

LXVII International Council Meeting

WORKING MATERIALS

Cluj-Napoca, Romania
19th - 26th April 2015



Partners of ELSA International

Corporate Partner



Human Rights Partner



LL.M. Partner



LL.M. Partner



LL.M. Partner



General Partner



General Partner



International Summer
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The European Law Students' Association

GENERAL INFORMATION

FOREWORD

Dear Network,

We are welcoming you to the last ICM for this term in office. Six months have been spent by gaining new experiences, skills and motivation that we want to share with all of you in the country of Dracula, in the students' city of Cluj-Napoca from the 19th to the 26th of April.

This ICM will be significant in all ways: we will discuss and vote upon 51 proposals regarding different areas of ELSA, we will find the final solutions to unclear regulations, we will look into possibilities of creating a new Human Rights Committee, we will hopefully adopt a new Human Resources Strategy and of course you will be able to elect a new International Board that will serve you in years of 2015 and 2016. If you want to be fully involved during the Council Meeting, please read through the Working Materials and prepare your opinions, experiences and your positive mood.

Looking back to all the 9 month in the office, the International Board is proud to present you all the work we have done: new manuals, new projects, fresh ideas, new approaches and hard work on all levels.

Moreover, I want to share with all of you that this time in the office passed so quickly for me thanks to very special people in the House: Armin, Lauri, Idil, Olav, Tanja, Marko and Dasha. These seven absolutely brave, ready-to-help and adventurous people, were always there to overcome any obstacle we had, to make you smile and to cook a good meal, preferably a cake, in order to raise up your mood. I want to express my gratitude to all of them and to say, that you never choose whom to work with, but you might be lucky in obtaining those, who will remain in your heart forever.

In the very end, I want to thank the Network for being extremely active and motivating us to work even harder and of course to thank ELSA Cluj-Napoca as there is no event without a well prepared Organizing Committee.

Looking forward to meeting all of you in Cluj-Napoca!



Alina Shchetinina
Secretary General
ELSA International
2014/2015

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REMINDERS

General Reminder

If you really want to enjoy this ICM,

DO NOT FORGET THE FOLLOWING:

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

To be prepared for Workshops...

- Read these Working Materials from cover to cover;
- Read the minutes of at least the two previous ICMs;
- Read the [Statutes and Standing Orders](#) of ELSA International carefully;
- Read and bring with you a copy of the latest edition of the [Decision Book](#);
- Bring your Marketing Materials so you can promote your events;
- Bring the [One Year Operational Plan](#) of the International Board of ELSA (OYOP 2014/2015).

To be prepared for the stay...

- Check out the ICM Website at <http://icmclujnapoca2015.org/> and make sure you have taken note of all instructions from the Organising Committee;
- Make travel arrangements to be in Cluj-Napoca, Romania in time for the opening of the ICM at 14.00 on Sunday 19th of April;
- Bring formal clothes for the Plenary;
- Rehearse your performance for the ELSA VISION CONTEST!

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

- Consider being a Workshop Secretary;
- Consider being a Plenary Secretary;
- Consider hosting the IPM in Winter 2016;
- Consider hosting the IPM in Summer 2016;
- Consider hosting the ICM in Autumn 2016;
- Consider running for the International Board 2015/2016;
- Consider running for the Internal Auditor of ELSA International 2015/2016.

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

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

Deadlines for nominations

The deadline for nominations for:
INTERNATIONAL BOARD 2015/2016,
TWO AUDITORS AND VICE AUDITOR OF ELSA INTERNATIONAL 2015/2016,
is Monday, April 20th 2015, at 23.59 (local time)
and
The deadline for nominations for:
INTERNATIONAL PRESIDENTS' MEETING HOST WINTER 2016
INTERNATIONAL PRESIDENTS' MEETING HOST SUMMER 2016
and
COUNCIL MEETING HOST AUTUMN 2016
is Tuesday the 21st of April 2015, at 23:59 (local time)
and
The deadline for nominations for:
COUNCIL GUESTS of ICM Batumi 2015
is Friday the 24th of April 2015, at 23:59 (local time)

The Council Meeting Guide for fresh and experienced participants

What is a Council Meeting?

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

What is a Workshop?

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

At each ICM there are seven Workshops: one for each supporting and key area. Each Workshop is supervised by the relevant International Board member(s) and chaired by an experienced delegate.

The following Workshops will be held during the ICM:

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

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

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

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

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

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

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

Who is a Workshop officer?

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

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

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

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

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

Who is a Council Meeting officer?

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

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

The role of the Chair of the Council Meeting is to ensure that the Council Meeting agenda is respected and adhered to, to supervise and assist the other Council Meeting officers, to invite persons to address the Council, to decide when to put proposals to a vote, to supervise the voting

process, to announce the results of the voting process, to supervise the election process, to bring the meeting to order and to resolve any question concerning the procedure of the Council Meeting. The role of the Vice Chair is to assist the Chair and stand in for the Chair in case of his or her absence.

What is the role of the Secretaries?

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

What is the role of the Tellers?

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

What is the role of the Nominations Committee?

