the international area mailing list in question.~~

3. Responsibilities of ELSA International

- ~~Make available to the Network the updated version of the Statutes and Standing Orders, as well as the Council Meeting Decision Book.~~
- ~~Ensure that all member and observer groups comply with statutory and council regulations.~~
- ~~Ensure the good functioning of the ICM.~~
- ~~Prepare and distribute the State of the Network Inquiry 35 days before each Council Meeting.~~
- ~~Evaluate all the information received on the international level.~~
- ~~Update the ELSA International website.~~
- ~~Ensure that all official publications of ELSA International are grammatically and syntactically correct by having undergone review before publication from a proofreading team under ELSA International.~~
- ~~Prepare training manuals and make these manuals available to the Network.~~
- ~~Provide guidelines for the specifics of the International Trainers Pool.~~
- ~~Work with the National Boards in suggesting solutions for the problems that arise.~~
- ~~Support alumni in ELSA by keeping them updated about recent developments, achievements and projects planned by ELSA International.~~
- ~~Monthly updates from each person of the IB.~~

Commentary:

ELSA International considers that it is time we updated the IM part of the Decision Book and render it simpler and more concrete. The section “Quality in Management”, “Local Groups” and “Responsibilities for Quality Management” have been incorporated into a new section called “Quality Management”, while the “Network Support System” is removed due to its complexity and its lack of use, as the IM Workshop during the ICM Batumi 2015 agreed. However, the idea of network support is incorporated into the last part of the aforementioned new section in order to provide some useful materials for the ELSA Network.

The section “Internal Management” is renamed to “Internal Affairs” to be distinguished from the name of the whole are and has become shorter in order for repetition to be avoided among the regulations of ELSA. Moreover, some less extensive changes are made under the sections “Council Meetings”, “Human Resources” and “Training”. Last but not least, the section “Information Technology” will be follow the section “Training” according to the form it is going to take after the related proposal in these Working Materials is discussed and voted upon.

Especially for Quality Management:

In order to make this proposal, research into several important documents was required. As such the ISO 9000’s principles of quality management, ISO 9001:2015 Quality Management System Standard and the Matrix Quality Standard – Guidance for Organizations, deserve mention for their particular importance.

A Quality Management System (QMS) calls for a precise and well organized set of rules, so it can be successfully implemented. ELSA has long had a commitment to Quality, however the association is particularly lacking in having a precise structure, a comprehensible and systematic set of principles that can be applicable to the entire network, as well as written and practical measures of support and control. To implement a true QMS, in a network as large as ours, careful consideration and planning was required. Considering our size and the problem we have in adequate and timely enforcement of rules across all levels of the network it was necessary to choose which issues would be addressed first and the scope that a primary intervention could have. Therefore ELSA International has opted, in this proposal, to focus on cleansing the Decision Book of irregular or no longer relevant rules, providing the network with a clear system to improve and maintain Quality, and giving the Decision Book a set of principles to guide the Quality Standard of ELSA.

Regarding number 1 of Quality Management, we propose to strike out the part relating to “Consolidation of ELSA” substituting and adapting it to “Principles of Quality Management”. Here the reader can find the framework for all quality related measures inside ELSA as well as some basic assurances. The reasoning followed was that of the principles of Quality Management, as stated by ISO 9000 – Customer Focus (1. a.; 1. b.), Leadership (1. c.; 1. d.; 1. e.), Involvement of People (1. e.; 1. f.), Continual Improvement (1. f.), Factual approach to decision making (1. g.). In number 2 the issue of accountability was addressed, as it is a main priority in Quality Management. Thus we ensured at all times during the term there must be an officer responsible for Quality Management, and that officer can and should advise his colleagues on the best ways to respond to quality concerns.

Number 3 concerns the responsibilities of ELSA International, it remains largely the same as it previously was, with some restructuring taking place with no significant change. Here it was stressed some practical steps to ensure visible quality of work as well as support from the international level to other levels of ELSA Groups.

Number 4 and 5 are about the duties of ELSA National Groups and ELSA Local Groups, respectively. Here there were no significant changes, merely fitting them into the new structure of the Quality Management part of the Decision Book.

In number 6 we introduced to the Decision Book the well-used tool, One Year Operational Plan (OYOP). A few basic rules are established so there is a minimum standard for the document. The main responsibility added was the requirement to submit the summary of the OYOP to the previous level (National or International). Also it was added that board members should take into consideration previously made OYOPs as well as the Strategic Plan.

An introduction to the Quality Management System is stated in number 7. This is necessary to establish the limits and procedure of the QMS, the general responsibilities of ELSA Groups for the purpose of accountability and also indexing the structure of the QMS because of its hybrid organization across the Decision Book.

Number 8 establishes the practical and directly applicable rules of the QMS. The reasoning followed was of accomplishing the structure of the QMS as envisioned in ISO 9001:2015. Firstly Organizational Knowledge Management/Leadership was approached. Here ELSA International tried to tackle the problem of communication of information to all interested parties regarding specific projects. We felt this can prove a major problem inside our organization (or any other) and so adopted measures to counter-act it (8.1. a.; 8.1. b.; 8.1. c.). Then another big issue was regulating the support the Network can rely on. For this we adapted the Network Support System into a new subsystem that proves more malleable and easy tools to use. This is to assure all ELSA Groups get the support they ask for and know they can consult other ELSA Groups, even if they don't personally know them, on matters regarding ELSA. This also softens ELSA International's responsibilities over the NSS and its overly bureaucratic procedure. Furthermore we felt it was necessary to introduce the Coaching System to the Decision Book so that ELSA Groups may better take advantage of it, and in order to assure it is clear to all involved parties their rights and responsibilities regarding this matter.

Council Meeting Decision Book amendment concerning the addition of a new section called “International Area Meetings” under the Internal Management part

The International Board is proposing the following to the Council:

International Area Meetings

1. Definitions

- 1.1. The International Area Meetings are internal ELSA meetings of the officers of the Member and Observer National Groups. There are three different International Area Meetings:
 - a. the International Presidents’ Meeting (IPM),
 - b. the Supporting Area Meeting (SAM), and
 - c. the Key Area Meeting (KAM).
- 1.2. The International Presidents’ Meeting is a horizontal meeting of the Presidents and officers in charge of Board Management, External Relations and Expansion. The aims of the International Presidents’ Meeting are to exchange experience, information and ideas existing in the National Groups, to learn from other National Groups, to contribute to the implementation of the decisions made in the International Council Meetings and to prepare for the International Council Meeting.
- 1.3. The Supporting Area Meeting trains the officers in charge of Internal Management, Financial Management and Marketing. In this meeting, the supporting area officers enlarge their knowledge about their area by exchanging experiences and ideas. Furthermore, they prepare themselves for the upcoming International Council Meetings.
- 1.4. The Key Area Meeting trains the officers in charge of Academic Activities (and Moot Court Competitions), Seminars and Conferences, and the Student Trainee Exchange Programme. In this meeting, the key area officers enlarge their knowledge about their area by exchanging experiences and ideas. Furthermore, they prepare themselves for the upcoming International Council Meetings.

2. Timeframe

- 2.1 The International Presidents’ Meeting shall meet on a biannual basis, once in winter and once in summer. It shall begin on a Wednesday and end on the following Sunday. The winter International Presidents’ Meeting shall start no later than the third Wednesday of January and shall finish no later than the third Sunday of February. The summer

International Presidents' Meeting shall start no later than the first Wednesday of August and shall finish no later than the first Sunday of September.

2.2 The Supporting Area Meeting shall meet on an annual basis in the first two months of the each term of ELSA International.

2.3 The Key Area Meeting shall meet on an annual basis in the first two months of the each term of ELSA International.

3. Host

3.1 Any Member National Group of ELSA or any member Local Group of a Member National Group of ELSA is eligible for applying to host an International Area Meeting.

3.2 The International Board issues a call for hosts and sends out a host agreement with terms to be agreed upon between the two parties and, after examining the applications received, appoints them.

3.3 The Organising Committee has to provide a minimum of 50 spots for participants.

4. Attendance

4.1 The President of the International Board or his or her substitute must attend the IPM. National officers in charge of Board Management, External Relations and Expansion or their substitutes are invited to attend the IPM. National officers can invite local officers to attend the IPM.

4.2 The supporting area officers of the International Board or their substitutes must attend the SAM. National supporting area officers or their substitutes are invited to attend the SAM. National officers can invite local officers to attend the SAM.

4.3 The key area officers of the International Board or their substitutes must attend the KAM. National key area officers or their substitutes are invited to attend the KAM. National officers can invite local officers to attend the KAM.

5. Fees

5.1 The Organising Committees shall comply with Council Decision FM 01/07 I "Maximum Participation Fee for Statutory Meetings and International Internal Meetings" when charging the participation fee.

5.2 In each International President's Meeting, the Organising Committee shall cover all expenses for the President of the International Board and one more officer of ELSA

International in connection to the IPM, except for travel expenses. The accommodation and meals costs of the aforementioned officers of ELSA International covered by the OC include the five days of the IPM and maximum 2 extra nights per each one of them. The OC shall cover all of the special fees of the aforementioned officers of ELSA International.