The role of the Nominations Committee is to receive nominations for the elections and to announce the nominations to the Council. As such the Nominations Committee should be comprised by well-known persons in the Network in order to make it easy to find and approach them.

Obligations of National Groups

Important information!

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

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

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

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

Call for the International Board 2015/2016



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
2015/2016!

What is the role of the International Board?

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

President

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

Secretary General

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

Treasurer

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

Vice President Marketing

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

Vice President Academic Activities

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

Vice President Moot Court Competitions

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

Vice President Seminars and Conferences

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

Vice President Student Trainee Exchange Programme

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

Procedure of the elections of the International Board

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

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

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

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

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

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

Transition

The elected International Board 2015/2016 has to be present in the ELSA House in Brussels from the 1st of July 2015 as the transition with the current International Board will start on this day.

During the transition the International Board 2015/2016 will be taught the work on the international level, such as ICM preparations, day-to-day work for ELSA, responsibilities of the International Board, and of course how it is to live in Brussels for 13 months. However, the transition will also be filled with social events and team-building sessions, as well as trainings.

Call for Internal Auditors of ELSA International 2015/2016



The European Law Students' Association

Are you an accurate person?

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

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

**INTERNAL AUDITOR OR
VICE-AUDITOR
OF
ELSA INTERNATIONAL
2015/2016!**

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 audit the accounts of ELSA International.

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

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

What are the general responsibilities of the Internal Auditors?

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

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

- Basic knowledge of accounting;
- Basic knowledge of auditing;
- A certain interest in financial matters;
- No involvement in ELSA International for the term 2015/2016.
- No involvement on the national level of any ELSA group for the term 2015/2016

**Call for the International Presidents' Meeting Host Winter 2016 and the
International Council Meeting Host Autumn 2016**



The European Law Students' Association

**WINTER IPM 2016
SUMMER IPM 2016
AUTUMN ICM 2016**

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

Imagine the best ELSA experience ever!

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

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

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

APPLY FOR HOSTING AN ICM OR AN IPM!

**SEE THE DRAFT AGREEMENTS ANNEXED TO THESE
WORKING MATERIALS!**

Election of Host for the International Council Meeting Autumn 2016

The hosts for the next two upcoming ICMs have been appointed. The Autumn ICM 2015 will take place in Batumi, Georgia, organised by ELSA Georgia and the Spring ICM 2016 will take place in Qawra, Malta, organised by ELSA Malta.

If you are thinking about organising an ICM in your National Group in autumn 2016, this is the right moment to apply!

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

Host candidates must be nominated by a National Group, and seconded by another National Group. National Groups with Observer status cannot nominate or second nominations. It is possible to be nominated by one's own National Group

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

Election of Host for the International Presidents' Meeting Winter 2016

The hosts for the upcoming IPM have been appointed. The Summer IPM 2015 will take place in Thessaloniki, Greece, organised by ELSA Thessaloniki.

If you are thinking about organising an IPM in your National Group or Local Group in winter 2016 or summer 2016, this is the right moment to apply!

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

Host candidates must be nominated by a National Group, and seconded by another National Group. National Groups with Observer status cannot nominate or second nominations. It is possible to be nominated by one's own National Group

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

Nominations and Election of Council Guests

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

Memento

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

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

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

- 2) You have delivered the [letter of authorisation](#) to the Secretary General of ELSA International. Please complete the letter of authorisation that is annexed to these ICM Working Materials.

This letter must include:

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

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

Head of Delegation

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

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

Reporting Time

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

ELSA Vision Contest

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

Joint Workshops

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

Plenary Presentations

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

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

Finger rules for Workshops

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

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

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

Scissors fingers: Remove/cut from speakers' list.

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

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



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

ICM CLUJ-NAPOCA DRAFT TIMETABLE								
Time	Sun 19th	Mon 20th	Tue 21st	Wed 22nd	Thu 23rd	Fri 24th	Sat 25th	Sun 26th
8:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30								
9:00								
9:30		WS	WS	Mid Plenary	Sightseeing	WS	Final Plenary	
10:00								
10:30								
11:00								
11:30								
12:00								
12:30								
13:00	Letter of A. & Payments							
13:30								
14:00	Opening Plenary							Lunch
14:30								
15:00								
15:30								
16:00								
16:30								
17:00								
17:30		Opening Workshops						
18:00								
18:30		Officers & Freshers	Reporting Time	Reporting Time	Mid Plenary	Academic Program	WS	
19:00								
19:30	Party	Party	Party	Party	Gala Ball	Party	Party	
20:00								
20:30								
21:00								
21:30								
22:00								
22:30								
23:00								
23:30								
0:00								