- 5.3. In each Supporting Area Meeting, the Organising Committee shall cover all expenses for the supporting area officers of the International Board in connection to the SAM, except for travel expenses. The accommodation and meals costs of the aforementioned officers of ELSA International covered by the OC include the five days of the SAM and maximum 2 extra nights per each one of them. The OC shall cover all of the special fees of the aforementioned officers of ELSA International.
- 5.4. In each Key Area Meeting, the Organising Committee shall cover all expenses for the key area officers of the International Board in connection to the KAM, except for travel expenses. The accommodation and meals costs of the aforementioned officers of ELSA International covered by the OC include the five days of the KAM and maximum 2 extra nights per each one of them. The OC shall cover all of the special fees of the aforementioned officers of ELSA International.
- 5.5. the participation fee for the President of the International Board and one other officer of ELSA International. This fee includes accommodation for six nights, meals, and special fees requested from the other participants.
- 5.6. In each Supporting Area Meeting, the Organising Committee shall cover the participation fee for the supporting area officers of the International Board. This fee includes accommodation for six nights, meals, and special fees requested from the other participants.

Commentary:

The presented proposal's aim is to create and organize provisions within the Decision Book of ELSA, which would summarize the current practices done for both the organization and meaning of the Area Meetings - Key Area Meeting (KAM), Supporting Area Meeting (SAM), and the International Presidents' Meeting (IPM). The content has been inspired by various experiences of the individuals attending these meetings, by personal feedback from the organizers and also by the structure and regulations of the international Council Meeting.

Council Meeting Decision Book amendment concerning the section “Information Technology” of the Internal Management part (IM 01/12 III)

The International Board is proposing the following to the Council:

Information Technology

3. E-mail communication

~~3.1 The official E-Mail addresses of each group shall be the following: president@, secgen@, treasurer@, vpaa@, vpmcc@, vpse@, vpstep@, vpmarketing@ followed by the domains mentioned in 1.2.~~

~~3.2 E-mail signatures shall contain at least name, area, ELSA group and postal group address.~~

3.1 The official e-mail addresses of each ELSA Group shall be the following: president@, secgen@, treasurer@, vpmarketing@ or marketing@, vpaa@ or aa@, vpmcc@ or mootcourts@, vpse@ or sc@, vpstep@ or step@, followed by the domains mentioned in 1.2.

3.2 The e-mail signatures shall contain at least:

- a. the name of the officer,
- b. the position the officer holds or the area he/she is responsible for,
- c. the name of the ELSA Group, and
- d. the postal address of the ELSA Group.

Commentary:

ELSA International believes that the current regulations regarding the email addresses are very strict. In order to allow some flexibility, the International Board proposes this change under 3.1, bearing also in mind that sometimes the alternative versions will facilitate the better understanding from externals.

Regarding the email signatures, ELSA International proceeds in clarifying the provisions under 3.2.

Council Meeting Decision Book amendment concerning the section “The ELSA Development Foundation” of the Financial Management part (FM 01/06 II)

The International Board is proposing the following to the Council:

The ELSA Development Foundation

3. Eligible Applicants

The following Groups are eligible to apply to EDF:

- (a) Local Groups
- (b) National Groups
- (c) Cooperation of Local or National Groups - in such cases, the applicable regulations are determined based on the majority of the members of the cooperation.

6. Application Procedure

6.2 Timeline

~~6.2.1 The applicants shall submit the application form to the Board of Directors of EDF no later than three weeks before start of the event or activity they wish to seek funding for. While applying for the category B.1, application will be considered sent in time, if it is submitted no later than one week before the start of the event or activity.~~

6.2.1 The EDF granting timeline is divided into four cycles. The ends of the four cycle application periods for their term in office shall be announced to the Network by the Board of Directors of the EDF within the first week of their term. In case the dates are not announced during this period, the cycle application periods end on the last day of September, December, March and June.

~~6.2.2 Within two weeks of receiving the application, the Board of Directors shall take a decision on the submitted application, and shall communicate such decision to the applicant within two days of the date of the decision.~~

6.2.2 The applicants may apply for EDF support only during four cycles – at the soonest within the two cycles before the cycle, during which the event or activity is opened, and at the latest within the cycle, after the event or activity has concluded.

6.2.3 Within two weeks after the end of the application period for a cycle, the Board of Directors shall take decisions on all of the applications received during this cycle,

and communicate the decisions to the applicants within one week after the decisions have been made.

6.2.4 The Board of Directors may also, ~~if it deems~~ they deem it fit to do so, and before taking a decision on ~~the~~ any particular application, ask the applicant to re-write the application form, stating the areas which are lacking or which need to be improved. The re-written application will be evaluated as if it were an original application. In this case, ~~the timeline requirements under article 6.1 shall be dispensed with.~~ a new timeline shall be set for the applicant by the Board of Directors.

6.3 Exceptional Procedure

~~6.3.1 The Board of Directors may, upon evaluating the application against the Award Criteria under article 7, decide to grant the applicant an exception and accept a submission not sent in time as required under article 6.2.1.~~

~~6.3.2 The Board of Directors shall not, under any circumstances, accept an application, which has been submitted later than two days after the period required under the timeline under article 6.2 has passed.~~

The Board of Directors may exceptionally, upon evaluating the application against the Award Criteria under article 7, accept a submission, which was received after the end of a cycle application period, to be evaluated along other applications received for the respective cycle. This exception may not be granted, if the application was received later than two days after end of the cycle application period.

8. Payment Procedure

In order for ~~an~~ the applicants to be paid the amount granted ~~to it, it,~~ they must comply with the following regulations:

8.1 Receipts

- ~~(i) Within four weeks of the conclusion of the event or activity, the applicant shall submit the receipts relating to the event or activity for which the grant was awarded.~~
- ~~(ii) The receipts submitted need not necessarily be originals, so long as they are copies of receipts issued by companies or competent authorities, with clearly legible dates, details and amounts. All payments made in other currency than Euro shall be supported with a conversion of the amounts into Euro with the currency rate of the date when the payment was made.~~
- ~~(iii) The Board of Directors reserves the right to unilaterally exclude a receipt or receipts from the final payment if they fail to fulfil the requirements detailed under the previous sub-article.~~

8.2 Activity Report and Financial Report

- ~~(i) Within four weeks of the conclusion of the event or activity, the applicant shall submit a detailed Activity Report of the event or activity organised or attended.~~
- ~~(ii) The Activity Report shall include information regarding the event or activity itself, the experiences of the persons present at the event or activity, and the multiplier effect that can be expected from the organisation or attendance of such.~~
- ~~(iii) Within this period the applicant shall also submit a Financial Report, which will clearly determine, supported by the receipts meeting the criteria of article 8.1, the profit and loss statement of the event or activity.~~
- ~~(iv) The Board of Directors reserves the right to unilaterally reject an Activity Report or a Financial Report if it has in their opinion failed to sufficiently fulfil the requirements detailed under the previous two sub-articles.~~
- ~~(v) In such cases, the Board of Directors may ask the applicant to re-write the Activity Report or Financial Report, stating the areas which are lacking or which need to be improved and providing a new deadline for submission of the amended report. The newly amended Activity or Financial Report shall then be taken in as the applicable Activity Report or Financial Report, to the exclusion of the original.~~
- ~~(vi) The Board of Directors may provide an applicant with a report template to be filled. In this case the template must be used for the report.~~

8.1 Reporting Procedure

- ~~(i) The applicant shall submit the Activity Report, the Financial Report and the receipts relating to the event or activity, for which the grant was awarded, within four weeks of its conclusion, or along with the application, in case the event or activity has concluded before the application was submitted.~~
- ~~(ii) The Activity Report shall include information regarding the event or activity itself, the experiences of the persons present, and the expected multiplier effect from the organisation or attendance of such activity or event.~~
- ~~(iii) The Financial Report shall clearly determine, supported by the receipts meeting the criteria of the following article, the profit and loss statement of the event or activity.~~
- ~~(iv) The receipts submitted must contain clearly legible dates, details of transactions and amounts, and must be issued by entities with the legal capacity to issue such receipts. In case the receipts are not in English, a brief translation of the content must be provided. Payments not made in Euro shall be supported with a conversion into Euro, with the exchange rate at the date of the payment, as proved by the relevant receipt.~~
- ~~(v) The Board of Directors reserves the right to unilaterally reject an Activity Report, a Financial Report or to exclude a receipt or receipts from the final payment, if they fail to fulfil the requirements of this Article. In such cases, the Board of Directors may ask the applicant to re-write specific parts of the Activity Report or Financial Report, and provide the applicant with a new deadline for the submission. Upon timely submission, the newly amended Activity Report,~~

Financial Report, receipt or receipts shall be taken in as applicable, to the exclusion of the ones originally submitted.

- (vi) The Board of Directors may provide an applicant with a reporting template to be filled, in which cases the template must be used.

8.2 Crediting Procedure

- (ii) Within four weeks of the accepting of the Activity Report, the Financial Report and the receipts, the Board of Directors shall directly credit the relevant amount to the bank account of the applicant, based on the ~~details submitted with the original application~~ proved amount of loss made by the Applicant. In exceptional circumstances in which bank transfer is not reasonable the Board of Directors may pay the relevant amount in cash to the appointed representative of the applicant.
- (iii) If either the accepted Activity Report or the Financial Report or the receipts have not been submitted to the Board of Directors by the applicant ~~within four weeks from the conclusion of the event or activity to which the grant relates~~ in due time, the grant awarded shall expire, and no claim for payment may be made in its regard thereafter.
- (iv) One week before the expiration of the grant, the Chairman of the EDF shall inform the applicant about the upcoming deadline to submit the Activity Report, the Financial Report and the receipts.
- (v) The Board of Directors may extend the deadlines for providing the Activity Report or the Financial Report or the receipts upon a valid and reasonable request of the applicant, which has been submitted to the Board of Directors before the expiration of the grant.

12. Capitalizing of the Foundation

12.1 The annual income of the Foundation shall be capitalized by a 6% on an annual basis, meaning that 94% of the annual income of the Foundation could be spent by the Board of Directors. 6% of the annual income will be deposited on the savings account of the Foundation.