DRAFT PLENARY AGENDA

Opening Plenary, Sunday, April 19th 2015

Morning	Arrival and registration of the participants
13:00	Payments due to ELSA International, delivery of Letters of Authorisation
14:00	Introduction of the International Board 2014/2015 Sonia Benga, Head of Organising Committee
14:10	Opening of the Council Meeting by the President of ELSA International Armin Khoshnewiszadeh
14:15	Presentation of the Directors and Assistants of ELSA International Armin Khoshnewiszadeh
14:25	Welcoming of Council Guests and Externals Armin Khoshnewiszadeh
14:35	Presentation and information by the Organising Committee of the Council Meeting Sonia Benga, Head of Organising Committee
14:45	Presentation of ICM Sponsors and Partners Sonia Benga, Head of Organising Committee
15:00	Announcement of the list of votes by the Secretary General of ELSA International Alina Shchetinina
15:15	Reading out the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II) Alina Shchetinina
15:20	Election of the Chair of the Plenary Alina Shchetinina
15:30	Election of the other Plenary officers: Vice Chair, two to four Secretaries, the tellers, three members of the nominations committee Chair

- 16:00 **Approval of the Council Meeting Agenda and presentation of the Council Meeting structure**
Chair
- 16:20 **Approval of the Minutes of the LXVI International Council Meeting in Bodrum, Autumn 2014**
Chair
- 16:30 **Report from the L International Presidents' Meeting in Baku, Azerbaijan**
Chair of the International Presidents' Meeting in Baku
- 16:40 **Information regarding the Officers' and Freshers' Training**
Alina Shchetinina
- 16:45 **Information regarding the Head of Delegation Meeting**
Alina Shchetinina
- 16:50 **End of Plenary session**

Mid-Plenary, Wednesday, April 22nd 2015

- 09:00 **Revision of the list of votes**
Alina Shchetinina
- 09:10 **Information from the Organising Committee**
Organising Committee
- 09:15 **Announcement of Nominations**
Nominations Committee
- 09:20 **Presentation and approval of the BEE workshop related proposals**
Chair and Workshop Chair
- 09:30 **Presentation and approval of the Joint BEE, IM Workshop related proposals**
Chair and Workshop Chairs
- 11:00 **Proposed revision of Budget of ELSA International 2014/2015**
Lauri Vaihemaki, Chair of the FM Workshop
- 11:30 **Break**
- 11:40 **Proposed Budget of ELSA International 2015/2016**
Lauri Vaihemaki, Chair of the FM Workshop
- 12:10 **Presentation and approval of S&C and FM workshop related proposals**
Chair and Workshop Chairs
- 12:40 **Presentation and approval of the Joint BEE and MKT Workshop related proposal**
Chair and Workshop Chairs
- 12:55 **Presentation and approval of the AA Workshop related proposal**
Chair and Workshop Chair
- 13:30 **Lunch Break**
- 15:00 **Revision of the list of votes**
Alina Shchetinina
- 15:10 **Presentation and approval of the IM Workshop related proposal**
Chair and Workshop Chair

16:00	Presentation and approval of the FM Workshop related proposal Chair and Workshop Chair
18:00	Break
18:10	Presentation and approval of the S&C Workshop related proposal Chair and Workshop Chair
19:30	Presentation and approval of the MKT Workshop related proposal Chair and Workshop Chair
19:45	Dinner Break
21:00	Presentation and approval of the STEP Workshop related proposal Chair and Workshop Chair
23:10	Break
23:20	Membership application ELSA Cyprus Chair, Chair of the Joint BEE, IM and FM Workshop, representatives of ELSA Cyprus
23:30	Q&A Membership application ELSA Cyprus Chair, representatives of ELSA Cyprus
23:40	Observership application of the initiative group from Republic of Moldova Chair, Chair of the Joint BEE, IM and FM Workshop, representative of initiative group from Republic of Moldova
23:50	Q&A Observership application of the initiative group from Republic of Moldova Chair, representative of initiative group from Republic of Moldova
00:00	Observership application of the initiative group from Russian Federation Chair, Chair of the Joint BEE, IM and FM Workshop, representative of initiative group from Russian Federation
00:10	Q&A Observership application of the initiative group from Russian Federation Chair, representative of initiative group from Russian Federation

00:20	Presentation of voting procedure Chair, Alina Shchetinina
00:30	Handing out ballot sheets Alina Shchetinina
00:40	Break
01:10	Casting of the votes
01:20	Report from the Mid IFP conference “Freedom of expression” Organising Committee of the Mid IFP conference
01:30	Presentation of the Partners of ELSA International Armin Khoshnewiszadeh
01:40	Questions and Answers for ELSA International Chair
01:50	ELSA Day competition and outcome Olav Vogt Engeland
02:00	Presentations
02:10	Announcement of results Chair
02:15	End of Plenary Session Chair