12.2 The Board of Directors is not entitled to grant from the capitalized amount.

12.3 The annual income which wasn't granted in the current financial year is not considered a capitalized amount.

Commentary:

The basic nature of this fundamental change of the EDF is inspired by STEP cycles and contains some wording changes. Clarification for multiple applying groups has been made. A simplified wording of the reporting procedure has been introduced, with the two sub-articles merged into one. An obligation for the non-English receipts to contain a brief translation has been added.

The most visible change is opening of the possibility to apply for support during the cycle after the event takes place (and also during the cycle during which the event takes place). The basis for this change was the difficulty in planning for the applicant groups, due to the “three weeks before the activity” rule, as the applicants do not know whether the activity will make a loss or not at the point of application. Often, the applicants do not make a loss, therefore the EDF grant is not awarded, and the funds allocated could not be used for other funding, as they were reserved for the applicant. The benefits of applying for the EDF support after the event concludes saves time and work both for the applicant group, and for the Chairman of the EDF.

On the pros side this proposal significantly decreases the administrative burden of the EDF for the Board of directors, and allows them an easier control and planning of the granting and spending of the funds of the EDF. In addition, this change has a great potential for marketing and promotion of the EDF, as the officers would be well informed about the cycles, and the application periods for funding.

On the cons side, due to various dates of events happening or activities attending within the network, it will require much better planning from the applicants, and has a potential to influence the date setting of the events, in order to conform the cycles. Additionally, in cases of applying after the conclusion of the event, the big risk is an increased opportunity for fraud, as there is no way from the side of the Chairman to check, whether the group has not received incomes from other sources and thus made profit on top of the claimed loss.

Article 12 change: With the current situation only 6% of the amount counts as capitalized amount and the remaining 94% are considered as „ leftovers “. By adding 12.3 it is stated clearly that the remaining funds may still be used and will not be turned into a capitalized amount which can't be granted anymore.

Council Meeting Decision Book amendment concerning the addition of a new section called “Financial Strategy 2016-2019” under the Financial Management part

The International Board is proposing the following to the Council:

Financial Strategy of ELSA International 2016-2019

1. The Focus

1.1. Fundraising Focuses:

1.1.1. Partnerships

- Fundraising from Partnership sources shall fall into two categories - General Partnerships and Project partnerships
- The International Board shall make effort for the Project Partnerships to result into General Partnerships

1.1.2. Membership fees

- To equalize inflation and other influences, Membership Fees should be adjusted by the Council every three years

1.1.3. Marketing

- Income raised through Marketing activities - advertising and magazines - shall be only used as a supportive source of funding

1.1.4. Grant Strategy

- The International Board shall apply for Structural and Project Grants only after consulting during a Board meeting, which assesses the necessity of such Grants, benefits and risks of applying.
- The Incumbent Treasurer shall always be aware of the deadlines for applying for new grants, and reporting of the current ones.
- The Incumbent Treasurer shall control, whether the spending of the granted money follows the granted reason, and inform the International Board if it is not so

1.2. Expenditure Focuses:1.2.1. Professionalization

- The International Board shall focus the spending towards establishing a permanent secretariat, which shall compose of a secretary, an accountant and a lawyer. The secretariat does not have to be employed by ELSA directly, as long as it is responsive and duly working
- The International Board shall utilize consulting when professionalizing the association

1.2.2. Knowledge management

- The International Board shall spend resources on digitalizing of the Archive of ELSA International, in order to make the Archive available to every member on an internal database

1.2.3. Network Support

- ELSA International shall ensure visits of all national groups and observers by arranging travels of the International Board or members of the International Team during their term in office, in order to provide support with practical knowledge

1.2.4. Allocation of Excessive funds from the general budget shall further prioritize the following topics:

- Development and maintenance of IT structures capable of handling the STEP and Moot Court Competition registration and processes
- Attending and organizing Networking events for the International Board
- Establishment of a separate office close to accommodation premises of the International Board
- Inhouse and Outhouse travels for the International Boards in case the final balance of the year after an Internal Audit results in a profit

1.3. Principles

- General Incomes and Expenses shall be visibly separated from the Project related Incomes and Expenses
- General running Expenses of the International Board – allowances, supplies, travel costs, etc. - shall be allocated to the Project Expenses within project budgets proportionally
- Project Incomes shall not be used to cover General Expenses

2. The Execution

2.1 Fundraising Executions

- 2.1.1. General Partnership Income shall be maintained between 30 - 60% of the General Income
- 2.1.2. Membership Fee Income shall be maintained between 10 – 25% of the General Income
- 2.1.3. Advertising Income and Income from publications combined Income shall be maintained between 15 – 40 % of the General Income
- 2.1.4. Income from Operating / Structural Grants shall be maintained between 10 – 50 % of the General Income

2.2 Expenditure Executions

- 2.1.1. Expenses for the ELSA House shall be maintained between 20 - 35% of the General Expenses
- 2.1.2. International Board Allowances shall be maintained between 20 - 30% of the General Expenses
- 2.1.3. International Board Travel expenses shall be maintained between 10 - 20% of the General Expenses

Council Meeting Decision Book amendment concerning the section “Uniformity” of the Marketing part (MAR 01/08 I)

The International Board is proposing the following to the Council:

Uniformity

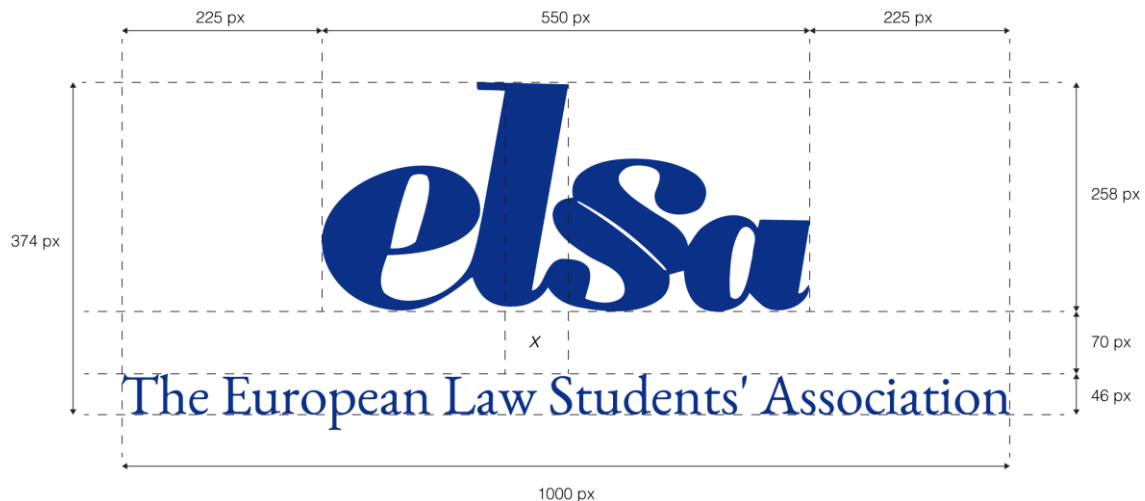
1. The ELSA Logo

1.1 The ELSA logo shall be used only in a way, which is beneficial for ELSA. ~~It should~~ The logo shall not be used in a way that would damage the positive image of ELSA or in any other way that would harm the reputation of the association. The logo shall not be used in a way, which could come in conflict with ELSA’s non-political status.

~~1.2 ELSA has two logos: one with design and subtitle and the other only with the design. The second one can only be used when relatively small and when the policies specifically indicate the usage.~~

1.2 The ELSA logo consists of two parts: the design and the subtitle. Only when the design and the subtitle appear together in the correct proportions and colours may it be called the ELSA logo, unless the exception 1.3 applies.





~~1.3 All ELSA groups shall use the ELSA logo, which is the logo above, and no other, except for project logos shall be used when promoting ELSA.~~

~~1.4 Although for specific reasons dimensions should be altered, its proportions should not.~~

~~1.5 This logo consists of two parts: the design and the subtitle. Only when the design and the subtitle appear together in the correct proportions and colours may it be called the ELSA logo, unless the exception 1.7 applies.~~

~~1.6 The subtitle accompanying the logo should be perfectly centred and should appear only in English. If there is a legal obligation to put the subtitle in national language, this should be given secondary importance to the ELSA logo as described in point 1.3.~~

~~1.7 For a specific reason, the logo can be featured without the subtitle when relatively small in which case it shall not be used in combination with any other subtitle or name. Relatively small means that the size of the logo is 45 per cent or less of the size of the logo described in point 1.3.~~

~~1.8 The exception in point 1.7 does not apply for business cards, letter heads, envelopes and the homepage of a website.~~

~~1.9 The name of the National Group or of the Local Group must be written in capital letters, in Garamond, regular, font and must be perfectly centred, in the same size as the subtitle of the logo and in the same colour as the logo. Eg: as shown below:~~



1.10 The written version of the logo is: ELSA

When used with the name of the group, it shall be written as in the following examples:

ELSA International, ELSA Sweden

1.11 The logo must be featured in:

PMS Reflex Blue (equivalent to HKS 42) CMYK 100 95 0 0,

black CMYK 0.0.0.100 or

grey CMYK 0.0.0.60.

The logo may also be used in the negative form. This means that the white (CMYK 0.0.0.0) version of the logo can be used when the logo is to be placed against a dark background.

1.12 The logo shall not be used in connection with any state or national symbol of any country.

1.13 The logo shall not be animated in any way.

1.3. For a specific reason, the logo can be featured without the subtitle when relatively small. In that case it shall not be used in combination with any other subtitle or name.

1.3.1 Relatively small means that the width of the design is 30 mm or less.

1.3.2 The exception in point 1.3 does not apply for business cards, letterheads, envelopes and digital publishing.

1.3.2.1 Digital publishing includes (but is not limited to) webpages and social media.



- 1.8. The ELSA logo described and depicted in point 1.2 is to be used only by ELSA International.
ELSA International can authorise others to use the ELSA logo.
- 1.9. The written version of the abbreviated subtitle is: ELSA.
When used with the name of the group, it shall be written as in the following examples:
ELSA International
ELSA Italy
ELSA Prague
- 1.10. The logo can be featured only in the following colours:
- | | | |
|-------------------|-------------------------|-------------------------|
| <u>ELSA blue:</u> | <u>CMYK: 100 85 0 0</u> | <u>RGB: 10 48 135</u> |
| <u>Black:</u> | <u>CMYK: 0 0 0 100</u> | <u>RGB: 0 0 0</u> |
| <u>White:</u> | <u>CMYK: 0 0 0 0</u> | <u>RGB: 255 255 255</u> |
| <u>Grey:</u> | <u>CMYK: 0 0 0 60</u> | <u>RGB: 102 102 102</u> |
- 1.11. No extra effects, animations or ornamentations shall be added to the logo.

Commentary:

Unification of the profile of ELSA is a part of our strategic goals. However, today, confusion still exists in the ELSA Network when it comes to the correct use of the ELSA logo. The aim of the proposal above is to provide a clearer and more comprehensible structure of the logo regulations, as well as to eliminate the misleading flaws from the Decision Book, that it currently contains, with the final goal to simplify the correct use of the logo and to make it more accessible to the Officers throughout the whole ELSA Network. The wrongly depicted examples of the logo are replaced

with correct examples. The font used in the logo is defined further to ensure that it can be accessed and distributed to the ELSA Officers completely free of charge. The colour codes for digital distribution of the logo are also included to guarantee the uniformity of the promotional materials online. For better understanding, some grammar and structural changes are proposed as well. The main aim of the proposal is thus not to change the regulations regarding the logo of ELSA, but to update and clarify them to ensure that further unification of the image of ELSA is possible.

Council Meeting Decision Book amendment concerning the section “Uniformity” of the Marketing part (MAR 01/08 I)

The International Board is proposing the following to the Council:

Uniformity

2. Business cards

2.1. Dimensions, Logo and Format:

~~2.1.1 The recommended size of business cards is 85 x 55 mm. The business cards are organized according to a consistent grid with reference to the print space in two columns.~~

~~2.1.2 The ELSA logo must be featured on either side of business cards. For the front side, it shall be~~

- ~~a. right aligned~~
- ~~b. placed in the position at the height equal to the length of the logo itself, from the bottom of the business card.~~

~~For the back side, the logo must be centre aligned.~~

~~2.1.3 ELSA business cards must have a horizontal format.~~

2.2 Text on the Business card

~~2.2.1 The name of the ELSA group must be featured on the card and written in compliance to the logo rules in point 1.9.~~

~~2.2.2 The name and the title of the owner must be featured.~~

~~2.2.3 The name and the title of the owner must be left aligned.~~

~~2.2.4 When the business card is of the ELSA group, there is neither name nor title on the business card.~~

~~2.2.5 The title shall be featured in the full version, but it is possible to use the title in the respective language.~~

2.2.6 Fonts:

~~a. The name of the owner is written in HelveticaNeueLTStd, 14 points. In case of special characters are not available in HelveticaNeueLTStd, the font Arial, 13 points shall be used.~~

~~b. The title of the owner is written in HelveticaNeueLTStd, 6 points. In case of special characters are not available in HelveticaNeueLTStd, the font Arial, 5 points shall be used.~~

~~c. The name of the National or Local Groups must be written HelveticaNeueLTStd, 6 points. In case special characters are not available in HelveticaNeueLTStd, the font Arial, 5 points shall be used.~~

2.3 Contact Data

~~2.3.1 Contact data must be placed on business cards, left aligned, in the first of the two columns that the business card is divided into.~~

~~2.3.2 The font used shall be HelveticaNeueLTStd, 5 points. In case of special characters are not available in HelveticaNeueLTStd, the font Arial, 4 points shall be used.~~

2.4 Colours of the text

~~2.4.1 The text on business cards must be in:~~

~~a. PMS Reflex Blue~~

~~or~~

~~b. Black.~~

2.5 Paper

~~2.5.1 The preferable weight of the paper is 215 g/m², 250 g/m² or 265 g/m².~~

~~2.5.2. The background colour of the front side of business cards must be white~~

~~The background colour of the back side of business cards shall be PMS Reflex Blue.~~

~~2.6 There shall be no background pictures of any kind featured on business cards.~~

2. Responsibilities of the groups

2.1 Responsibilities of the Local Group

- Ensure the protection of the ELSA brand
- Implement the uniformity rules in the Local Group
- Ensure that breaches of the uniformity rules, especially the logo rules are corrected immediately and mistakes removed
- Consult the National Group if in doubt

2.2 Responsibilities of the National Group

- Ensure the protection of the ELSA brand
- Implement the uniformity rules in ELSA in the respective groups
- Make sure that the Local Groups have knowledge about the uniformity rules
- Supervise the correct use of the uniformity rules and enforce them in the groups
- Make sure that all breaches are corrected immediately and mistakes removed
- Consult ELSA International if in doubt

2.3 Responsibilities of ELSA International

- Ensure the protection of the ELSA brand
- Make sure that the uniformity rules are implemented throughout the Network
- Prepare manuals on how to implement the uniformity rules and make these manuals available to the Network
- Supervise the correct use of the uniformity rules in all National Groups
- When breaches are noticed, contact the breaching group immediately and see to that they are corrected.

Commentary:

The business cards regulations were last updated in ICM Cluj-Napoca 2015 as a part of the strategic goal relating to the updating of the corporate identity of ELSA. However, even though the discussions before the update lasted for several ICMs and were quite thorough, the business cards regulations we have today are still not fulfilling the purpose of unification the way they should. Currently, all ELSA groups are obliged to produce business cards with a type size that is simply too small to be legible easily, bringing down the professional image of ELSA that should be preserved. The Marketing Workshop in ICM Batumi 2015 agreed that the recently updated regulations must be changed. However, due to the very technical nature of the regulation, a Council decision is needed to change even the type size of the text in the business cards. To solve the problem and to also ensure that situations like the current one are avoided in the future, the International Board of ELSA proposes to remove the business cards regulations from the Decision Book and to only keep them in the ELSA Corporate Identity Handbook, to which the Decision Book refers in the Uniformity section. Thus, the aim of the proposal is to preserve the uniformity in the Network, but with a more dynamic and modern approach.

Council Meeting Decision Book amendment concerning the section “STEP Responsibilities” of the STEP part (STEP 01/09 I)

The International Board is proposing the following to the Council:

STEP Responsibilities

1. ELSA International

1.1 ELSA International has to provide the Network with up-to-date forms.

1.2 ELSA International shall provide the Network with contracts for the employer containing the clauses specified below

- a. Stating that the issued duration and compensation contained within the Traineeship Specification Form are binding.
- b. Obligating the employer to guarantee that all the information stated is correct.
- c. Obligating the employer to provide the trainee with relevant material before the traineeship begins, if prior preparation is required on a specific topic.
- d. Obligating the employer to sign the Trainee Acceptance Form within ~~two~~ three weeks.

Commentary:

The feedback from both STEP officers and employers was that the 2 weeks are not enough for the employers to deliver the selection results. Some of the employers are conducting interviews with the applicants, having meetings with their HR Committees etc., so the 2 weeks are insufficient. Therefore, the period to deliver the selection results should be extended by 1 week.

Council Meeting Decision Book amendment concerning the section “STEP Responsibilities” of the STEP part (STEP 01/09 I)

The International Board is proposing the following to the Council:

STEP Responsibilities

1. ELSA International

- 1.11 When ELSA International acts as a Hosting Group as defined under STEP Responsibilities/Local Groups/3.1. part of the Decision Book, it has responsibilities in a relation to the employer, as set under that part.

Commentary:

Basically all the commentary that is written under the Proposal concerning Hosting Groups Responsibilities of the STEP part, is valid for this proposal too. There are cases where ELSA International may act as a hosting group, in a relation to the employer, i.e. when ELSA International is the only contact with the employer and therefore organizing the traineeship. For these cases it should be clear that ELSA International bears the same responsibilities in a relation to the employer as any other hosting group does.

Part “in a relation to the employer” is included to distinct from the reception responsibilities, i.e. responsibilities in a relation to the trainee. That is because in general ELSA International cannot fulfil these responsibilities adequately (e.g. when the traineeship is taking place outside of Europe).

Council Meeting Decision Book amendment concerning the section “STEP Responsibilities” of the STEP part (STEP 01/09 I)

The International Board is proposing the following to the Council:

STEP Responsibilities

3. Local Groups

The Sending and Hosting Group shall explain to the applicants their role as representatives of ELSA.

3.1 Hosting Group

Hosting Group means the Local Group or National Group who is responsible for the organization of the relevant traineeship. This includes the following responsibilities:

- a. The Hosting Group shall ensure that the Traineeship Specification Forms are filled in properly, i.e. that it adequately represents the responsibilities of the trainee and as such the Hosting Group shall assist the employer, at their request, to complete the Traineeship Specification Form. The Hosting Group shall sign the Traineeship Specification Form, and shall ensure that the employer signs it as well.

Commentary:

Last year the question was raised about who should sign the Traineeship Specification Form on ELSA’s behalf.