Final Plenary, Saturday, April 25th 2015

- 10:00 **Revision of the List of Votes**
Alina Shchetinina
- 10:10 **Announcement of Nominations**
Nominations Committee
- 10:15 **Presentation and approval of the Joint BEE, S&C and AA Workshop related proposal**
Chair and Workshop Chairs
- 10:30 **Presentation and approval of the Interim Accounts 2014/2015 and Auditors Report**
Lauri Vaihema, Auditors and FM Workshop Chair
- 10:45 **Presentation of the ELSA Development Foundation Interim Accounts 2014/2015 and Auditors Report**
Lauri Vaihema, Auditors and FM Workshop Chair
- 11:00 **Presentation of the IPM Host Candidate(s), Winter 2016**
Chair and Candidate(s)
- 11:10 **Questions and Answers to the IPM Host Candidate(s), Winter 2016**
Chair and Candidate(s)
- 11:20 **Break**
- 11:30 **Presentation of the IPM Host Candidate(s), Summer 2016**
Chair and Candidate(s)
- 11:40 **Questions and Answers to the IPM Host Candidate(s), Summer 2016**
Chair and Candidate(s)
- 11:50 **Presentation of the ICM Host Candidate(s), Autumn 2016**
Chair and Candidate(s)
- 12:00 **Questions and Answers to the ICM Host Candidate(s), Autumn 2016**
Chair and Candidate(s)
- 12:10 **Presentation of the Council Guests for the Autumn ICM 2015**

Nominations Committee

- 12:20 **Presentation of ELS**
Representatives of the ELS Executive Committee
- 12:30 **Presentation of the Candidates for Auditors and the Vice Auditor of ELSA International 2015/2016**
Chair
- 13:15 **Lunch Break**
- 15:00 **Presentation of the Candidates for International Board 2015/2016**
Chair
- 20:00 **Presentation of the voting procedure**
Chair
- 20:05 **Handing out ballot sheets**
Alina Shchetinina
- 20:10 **Dinner Break**
- 21:30 **Casting of the votes**
- 21:35 **Questions and Answers for ELSA International**
Chair
- 21:50 **Presentation time**
- 22:50 **Announcement of the results of the elections**
Chair
- 23:10 **Miscellaneous**
Chair
- 23:15 **Closing of the LXVII International Council Meeting**
Armin Khoshnewiszadeh

**BOARD MANAGEMENT, EXTERNAL RELATIONS AND
EXPANSION WORKSHOP****Timetable****ICM CLUJ-NAPOCA DRAFT TIMETABLE**

Time	Sun 19th	Mon 20th	Tue 21st	Wed 22nd	Thu 23rd	Fri 24th	Sat 25th	Sun 26th			
8:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast			
8:30											
9:00											
9:30											
10:00		BEE, FM: Budget proposals	BEE, IM, FM: Observership/M embeship applications	Mid Plenary	Sightseeing	Candidates Workshop	Final Plenary				
10:30											
11:00		Activity Reports, Experiences Gained & Remaining Time in Office	BEE, IM: SSO Proposals			BEE, FM: Interim Accounts					
11:30											
12:00											
12:30											
13:00	Letter of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch					
13:30											
14:00	Opening Plenary						BEE, FM: Tax & Jurisdiction	BEE, AA, S&C: HR Committee	Academic Program	Transition and Knowledge Management	Final Plenary
14:30								Partner: CoE & EU: South Programme		Misc, Evaluation & Closing	
15:00		Strategic Goals 2018	Mid Plenary								
15:30				Training							
16:00		BEE, MKT: Brand and Sponsors Proposal									
16:30											
17:00											
17:30			Opening Workshops	Reporting Time	Dressing Time	Reporting Time					
18:00											
18:30		Officers & Freshers	Dinner				Dinner	Gala Ball	Party		
19:00											
19:30											
20:00	Party	Party		Party	Party	Party				Party	
20:30											
21:00											
21:30											
22:00											
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23:00											
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0:00											

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

If you really want to enjoy this ICM,
DO NOT FORGET THE FOLLOWING:

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

To be prepared for the workshops...

- Please prepare a written Activity Report and sent it to the BEE mailing list beforehand;
- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXVI Council Meeting of ELSA. You can download them here:
http://files.elsa.org/Regulations/S&SO_Bodrum_2014.pdf
- Read the Council Meeting Decision Book, 41st Edition, especially the parts dedicated to Board Management, External Relations, Expansion and Strategic Planning. You can download them here:
http://files.elsa.org/Regulations/DB_Bodrum_II_2014_41st_edition.pdf
- Read the Minutes of the BEE Workshop in the LXV Council Meeting in Malta and LXVI Council Meeting in Bodrum; You can download them from:
ICM Malta: http://files.elsa.org/ICM_Minutes/ICM_Min_2014_I_Malta.pdf
ICM Bodrum: http://files.elsa.org/ICM_Minutes/ICM_Min_2014_II_Bodrum.pdf
- Read the minutes from IPM Baku and IPM Graz. You can download them here:
IPM Graz: http://files.elsa.org/BEE/IPM_Minutes/XLIX_IPM_Graz_Minutes.pdf
IPM Baku: http://files.elsa.org/BEE/IPM_Minutes/L_IPM_Baku_Minutes.pdf
(The minutes from the IPM will be available through the link above upon publication)

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

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

Sincerely Yours,



Armin Khoshnewiszadeh

President
ELSA International 2014/2015

Draft agenda

Sunday, 19th of April, 2015 (17:30 – 18:30)

17:30 – 18:30

Opening Workshop

Aims:

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

Means:

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

Preparations:

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

18:30 – 20:00

Officers' Trainings

Aims:

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

Means:

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

18:30 – 20:00

Introductory Workshop for Freshers**Aims:**

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

Means:

- To give an understanding of the main functions of ELSA
- To answer questions that arise

Monday, 20th of April, 2015 (10:00 – 19:00)

10:00 – 11:30

Joint BEE and FM: Budget proposals**Aims:**

- To present and agree upon budgets for Presenting the budget revision for the term 2014/2015 by the Treasurer of ELSA International
- Discussion about the proposal
- Voting upon the proposal
- Presenting the budget for term 2015/2016 by the Treasurer of ELSA International
- Discussion about the proposal
- Voting upon the proposal

Comments:

Budget is a financial framework and a plan in which ELSA International operates and through that the Council exercises financial control over the association. Compliance with the budget is also an important factor when considering the relief of responsibilities after the term of the International Board ends. At the spring ICM we ask the Council to update the budget of term 2014/2015 to correspond better with the reality and changes that have happened since the last ICM. We will also present the budget proposal for the next term using the information we now have. The next International Board will have a chance to amend this budget in their first Council Meeting.

Preparations:

- Read carefully through the budget proposal for the remaining term of 2014/2015 on page [374](#)

- Read carefully through the budget proposal for the term of 2015/2016 starting on page [378](#)

11:30 – 13:30

Activity Reports, Experiences Gained & Remaining Time in Office

Aims:

For the presidents to share their activities in office since the last ICM, what experiences they made and their plans for the remaining time in office.

Means:

- Presentation by the National and Local Groups of their Activity Reports, experiences worth sharing as well as the plans for the remaining time in office.

Comments:

National Presidents should remember to send out their Activity Report on the mailing list before the ICM. The goal here is not only to share what you have done yourself, but to listen and learn from other officers' successes and failures. Be as good a speaker as you are a listener!

15:00 – 16:30

Joint BEE and FM: Taxes and Jurisdiction

Aims:

To give the participants a comprehensive presentation of tax-associated problems ELSA International is currently, or might potentially in the future, face. To provide the participants with a list of most feasible solutions for the current state. To explain the impact of the tax situation on the progress of the jurisdiction change.

Means:

- Presentation of the tax situation by a member of the Jurisdiction Working Group and Director for Financial Management, Marek Škultéty
- Q&A, Discussion
- Voting on recommending further actions in the tax area
- Presentation of the progress by the Chair of the Jurisdiction Working Group Nicholas Haas
- Presentation of the proposal by ELSA International
- Voting on the proposal

Comments:

The progress of the Jurisdiction working group has been halted due to an ongoing tax issue, which is the reason for joining the workshop topics. Through means of presentation, the participants of the workshop will be introduced into the matter, in order to get an overview of the possible

outcomes and solutions for the situation. Emphasis shall be given on the interaction of changes in jurisdiction with such solutions. The purpose of the workshop shall be to recommend actions to be taken by current and future International Boards.

Preparations:

- Look through the current Budget on the page [374](#) and the final accounts of ELSA International for the term 2013/2014
http://files.elsa.org/FM/Final_Accounts_2013_2014/Final_Accounts_of_ELSA_2013-2014.pdf
- Look through the regulations considering the Jurisdiction working group from the Decision Book starting from page 13
- Read through the proposal considering Jurisdiction Working Group in these working materials starting from page [189](#)

16:30 – 18:00

Strategic Goals 2018**Aims:**

To analyse the Status quo and to pinpoint areas where work needs to be done both on the national and international level.

Means:

- Introduction to the topic by the President of ELSA International 2014/2015
- Working Groups
- Conclusions from Working Groups

Comments:

ELSA adopted new Strategic Goals at the spring ICM in Cologne 2013. This year is the second year of implementation and it is time to see what is going in the right direction and how officers from all levels of the organisation can contribute to the realisation of the goals. It is also room to be critical towards goals and see them from a realistic perspective.

18:00 – 19:00

Joint BEE, MKT: Brand and Sponsors Proposal**Aims:**

To review the Decision Book proposal by the Brand and Sponsors Working Group and to vote upon recommendation to Council.

Means:

- Presentation of the proposal by the members of the Working Group
- Q&A
- Discussion

- Voting upon recommendation to the Council

Comments: After the Sponsors vs. Brand workshop at the ICM in Bodrum a Working Group was established to look closer at the norms we should use when associating ELSA's brand with other organisations and companies. The Working Group consisted of both Presidents and Marketeers. The proposal is the final product of this Working Group.

Preparations: Carefully read the proposal on page [186](#) in the Working Materials and be ready to voice your opinion in the workshop.