For years, in practice, responsible officers from hosting groups were signing the TSFs. The reasons are rather understandable and practical – hosting groups are contacting the employers, negotiating with the employers, providing the employers with TSFs, assisting the employers to fill in the TSFs, forwarding them the applications, providing the employers with Trainee Acceptance Forms and Evaluation Forms, and in general providing them with any information about STEP. Shortly, hosting groups are the only ones in any contact with the employers.

ELSA’s obligations from the TSF are: 1. Promoting the traineeship, 2. Submitting the applications, and 3. Providing the information about the selection procedure and any STEP related information in general. All these obligations, when it comes to the respective employer, are exercised directly by the hosting groups. Hosting groups are responsible that the TSFs are filled in correctly, so that

the traineeships could be promoted. Hosting groups are submitting the links to the applications to the employers. Hosting groups are providing all the information about STEP to the employer. Of course, there is also a part of work from ELSA International that makes possible for hosting groups to fulfil these obligations – in short, administrating STEP Portal and STEP Internal Interface. But these responsibilities of ELSA International are already set in the Decision Book, and it is highly unlikely that they would not be respected. On the other hand, ELSA International cannot be held responsible if hosting groups do not forward the applications to the employer or if hosting groups provides wrong information to the employers, and it's almost impossible to even control if this has been done, considering that the hosting groups are the only ones in direct contact with the employers.

All the other responsibilities that may exist towards the employer, regarding the trainees, will be regulated in the Traineeship Agreement between the employer and the trainee, i.e. these responsibilities (and potential liabilities) will be between the employer and the trainee, with ELSA being no part of that agreement.

All this being said, and for the sake of clarity, it should be regulated that hosting groups sign the TSF.

Council Meeting Decision Book amendment concerning the section “Penalty System” of the STEP part (STEP 01/09 I)

The International Board is proposing the following to the Council:

Penalty System

1. Applicants

1.2 Delay

- a. The selected applicant shall submit his/her Traineeship Confirmation Form to ELSA International within ~~two~~one weeks after notification. Failure to do so shall result in the loss of certain rights for that traineeship, and the next ranked applicant shall be considered as selected for the traineeship.
- b. If the trainee fails to send the completed Traineeship Evaluation Form within four (4) weeks after the end of the traineeship, he/she shall not receive the STEP Certificate.

Commentary:

Two weeks proved to be too long time for applicants to simply accept the attendance of the traineeship that they've got selected for. They are in any case obliged to attend the traineeship that they have applied for, so one week should be sufficient enough for them to just confirm the attendance. Additionally, it happens that some of the applicants cancel their applications at the very end of the current 2 weeks period for confirmation, so with this change we would not lose 2 weeks on informing the applicant who will attend the traineeship.

NATIONAL GROUPS

Statutes amendment concerning article 3

ELSA Austria, ELSA Czech Republic, ELSA Germany and ELSA Norway are proposing the following to the Council:

Scope of Association

Article 3 - Aims and Activities

3.1 ELSA is a ~~non-political~~ non-partisan, independent, non-profit-making association the aims of which are to promote, establish and develop mutual understanding, co-operation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

Commentary:

The discussion about the meaning of the term “non-political” was raised once again during the IPM in Brno by several countries, which led to the suggestion made by ELSA Austria to change the term “non-political” to “non-partisan”. As this discussion came up again and again during the last years we think this should result in a change of the statutes. We think the best and easiest way is to clarify the term by changing it to “non-partisan”.

International Law making, internal meetings with 300 people from all over Europe, cooperating with the Human Rights Partner Council of Europe is in some kind political but important for our association as it defines some of our main activities. The important thing is, that ELSA does not advertise and cooperate with any political stream or political party.

Council Meeting Decision Book amendment concerning the section “Council Meetings” of the Internal Management part (IM 02/11 II)

ELSA Germany is proposing the following to the Council:

Council Meetings

3. Participation Fees for International Meetings

- 3.1 In each Council Meeting, the Organising Committee shall cover the participation fee for ~~nine members of ELSA International~~ eight members of the International Board and one Auditor of ELSA. This fee includes accommodation for ten nights; ~~and~~ meals, and special fees requested from the other participants. The Organising Committee can additionally cover the special fees.
- 3.2 In each Council Meeting, the Organising Committee shall cover the participation fee for the Chair and Vice Chair of the plenary for seven nights.
- 3.3 In each Presidents’ Meeting the Organising Committee shall cover the participation fee for the President of ELSA International. This fee includes accommodation for six nights; ~~and~~ meals, and special fees requested from the other participants. The Organising Committee can additionally cover the special fees.
- 3.4 The Organising Committees of elected hosts of future Council Meetings and groups applying to host Council Meetings will be entitled to send three persons to Council Meetings with delegate fees.
- 3.5 Trainers from the International Trainers Pool, giving training at a Council Meeting, shall be entitled to attend the Council Meeting with delegate fees.
- 3.6 In each Council Meeting, the participation fee for three Council Guests, elected at the previous Council Meeting, shall be covered by the Organising Committee.

Commentary:

We think it is necessary to clarify that the Organising Committee shall only cover the costs for the accommodation and meals for the International Board and one Auditor. As it is regulated now,

the IB could ask the OC to cover the costs for any person from ELSA International if the Auditors are not present at the ICM.

Further we do not think that it should be an obligation for the OC to cover special fees as those primarily for the personal pleasure and should financial burden the budget of the ICM or the IPM. In case the OC has enough budget they can of course cover those fees as a nice gesture.

Council Meeting Decision Book amendment concerning the section “Information Technology” of the Internal Management part (IM 01/12 III)

ELSA Poland is proposing the following to the Council:

Information Technology

3. E-mail communication

- 3.1 The official E-Mail addresses of each group shall be the following: president@, secgen@, treasurer@, vpaa@, vpmcc@, vpsc@, vpstep@, vpmarketing@ followed by the domains mentioned in 1.2.
- 3.2 Board members are also entitled to use a personalised E-mail address for official communication (i.e. name.surname@) followed by the domains mentioned in 1.2.
- 3.3 E-mail signatures shall contain at least name, area, ELSA group and postal group address.
- 3.4 The content of E-Mail account shall be transferred to a successor during the transition period.

Commentary:

Bearing in mind the professional scope of communication conducted by ELSA Boards as well as international standards of email communication we propose to grant access to personalized mailboxes for our members. By using a personalized email, it is easier to maintain a more personal contact with external parties. We also submit a proposal to add section 3.4 concerning sharing of mailbox contents in order to ensure a smooth knowledge transfer during the transition period.

Council Meeting Decision Book amendment concerning the section “STEP Procedure” of the STEP part (STEP 01/09 I)

ELSA Ukraine is proposing the following to the Council:

STEP Procedure

3. Application Procedure

3.2 Matching

b. There shall be no contact from the applicant to the employer after the traineeship was published and before the selection is made or before the employer contacted the applicant first without previous notification of the Vice President for Student Trainee Exchange Programme of the respective National and Hosting Group.

Commentary:

The situations when the applicant may know the employer before the STEP traineeship was issued may occur (e.g. the employer was applicant’s professor/coach/ previous employer within STEP). Therefore, it may be mutually beneficial. Otherwise, the employer would not choose this applicant. Additionally, the previous notification of the respective Vice Presidents could ensure the mutual benefit of such contact.

2. Applicants

2. Matching

c. There shall be no contact from the applicant to the employer after the traineeship was published and before the selection is made or before the employer contacted the applicant first without previous notification of the Vice President for Student Trainee Exchange Programme of the respective National and Hosting Group.

Comments:

See the amendment above.

Council Meeting Decision Book amendment concerning the section “STEP Responsibilities” of the STEP part (STEP 01/09 I)

ELSA Ukraine is proposing the following to the Council:

STEP Responsibilities

2. National Groups

~~2.4. In the last week of the traineeship, the National Group shall submit the Evaluation Form and Traineeship Evaluation Form to the Hosting Group and remind them to complete it with the employer and trainee within four weeks after the traineeship ends.~~

2.5.–2.4. ELSA International shall inform all National Groups about the matching results. Furthermore, ELSA International shall inform the applicants about the publication of the selection results through an email notification.

Commentary:

The Hosting Group’s duty and/or possibility to provide the employer and the trainee with the Evaluation Form and the Traineeship Evaluation Form respectively does not depend on the previous reminder of the National Group.

INPUT PAPERS

NATIONAL GROUPS

Input Paper on the IPM/SAM/KAM and Workshop Professionality

submitted by ELSA Norway and ELSA Finland

1. IPM/SAM/KAM

We have noticed a distressing trend as of late regarding KAM and SAM, and especially the IPM, which is held twice a year.

It is clear to anyone participating in the IPM that the meetings are weakly justified. We claim that they are productive; that they are an arena where the presidents can discuss topics of importance and benefit to the association, but the truth is that very little is produced neither for the benefit of the network nor for the national groups.

IPMs in some ways eerily resemble a pyramid scheme – we say they are productive and beneficial; we call upon fruitful discussions in every opening workshop, but they never conclude to the extent we hope. The truth is that these meetings are mainly of a social nature, and exceedingly alcohol-focused ones at that. In the workshops we have strikingly few topics to discuss, and the ones we do discuss often seem to be forced, almost as if we feel they are a mandatory requirement we need to complete in order for us to party with a good conscience. It seems though that everyone present wants to keep the illusion of it being an important meeting, so the meetings will keep being held. Later, we spread the word of how awesome the IPM was; we post pictures of it on Facebook so everyone sees how much fun we were having and how professional we are. In the reality it is almost an excuse for partying. No one dares question the necessity of continuing these meetings, in order not to pop each other's bubble of ELSA Spirit.

The productivity varies from IPM to IPM, but the money and time spent on them have never been justified when you consider the outcome, academically speaking. Similar reports have come from the KAMs and SAMs: they might be beneficial as a sort of kick-off for the term and an introduction to the international level for the freshers, as a way for us to meet and get to know each other and to cooperate better, but they do not bring the association forward in any significant way. They are maybe held too early in the semester for the IB to be comfortable in their roles, or there may be too many freshers present for the workshop to discuss advanced topics, or both.

By all means, we all love to socialize and get to know law students from all over Europe. It is part of what makes us ELSA. But we do feel these meetings sail under false colors, which is unacceptable if we want to be the professional association we claim we are. We would be ashamed to let any partner see the true content of the IPMs. It is only reassuring to know that they are

extreme misrepresentations of ELSA compared to the quality of opportunities we actually offer the students – among others, Delegations, STEP and ELSA Law Schools.

Time and time again, we have been discussing how to make the IPMs more efficient and productive. Here's a new thought: Maybe they will never be, and maybe it is not the fault of the IB. Maybe we have the wrong attitude today, expecting them, uncritically, to be held twice a year. Maybe holding them two times a year is exaggerating compared to how much there is to discuss. With regard to the structure of ELSA the IB is elected at ICMs on the basis of their ambitions and ideas, but they in turn appoint the International Team and coordinate our international opportunities. Our job as National Officers is to coordinate our local groups and connect them to the international level, and to also keep a certain amount of oversight of the IB. The IB should not ask us for too much advice or let us take too much part in the field of decision-making – at most, we should merely approve their ideas or suggest our own. It is not our job to tell the IB how to do theirs; something we feel is expected to a large extent in the current IPMs in light of lack of substantial topics.

Therefore, we would like to start a discussion on the necessity of having two IPMs and on the goal of the KAM and SAM.

2. Professionalism in workshops

In our opinion, we have an alarming lack of professionalism in the workshops. Many people seem to forget that ELSA exists to create rewarding opportunities for our members and students all over Europe. We think we would have a better outcome of the workshops if we all strive to act more professionally. One tradition that has a very detrimental effect on professionalism is the punishments. It is self-evident that wasting time on punishing latecomers is paradoxical and unjustifiable. In addition, they are very often of a childish, sexualized or tasteless character, and we think this has a profound effect on the attitudes of many participants, and a noticeable amount of professionalism is lost for the remainder of the workshop (or worse, for the remainder of the day).

In addition, there should be no form of drinking pressure during workshops. National drinks should be an opportunity for those who desire one, but they should not be semi-mandatory as they are today. Therefore, we would suggest that:

- Punishments may only be dealt out at the end of the workshops, and ONLY after we are done discussing the entire agenda of the day.
- We need to change our attitudes towards drinking during workshops; a simple “no thanks” when asked for a national drink shall suffice, and the offeror shall never ask twice.

Input Paper on the focus within the ELSA Network

submitted by ELSA Germany

Focusing within ELSA – Where do we stand and where do we want to go?

In the Working Materials for the LXVII ICM in Cluj-Napoca on page 318 you can find an Input Paper, handed in by the National Groups of ELSA Denmark, ELSA Finland and ELSA Norway, on the restructure of the Key Areas. One year later nothing has changed; to put this a little bit further: The debate on the development of the efficiency of the work in the Key Areas and the International Board did not take place at all or at least not prominently.

Nevertheless ELSA Germany thinks that this is a very important topic and we want not only to raise the attention and awareness towards this topic, but we want to discuss this within the Council. The intention of this Input Paper is to outline the current problems in the structure and focusing within ELSA.

Strategic Planning

ELSA International has the Strategic Goals 2018. We think this is not a sufficient strategic planning at all. In the Strategic Goals you can find goals like:

- “- ELSA shall increase the number of STEP traineeships in the entire Network by at least 15% on a yearly basis
- ELSA shall increase the number of Student Application Forms in the entire Network by at least 15% on a yearly basis”.

Are these really the problems we should set our focus on? What do we gain from achieving these goals? In our opinion, there are more important and essential changes needed in ELSA.

By organizing the EMC², ELSA realizes one of the biggest Moot Courts in the world. We work together with the WTO, the Council of Europe and hold an observership status at the UNO. But our International Board works and lives in a house in Brussels which cannot be heated properly in the winter.

We want the biggest Law Firms to be our partners but we do not know if we, or even they (with regard to VAT), have to pay taxes.

We are sending Local Groups all around the World (see ALSA, DLSA, ILSA) by arranging Study Visits but we do not actually know how many established Local Groups ELSA has (see the problems concerning the Membership Fee, which was raised this year).

ELSA Germany does not want to be an alarmist but, having all those things in our minds, is the gain by 15% of STEP Traineeships really our biggest problem?

We believe in the importance of making a decision: Do we want to be as professional as we try to sell it to the externals? Then we need changes and adjustments in the IB work as well as in the whole association; maybe a “real” office extern of the “living” house: professional secretary, accountant, legal advisor and so on. This would be only the smallest change in a whole makeover of the mindset and approach.

If we do not want to take this risky step towards a more professional future we should be aware that there might be a breaking point, where reality and aspiration are too far away from each other. At least these are the questions, which should be answered in a 5-year Strategic Plan, and not the existing right now general approach encouraging that “everything shall be better in 5 years” without any changes.

Focusing

A second thing to which we want to direct your attention is that ELSA should think about focusing on projects which are successful instead of spending time and money on projects which were working out in the past.

In the winter of 1989 ELSA published a printed “el§a Law Review”, which in the 90’s turned into SPEL - the “Selected Papers on European Law”. You have never heard about that before? Well, because we got rid of it when it did not function anymore. Another ELSA project which lost its reasonableness is the “Guide to Legal Studies in Europe”. This guide was published during the 90’s to give an overview on where you can study law in Europe; nice to have such a thing, but is nowadays just useless – at least in a printed version with more than 1000 pages. An ELSA hardcopy of more than 1000 pages? Don’t believe it? You should come to Heidelberg and have a look in the archives of ELSA Germany. And this is the main point – it remains in our archives as it just does not make any sense for ELSA to publish something like this.

In the golden times of STEP, back in the 90’s, STEP was one of the very less opportunities to gain international experience as a law Student or young lawyer. Today there are many exchange programmes and big law firms run their own international internship programmes. This is a right step in a right direction but that is why STEP is not needed so much anymore. In Germany we have at least 42 Vice Presidents for STEP, one Director for STEP in the Board team of ELSA Germany and a STEP Team. On the international level we have 43 national groups with more than 300 local groups. This in total means an amount of 400 (!) STEP officers. All those officers are working very hard and there is almost no outcome. Only one third of our officers are really working with incoming or outgoing students – the rest is, as you could say so, unemployed. Isn’t it a waste of Human Resources in some kind of way? Law Students nowadays have a vast number of opportunities to gain international experiences and become international trainees. So this is a benefit, as we are actually one step closer to our philosophy statement. The question is if it’s about time to think about a reconstruction of STEP. Do –inter alia –all the traineeships have to be paid necessarily? We cannot just watch the changes which occur around us while not changing ourselves.

The way we treat STEP at the moment is just not contemporary anymore and that's why it loses attraction and significance.

Think about it. Act about it.

ANNEXES**ANNEX 1 – CONSOLIDATED INTERIM ACCOUNTS OF ELSA INTERNATIONAL 2015/2016 AND THE ELSA DEVELOPMENT FOUNDATION 2015/2016**

The Consolidated Interim Accounts of ELSA International 2015/2016, the ELSA Development Foundation 2015/2016 and the Annexes to them can be seen and downloaded on the following links:

http://files.elsa.org/FM/Interim_Accounts1516.pdf

Due to the extensiveness of the document and in order for us to maintain correctness of labelling and form, they are not included as text in these Working Materials.

**ANNEX 2 – INTERNAL AUDITORS' REPORT ON THE
CONSOLIDATED INTERIM ACCOUNTS 2015/2016**

The Internal Auditors' Report on the Consolidated Interim Accounts 2015/2016 can be seen and downloaded on the following links:

http://files.elsa.org/FM/Auditors_Report1516.pdf

Due to the extensiveness of the document and in order for us to maintain correctness of labelling and form, they are not included as text in these Working Materials.