Tuesday, 21th of April, 2015 (10:00 – 19:00)

10:00 – 11:30

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

Aim:

To present and discuss the Membership application of ELSA Cyprus

To present and discuss the Observership applications of the initiative group from Moldova and Russian Federation

Means:

- Introduction by ELSA International
- Presentation of the application by ELSA Cyprus
- Q&A to ELSA Cyprus
- Presentation of the application by the initiative group from Moldova
- Q&A to the initiative group from Moldova
- Presentation of the application by the initiative group from Russian Federation
- Q&A to the initiative group from Russian Federation
- Voting on the recommendation of the application

Preparations:

Please read the Membership application of ELSA Cyprus starting from page [321](#)

Please read the Observership application of the initiative group from Moldova starting from page [356](#) and the Observership application of the initiative group from Russian Federation starting from page [337](#)

11:30 – 13:30

Joint BEE, IM: Statutes and Standing Orders proposals

Aim:

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

Means:

- Presentation of the proposals
- Discussion
- Voting on recommendation to the Council

Preparations:

Read the proposals by ELSA International on pages [174-175](#)

Read the Statutes and Standing Orders amendment proposals by ELSA Denmark starting from page [273](#) and Standing Orders amendment proposal by ELSA Czech Republic and ELSA Switzerland starting from page [274](#)

15:00 – 16:00

Joint BEE, AA and S&C: Human Rights Committee**Aims:**

To review and discuss the proposal by ELSA International on how the structure and mandate of the Human Rights Committee.

Means:

- Presentation by ELSA International
- Q&A
- Discussion
- Voting on recommendation to the Council

Comments:

After the Charlie Hebdo shootings in Paris the issue was raised on the BEE mailing on the ELSA Networks silence. The International Board did not find it consistent with current policy to officially comment on the shootings, but at the same time felt there was a need to develop ELSA's position on defending fundamental Human Rights. The idea of establishing a Human Rights Committee was launched by the International Board in a move to institutionalise our commitment to Human Rights. The issue was brought up at the IPM in Baku where a majority of participants were in favour of developing the idea further, even though concerns were raised on many aspects of such a committee.

Preparations:

Carefully read the proposal on page [182](#) and be ready to voice your opinion in workshop.

16:00 – 17:00

Partner: CoE & EU: The South Programme

Aims:

To inform the presidents on the talks between the International Board and the joint CoE-EU South Programme and to discuss the future academic and monetary possibilities for ELSA.

Means:

- Presentation by the President of ELSA International
- Q&A
- Discussion
- Conclusions

Comments:

Through our contacts at the CoE we were introduced to the South Programme. The South Programme works in multiple ways with Arab countries in the post Arab spring reality and sees ELSA as a partner in providing more interaction between Arab and European law students. By allocating resources in recruiting Arab law students to participate at the HRMCC (dependent on rules changes in the competition), law schools and various other projects ELSA can both take a part in the formation of the next generation of Arab law students as well as raise money for its general budgets.

Preparations:

Read about the South Programme on their websites (<http://south-programme-eu.coe.int/>) and be ready to discuss in particular which Human Resources implications a partnership with the South Programme can have on the International Board.

17:00 – 19:00

Training

Aims:

To deliver a training on a relevant topic for the presidents.

Means:

- Training by an ITP (International Trainers Pool) trainer.
- Training to be announced.

Comments:

The training will be announced to the presidents as soon as it is finalised.

Friday, 24th of April, 2015 (10:00 – 19:00)

10:00 – 12:00

Candidates Workshop**Aims:**

The candidate(s) running for the position of the President of ELSA International 2015/2016 will present themselves and will be interviewed by the workshop participants.

Means:

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

12:00 – 13:30

Joint BEE and FM: Interim accounts**Aims:**

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

Means:

- Presentation of the interim accounts of ELSA 2014/2015 by ELSA International
- Presentation of the Auditors' Report regarding the interim accounts of ELSA 2013/2014 by the Auditors of ELSA
- Discussion
- Voting
- Presentation of the interim accounts of EDF 2014/2015 by the Chairman of the EDF
- Presentation of the Auditors' Report regarding the interim accounts of the EDF 2014/2015 by the Auditors of the EDF
- Discussion
- Voting

Preparations

Look through the attached interim accounts of [ELSA International 2014/2015](#) and the [EDF](#) and read through the auditors' report.

15:00 – 16:30

Transition and Knowledge Management**Aims:**

To prepare the presidents for the upcoming transition and to make sure that the correct knowledge is passed on with the correct tools.

Means:

- Presentation by the President of ELSA International
- Sharing of best experiences and best practices

Comments:

If we want our hard work during the year to have long lasting effect it is important to invest time in transition and to make your successor knowledgeable as well as making them feel comfortable from day one in their new gained position.

Preparations:

Think through what you felt was good and bad during your own transition, how knowledge was transferred and how you feel it can be improved when you will be giving transition yourself. Be ready to share your experiences and ideas in the workshop!