ANNEX 3 – PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL 2015/2016

INCOME	I. Revision	II. Revision
Finance Income		
Bank Interest	300.00	300.00
Total Finance Income	300.00	300.00
General Income		
ELS Contribution	2,000.00	5,000.00
Grants		
Erasmus +	14,500.00	14,500.00
Structural Grant	0.00	7,900.00
<u>Grants total</u>	<u>14,500.00</u>	<u>22,400.00</u>
Income from Members		
Membership Fee	22,880.10	22,880.10
Observer Administration Fee	200.00	200.00
<u>Total Income from Members</u>	<u>23,080.10</u>	<u>23,080.10</u>
Marketing Income		
Online Advertisement Sales	19,000.00	15,000.00
Synergy Autumn Edition	12,000.00	13,500.00
Synergy Spring Edition	12,000.00	13,500.00
<u>Total Marketing Income</u>	<u>43,000.00</u>	<u>42,000.00</u>
Partnership Income	33,800.00	55,000.00
Uncategorized Income	600.00	600.00
Total General Income	116,980.10	148,080.10
Project Income		
Christmas Cocktail	700.00	1,600.00
Delegations to COE Income	7,600.00	7,350.00
EMCC Income		
EMCC FOR Participation Fee	16,000.00	12,400.00
EMCC Registration Fee	19,000.00	18,000.00
EMCC Sponsorship	40,000.00	51,000.00
<u>Total EMCC Income</u>	<u>75,000.00</u>	<u>81,400.00</u>
HRMCC Income		
HRMCC FOR Participation Fee	14,000.00	20,000.00
HRMCC Grant Income	15,000.00	10,500.00
<u>Total HRMCC Income</u>	<u>29,000.00</u>	<u>30,500.00</u>
Visits to the House Income	5,000.00	4,000.00
EYF Project Grant	18,000.00	12,000.00

Transition BBQ Income	2,000.00	2,000.00
Total Project Income	137,300.00	138,850.00
TOTAL INCOME	254,580.10	287,230.10
EXPENSES	Revised Budget	Revised Budget
Financial Expenses		
Bank and PayPal Charges	350.00	1,000.00
Interest Expense	100.00	100.00
Total Financial Expenses	450.00	1,100.00
General Expense		
Annual Report	500.00	500.00
Depreciation Expense	2,000.00	1,200.00
ELSA House		
Electricity	2,500.00	3,000.00
Heating	3,000.00	2,000.00
Insurance	400.00	400.00
Rent of House	29,400.00	29,900.00
Repairs	1,000.00	1,200.00
Water	2,000.00	1,500.00
<u>Total ELSA House</u>	<u>38,300.00</u>	<u>38,000.00</u>
Internal Audit	1,500.00	1,000.00
ELSA International Travel Expenses		
Autumn ICM	4,000.00	4,100.00
Other Internal Meetings	2,000.00	2,200.00
Spring ICM	2,500.00	2,500.00
Pre-ICM Visit	0.00	500.00
Directors' Travel Expenses	1,000.00	1,000.00
Meetings with Externals	2,500.00	3,750.00
Meetings within the Network	3,900.00	4,250.00
<u>Total ELSA International Travel Expenses</u>	<u>15,900.00</u>	<u>18,300.00</u>
International Board Allowance	32,400.00	32,400.00
Marketing Expense		
General Marketing Expense	1,000.00	1,000.00
Synergy Autumn Edition	11,000.00	11,000.00
Synergy Spring Edition	11,000.00	11,500.00
<u>Total Marketing Expense</u>	<u>23,000.00</u>	<u>23,500.00</u>

Office and Communication		
Housing of Server	1,000.00	1,000.00
Internet	600.00	1,500.00
IT Solutions	3,000.00	6,000.00
Office Supplies	2,000.00	2,000.00
Phone and Fax	1,100.00	1,100.00
Postage and Delivery	500.00	350.00
Upgrade of Office Facilities	1,000.00	1,000.00
<u>Total Office and Communication</u>	<u>9,200.00</u>	<u>12,950.00</u>
Previous Term Expenses	500.00	600.00
Representation	1,000.00	1,000.00
Statutes Amendments	0.00	1,500.00
Trainings	2,000.00	1,200.00
IB's travels in and out of the house	0.00	0.00
Visa expenses	0.00	0.00
Taxes and Accounting	10,000.00	8,000.00
Staff Costs	0.00	5,000.00
Uncategorized Expenses	4,230.00	2,130.10
Total General Expense	140,530.00	147,280.10
Project Expense		
Christmas Cocktail (exp.)	700.00	1,550.00
Delegations to COE Expense	7,600.00	6,500.00
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	7,000.00	7,000.00
EMCC Travels	4,000.00	4,000.00
African Round	21,000.00	21,000.00
<u>Total EMCC</u>	<u>67,000.00</u>	<u>67,000.00</u>
HRMCC Expenses		
HRMCC Accommodation	15,000.00	12,000.00
HRMCC Administration	4,000.00	12,000.00
HRMCC Meals	5,500.00	9,000.00
HRMCC Judges	4,000.00	1,000.00
<u>Total HRMCC Expenses</u>	<u>28,500.00</u>	<u>34,000.00</u>

Visits to the House Expense	4,500.00	4,000.00
OYOP Weekend	500.00	600.00
Train the Trainers week	0.00	0.00
ITP Refreshment Weekend	1,000.00	1,000.00
EYF Project	18,000.00	12,000.00
Transition BBQ	2,000.00	2,000.00
ELSA Anniversary celebration 4th May	-	2,200.00
Total Project Expense	129,800.00	130,850.00
TOTAL EXPENSE	270,780.00	279,230.10
Net Ordinary Income	-16,199.90	8,000.00
Other Income/Expense		-
Other Expense	-	-
Currency change loss	20.00	20.00
Total Other Expense	-	20.00
Net Other Income	-20.00	-20.00
PROFIT FOR THE YEAR	-16,219.90	8,000.00
SALDO GENERAL + FINANCIAL	0.00	0.00
SALDO PROJECT	0.00	8,000.00

ANNEX 4 – PROPOSED BUDGET OF ELSA INTERNATIONAL 2016/2017

GENERAL BUDGET PROPOSAL	2016/2017	%
General Income		
Partnership Income	55,000.00	36.50%
Membership and Observership Fees	23,200.00	15.39%
Marketing Income		
Online Advertisement Sales	15,000.00	9.95%
Synergy Autumn Edition	12,500.00	8.29%
Synergy Spring Edition	12,500.00	8.29%
Total Marketing Income	<u>40,000.00</u>	<u>26.54%</u>
Operating Grants	22,300.00	14.80%
ELSA House Events Income		
Visits to the House Income	4,200.00	3.85%
Transition BBQ Income	2,100.00	1.93%
Christmas Cocktail Income	1,100.00	1.01%
Total ELSA House Events Income	<u>7,400.00</u>	<u>6.79%</u>
Alumni Contribution and ELS	2,000.00	1.33%
Financial Income and interest	300.00	0.20%
Uncategorized Income	500.00	0.33%
Total General Income	150,700.00	
General Expense		
ELSA House rent	30,000.00	19.91%
ELSA House utilities and repairs	9,500.00	6.30%
International Board Allowance	32,400.00	21.50%
Secretariat	12,000.00	7.96%
Travel Expenses		
ICMs and ICM related	6,000.00	3.98%
IPM, KAM, SAM	2,200.00	1.46%
ELSA Groups visits	4,000.00	2.65%
External meetings	2,700.00	1.79%
International Team	1,000.00	0.66%
Total Travel Expenses	<u>15,900.00</u>	<u>10.55%</u>
Marketing Expense		
Synergy Autumn Edition	11,000.00	7.30%
Synergy Spring Edition	11,000.00	7.30%
Other marketing expenses	1,000.00	0.66%
Total Marketing Expense	<u>23,000.00</u>	<u>15.26%</u>

ELSA Office and Communication		
IT and telephone related	6,900.00	4.58%
Office supplies and printing	2,000.00	1.33%
Upgrade of office equipment and furniture	1,000.00	0.66%
Total ELSA Office and Communication	<u>9,900.00</u>	<u>6.57%</u>
ELSA House Events Expense		
Visits to the House Expense	4,000.00	3.98%
Transition BBQ	2,000.00	1.99%
Christmas Cocktail Expense	1,000.00	1.00%
Total ELSA House Events Expense	<u>7,000.00</u>	<u>4.64%</u>
Depreciation Expense	1,500.00	1.00%
Trainings, Training events, Trainers's expenses	3,000.00	1.99%
Internal Audit	1,500.00	1.00%
Representation, Annual Report and OYOP	2,000.00	1.33%
Previous Term Expenses	500.00	0.33%
Financial Expenses, Bank charges and interest	500.00	0.33%
Uncategorized Expenses and Contingency	2,000.00	1.33%
Total General Expense	150,700.00	
GENERAL BUDGET SALDO	0.00	

PROJECT BUDGET PROPOSAL	2016/2017	%
Project Income		
Delegations to COE Income	5,000.00	4.59%
Project Grants Expenses	0.00	0.00%
EMCC Income		
EMCC FOR Participation Fee	16,000.00	14.68%
EMCC Registration Fee	19,000.00	17.43%
EMCC Sponsorship	40,000.00	36.70%
Total EMCC Income	<u>75,000.00</u>	<u>68.81%</u>
HRMCC Income		
HRMCC FOR Participation Fee	16,000.00	14.68%
HRMCC Grant Income	13,000.00	11.93%
Total HRMCC Income	<u>29,000.00</u>	<u>26.61%</u>
Total Project Income	109,000.00	

Project Expense		
Delegations to COE Expense	5,000.00	4.98%
Project Grants Expenses	0.00	0.00%
EMCC		
EMCC Administration	4,000.00	3.98%
EMCC FOR Administration	5,000.00	4.98%
EMCC FOR Meals	19,000.00	18.91%
EMCC FOR Panelists	5,000.00	4.98%
EMCC FOR Transportation	2,000.00	1.99%
EMCC Support for Rounds	7,000.00	6.97%
EMCC Travels	4,000.00	3.98%
African Round	21,000.00	20.90%
Total EMCC	<u>67,000.00</u>	<u>66.67%</u>
HRMCC Expenses		
HRMCC Accommodation	15,000.00	14.93%
HRMCC Administration	4,000.00	3.98%
HRMCC Meals	5,500.00	5.47%
HRMCC Panelists	4,000.00	3.98%
Total HRMCC Expenses	<u>28,500.00</u>	<u>28.36%</u>
Total Project Expense	100,500.00	
PROJECT BUDGET SALDO	8,500.00	

ANNEX 5 – DEBTORS OF ELSA AND EDF AS OF FEBRUARY 20TH, 2016

Type of debt	Date	Owned to	Open balance	% Total
ELSA Albania				
Membership Fee 2015/2016	10.09.2015	ELSA	53.93	
Total ELSA Albania			53.93	0.44%
ELSA Armenia				
Opening Balance	01.08.2015	EDF	27.00	
Opening Balance	01.08.2015	ELSA	96.29	
Total ELSA Armenia			123.29	1.01%
ELSA Belarus				
Opening Balance	01.08.2015	ELSA	50.00	
Observer Administration Fee 2015/2016	14.9.2015	ELSA	50.00	
Total ELSA Belarus			100.00	0.82%
ELSA Bosnia and Herzegovina				
Opening Balance	01.08.2015	ELSA	371.06	
Membership Fee 2015/2016	10.09.2015	ELSA	106.95	
Total ELSA Bosnia and Herzegovina			478.01	3.92%
ELSA Bulgaria (Payment agreement)				
Opening Balance	01.08.2015	ELSA	1004.88	
Total ELSA Bulgaria			1004.88	8.24%
ELSA France (Payment Agreement)				
Opening Balance	01.08.2015	ELSA	2200.00	
Total ELSA France			2200.00	18.05%
ELSA Hungary				
Membership Fee 2015/2016	10.09.2015	ELSA	317.32	
Total ELSA Hungary			317.42	2.60%
ELSA Iceland (no longer observer)				
Opening Balance	01.08.2015	ELSA	1381.40	
Total ELSA Iceland			1381.40	11.33%
ELSA Ireland (payment agreement)				
Opening Balance	01.08.2015	ELSA	332.93	
Total ELSA Ireland			332.93	2.73%
ELSA Kazakhstan				
Opening Balance EDF	01.08.2015	EDF	484.00	
Opening Balance	01.08.2015	ELSA	1592.67	
Total ELSA Kazakhstan*			2076.67	17.04%
ELSA Latvia (payment agreement)				
Opening Balance	01.08.2015	ELSA	800.00	
Total ELSA Latvia			800.00	6.56%

ELSA Montenegro				
Opening Balance	01.08.2015	ELSA	242.69	
Membership Fee 2015/2016	10.09.2015	ELSA	61.89	
Total ELSA Montenegro			304.58	2.50%
ELSA Republic of Moldova				
Observer Administration Fee 2015/2016	14.9.2015	ELSA	50.00	
Total ELSA Republic of Moldova			50.00	0.41%
ELSA Russia				
Opening Balance	01.08.2015	ELSA	2315.57	
Observer Administration Fee 2015/2016	14.9.2015	ELSA	50.00	
Total ELSA Russia*			2365.57	19.41%
ELSA Serbia (payment agreement)				
Opening Balance	01.08.2015	ELSA	575.61	
Total ELSA Serbia			575.61	4.72%
ELSA Turkey				
Membership Fee 2015/2016	10.09.2015	ELSA	26.05	
Total ELSA Turkey			26.05	0.21%
ELSA Ukraine (payment agreement)				
Opening Balance	01.08.2015	ELSA	214.66	
Total ELSA Ukraine			214.66	1.76%
TOTAL			12190.34	100.00%

* These are former member countries of ELSA.

ANNEX 6 – STATISTICAL REPORT OF THE ELSA DEVELOPMENT FOUNDATION

Statement of Contributions to the EDF for the Financial Year of 2015/2016

The following list table presents a summary of the yearly contributions to the EDF, as of 21.2.2016. All of the presented EDF Contributions have been properly invoiced, and duly received by the Board of Directors of the EDF. The presented amounts have been calculated in accordance with the submitted EDF reports, as a percentage of the general partnership income of the respective National Groups of ELSA, for both general partnerships classified as National, and general partnerships classified as International.

As provided by the capitalization rule under the Decision Book of ELSA, only up to 94 % of the sum of all of the EDF contributions received per financial year may be credited. This amount is indicated under the “Distributable section” part of the table. The remaining part of the yearly contributions or any unspent contributions for the respective year are to be capitalized, with the ambition to yield interest in the future at a certain capitalization level – presented on the last row.

EDF Contributions 2015/2016	Final Invoice
ELSA Ireland	51.18 €
ELSA Norway	54.20 €
ELSA Finland	68.75 €
ELSA Belgium	98.00 €
ELSA Malta	105.00 €
ELSA Lithuania	105.03 €
ELSA Italy	110.25 €
ELSA France	125.00 €
ELSA Azerbaijan	127.15 €
ELSA Slovak Republic	150.00 €
ELSA Swizerland	421.20 €
ELSA Czech Republic	429.89 €
ELSA Poland	434.65 €
ELSA Austria	952.50 €
ELSA Germany	5,399.25 €
Distributable Amount	8,114.13 €
Capitalized Amount for 15/16	517.92 €
Total amount Received	8,632.05 €
In Bank Account (Capitalized + Interests)	38,053.47 €

Statistics of Applications for EDF Support and their status for the Financial Year of 2015/2016

The following list table presents a statistical summary of the applications for the EDF support, and their status as of 35 days before the opening of the International Council meeting in Malta.

The relatively low amount of applications, which is visible from the presented report has been accounted to relatively low awareness about the EDF and its funding opportunities, to the uncertainty about the final amount of contribution, which the applicant receives at the end of the application process, and also to the new structure of the ELSA Summer Law schools – meaning that in previous periods this project amounted for a high volume of the total applications, and in the current period the relatively narrow time frame, during which these may be organized, narrows the time frame, during which the groups may apply for support. In other words, we expected a very concentrated increase in applications as the harmonized period to organize summer law schools will draw closer.

The relatively low credited amount is caused by reporting drawbacks for two of the applications, and also due to the fact, that for 3 applications the reporting period has yet to come.

Application for	Applied for	Granted	Credited
SLS	1,000.00 €	500.00 €	- €
Travel to ICM Batumi	1,170.90 €	450.00 €	450.00 €
SV	1,000.00 €	- €	- €
Nonformal Seminar	562.00 €	170.00 €	153.20 €
Training event during NCM	365.00 €	200.00 €	- €
Regional NG meeting	768.00 €	600.00 €	- €
WLS	1,000.00 €	500.00 €	- €
IPM	1,000.00 €	600.00 €	- €
Travels to ICM Malta	703.06 €	300.00 €	- €
TOTAL	7,568.96 €	3,320.00 €	603.20 €
% of distributable	93.28%	40.92%	7.43%

ANNEX 7 – DRAFT INTERNATIONAL COUNCIL MEETING HOST AGREEMENT

**INTERNATIONAL
COUNCIL
MEETING HOST
AGREEMENT**

regarding

“ICM _____”

between

The Organising Committee of the LXXII 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 _____ 2017.
- 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 Receive two members of the International Board for a pre-visit in winter 2017.
- 4.5 Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.6 Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.7 Providing adequate reception upon arrival of the participants and external guests.
- 4.8 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.

- 4.9 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.
- 4.10 Fulfilling the logistical requirements annexed to this agreement.
- 4.11 Arrange a sponsor’s fair in which also the Sponsors of ELSA International can participate.
- 4.12 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.13 Submit financial report after the ICM upon request by the IB in accordance with article 4.8 of the Standing Orders of ELSA.
- 4.14 Stay available and responding to requests from the IB within one week from receiving the request.
- 4.15 To provide receipts, upon request, to all the participants.
- 4.16 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 the ICM Host/OC

Article 6

- 6.1 If any problems occur before, during or after the ICM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.
- 6.2 When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.
- 6.3 The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.4, 4.10 and 4.12.
- 6.4 Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within five days from the phone call was received.

Should the OC not send such report or the report should not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.

From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

_____, ____ of March 2016

Hector Tsamis
Secretary General
ELSA International

Head of OC
ELSA_____

**ANNEX I TO THE ICM HOST AGREEMENT
FOR THE LXXII 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**

INTERNATIONAL PRESIDENTS’ MEETING HOST AGREEMENT

regarding

“IPM_____”

between

The Organising Committee of the LIV / LV 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 _____ 2017.

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.
- 4.15 To create a website for the event with Partners’ tab, including room for ELSA International’s Partners.

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 March 2016

Hector Tsamis
Secretary General
ELSA International

Head of OC
ELSA_____

**ANNEX I TO THE IPM HOST AGREEMENT
FOR THE LIV / LV INTERNATIONAL PRESIDENTS' MEETING**

List of Logistical Requirements for the 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

National Board of: _____

Postal Address: _____

Phone Number: _____

Email Address: _____

Number of
Local Groups: _____

**Please write the names of the Local Groups of your National Group
on the back of this paper clearly with CAPITAL letters
and specify which of them are Members and which are Observers.**

The following delegates from ELSA _____ are hereby authorised to vote and speak on behalf of their National Group at the LXIX International Council Meeting in Malta between the 20th and the 27th of March 2016.

1. _____
(*voting delegate's name*)4. _____
(*delegate's name*)2. _____
(*voting delegate's name*)5. _____
(*delegate's name*)3. _____
(*voting delegate's name*)6. _____
(*delegate's name*)7. _____
(*delegate's name*)

On behalf of ELSA _____

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature:

ANNEX 10 – PROXY**From:** ELSA _____ (proxy giver)**To:** ELSA _____ (acting as proxy)**This proxy shall be valid for:****Event:**

LXIX International Council Meeting to be held in Malta

Dates:

(please specify the dates that your proxy is going to be valid for, e.g. If your national delegation is not present in the Opening Plenary, but is going to attend the rest of the ICM week, please write only the date of the Opening Plenary)

The proxy giver ELSA _____ hereby authorises ELSA _____ to act as a proxy and to therefore represent it and vote on its behalf according to the instructions provided, at the LXIX International Council Meeting in Malta between the 20th and the 27th of March 2016.

On behalf of ELSA _____ (proxy giver)

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature:

In order for the Secretary General of the International Board to confirm the proxy, please fill in:

Contact person: _____

Phone number: (+_____) _____

Email address: _____