16:30 – 19:00

Miscellaneous, Evaluation & Closing**Aims:**

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

Means:

- Discuss miscellaneous topics
- Roundtable of ICM evaluation
- Closing

Preparations:

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

INTERNAL MANAGEMENT WORKSHOP**Timetable**

ICM CLUJ-NAPOCA DRAFT TIMETABLE													
Time	Sun 19th	Mon 20th	Tue 21st	Wed 22nd	Thu 23rd	Fri 24th	Sat 25th	Sun 26th					
8:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast					
8:30													
9:00													
9:30													
10:00		Knowledge management and archiving	BEE, IM, FM: Observership/Membership applications	Mid Plenary	Sightseeing	Transition	Final Plenary						
10:30													
11:00			BEE, IM: SSO Proposals			Activity reports & Sharing							
11:30													
12:00													
12:30													
13:00	Letter of A. & Payments												
13:30													
14:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Departure of the Participants					
14:30													
15:00									Human Resources	Proposals	Mid Plenary	Academic Program	National Trainers' Pool
15:30										SotN			
16:00		Training on Hard Skills	Candidates Workshop										
16:30													
17:00													
17:30				Opening Workshops	Misc & Closing								
18:00		Human Resources Proposal											
18:30													
19:00	Officers & Freshers	Reporting Time	Reporting Time	Dressing Time	Reporting Time								
19:30													
20:00	Dinner	Dinner	Dinner	Dinner		Dinner	Dinner						
20:30													
21:00													
21:30	Party	Party	Party	Party	Gala Ball	Party	Party						
22:00													
22:30													
23:00													
23:30													
0:00													

Preparations and Reminders for the Internal Management Workshop

"It usually takes me more than three weeks to prepare a good impromptu speech."

Mark Twain

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

- Read these Working Materials;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXVI Council Meeting of ELSA](#);
- Read relevant parts of the [Council Meeting Decision Book, 41st Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2014/2015](#) and the [IM OYOP](#) for the same year.
- Read relevant sections of the Minutes of the Internal Management Workshop in the [LXV Council Meeting in Malta](#) and the [LXVI Council Meeting in Bodrum](#).

Please read them carefully. This is of great importance for both the discussions and the outcome of all Workshop sessions.

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

Please use the IM mailing list (ELSA-IM@LISTSERV.ELSA.ORG) in order to initiate discussions before the LXVII Council Meeting in Cluj-Napoca, Romania.

Welcome to the IM Workshop!



Alina Shchetinina

Secretary General

ELSA International 2014/2015

Draft Agenda

Sunday, 19th of April, 2015 (17:30 – 20:00)

17:30-18:30

Opening Workshop

Aims:

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

Means:

- Opening of the Internal Management Workshop
- Presentation of the tasks of the Workshop Officers
- Election of the Workshop Chair, Vice Chair and Secretaries
- Defining Workshop Rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable: Expectations of the participants

18:30 – 20:00

Officers' Trainings

Aims:

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

Means:

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

18:30 – 20:00

Introductory Workshop for Freshers'

Aims:

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

Means:

- To give an understanding of the main functions of ELSA

- To answer questions that arise

Monday, 20th of April, 2015 (10:00 – 19:00)

10:00 – 13:30

Knowledge Management and archiving**Part 1: Basics about knowledge****Aims:**

To define what is knowledge, difference between knowledge and data, to discover types of knowledge and to set what the transfer of knowledge is.

Means:

- Presentation by ELSA International
- Q&A

Part 2: Knowledge transfer process**Aims:**

To discover different types of ways to transfer knowledge and to set main rules of knowledge transfer.

Means:

- Presentation by ELSA International
- Q&A
- Experience sharing

Part 3: Virtual communication and tools**Aims:**

To determine virtual communication, to open up the tools in order to distinguish the knowledge received from the internet, and to preserve them for future transfer.

Means:

- Presentation by ELSA International
- Q&A
- Practical task
- Conclusions

Preparations:

Please be prepared to present your best practices within knowledge transfer from your Local and/or National Group

15:00 – 19:00

Human Resources

Part 1: Presentation of the results of the Working Group

Aims:

To present the achieved results of the Working Group on Human Resources Strategy

Means:

- Presentation by ELSA International
- Presentation by the participants of the Working Group
- Q&A

Part 2: Evaluation of the Human Resources Strategy

Aims:

To estimate weaknesses and strength of the Human Resources Strategy

Means:

- Open discussion
- Conclusions by ELSA International

Part 3: Discussion and voting upon the Decision Book proposal regarding the Human Resources Strategy

Aims:

To present the proposals to the workshop participants, to have a preparatory discussion and to vote on recommending them to the Council.

Means:

- Presentation of Decision Book proposal by ELSA International. See the proposal on page [192](#) in the Working Materials.
- Discussion
- Voting on recommendations to the Council

Tuesday, 21st of April, 2015 (10:00 – 19:00)

10:00 – 11:30

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

To present and discuss the Membership application of ELSA Cyprus

To present and discuss the Observership applications of the initiative group from Moldova and Russian Federation

Means:

- Introduction by ELSA International
- Presentation of the application by ELSA Cyprus
- Q&A to ELSA Cyprus
- Presentation of the application by the initiative group from Moldova
- Q&A to the initiative group from Moldova
- Presentation of the application by the initiative group from Russian Federation
- Q&A to the initiative group from Russian Federation
- Voting on the recommendation of the application

Preparations:

Please read the Membership application of ELSA Cyprus starting from page [321](#)

Please read the Observership application of the initiative group from Moldova starting from page [356](#) and the Observership application of the initiative group from Russian Federation starting from page [337](#)

11:30 – 13:30

Joint BEE, IM: Statutes and Standing Orders proposals**Aim:**

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

Means:

- Presentation of the proposals
- Discussion
- Voting on recommendation to the Council

Preparations:

Read the proposals by ELSA International on pages [174-175](#)

Read the Statutes and Standing Orders amendment proposals by ELSA Denmark starting from page [273](#) and Standing Orders amendment proposal by ELSA Czech Republic and ELSA Switzerland starting from page [274](#)

15:00 – 16:00

Proposals

Aim:

To discuss the proposals about amending the Decision Book concerning Workshops, Training and Quality Management

Means:

- Presentation of the proposal by ELSA International
- Presentation of the proposal by ELSA Denmark
- Discussion
- Voting on recommendations to the Council

Preparations:

Read the proposals by ELSA International on pages [190](#) and [198](#) and the proposal by ELSA Denmark on page [285](#)

16:00 – 16:30

State of the Network (SotN)

Aims:

To present the results of the 18th edition of the State of the Network inquiry conducted before the LXVII International Council Meeting in Cluj-Napoca, Romania.

Means:

- Presentation of the 18th SotN by ELSA International
- Q&A

Preparations:

Please read the 16th SotN and the 17th SotN and prepare the questions for ELSA International and other National Groups regarding the results. Please fill in the 17th SotN questionnaire.

You can download the inquiries from the following links:

16th SotN: http://files.elsa.org/SotN/16th_SotN.pdf

17th SotN: http://files.elsa.org/SotN/17th_SotN.pdf

16:30 – 19:00

Workshop on improvement of hard skills

Aims:

To improve skills of National Secretary Generals in the area of Hard Skills

Means:

Workshop delivered by Makar Holst, the Director for Human Resources of ELSA International.

Friday, 24th of April, 2015 (10:00 – 19:00)

10:00 – 12:00

Transition

Aims:

To prepare the workshop participants for the first steps of transition. To share experiences and expectations and to map possible failures.

Means:

- Introduction
- Work in groups
- Conclusions

Preparations:

Think about the transitions you have received and given in the past. Evaluate the experiences and prepare to share. Read the transition manual published on <http://officers.elsa.org/>

12:00 – 13:30

Evaluation of the term in office and Activity Reports

Aims:

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

Means:

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

- Conclusion and further steps

Preparations:

Prepare your Activity Report and send it to the IM mailing list on the following address: ELSA-IM@LISTSERV.ELSA.ORG. Also, read the Activity Reports sent prior to the ICM. Read the OYOP of your board for the term 2014/2015 and evaluate Internal Management part. Evaluate your own personal OYOP, if you had one. Be prepared to present your work.

15:00 – 16:30

National Trainers' Pool**Aims:**

To present results of the Working Group on National Trainers' Pool

Means:

- Presentation by the Working Group members
- Q&A
- Conclusions

16:30 - 17:30

Candidate(s) workshop**Aims:**

To give the opportunity to the candidate(s) running for the position of the Secretary General of ELSA International 2015/2016 to introduce themselves. To give the workshop participants the opportunity to interview candidates.

Means:

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

Preparations:

Read all the candidatures carefully and plan meetings with the candidates before this workshop in order to ask questions that you would like to have answered.

17:50 – 19:00

Miscellaneous & Closing

Aims:

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

Means:

- Discussion
- Roundtable
- Filling in evaluation forms

FINANCIAL MANAGEMENT WORKSHOP**Timetable**

Time	Sun 19th	Mon 20th	Tue 21st	Wed 22nd	Thu 23rd	Fri 24th	Sat 25th	Sun 26th
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30								
09:00								
09:30								
10:00		Joint BEE and FM: Budget proposals	Joint BEE, IM and FM: Membership and Observership applications	Mid Plenary	Sightseeing	Candidates workshop	Final Plenary	
10:30		Membership fee Working Group results	Joint FM and STEP: Finances in STEP Working Group results			Financial developments of EMC2		
11:00						Joint BEE and FM: Interim accounts		
11:30								
12:00								
12:30								
13:00	Letter of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13:30								
14:00								
14:30								
15:00	Opening Plenary	Joint BEE and FM: Taxes and Jurisdiction	Debt waiving procedure proposal	Mid Plenary	Academic Program	Joint FM and S&C: Grant case study	Final Plenary	Departure of the Participants
15:30			Joint FM and S&C: Event fees and related proposals			Reimbursement for damages caused to ELSA proposal		
16:00		Financial Questionnaire proposal				EDF proposal		
16:30			Technical proposals			Misc & Closing		
17:00	Opening Workshops	Reporting Time	Reporting Time	Dressing Time	Reporting Time	Dinner	Dinner	
17:30								
18:00	Officers & Freshers	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
18:30								
19:00	Party	Party	Party	Party	Gala Ball	Party	Party	
19:30								
20:00								
20:30								
21:00								
21:30								
22:00								
22:30								
23:00								
23:30								
00:00								

Preparations and reminders for the Financial Management Workshop

“Think before you speak. Read before you think.”

Preparations and reminders for the Financial Management Workshop

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

- Read these Working Materials, paying special attention to the proposals;
- Read the Statutes and Standing Orders in force after the LXV Council Meeting of ELSA, held in Bodrum autumn 2014;
- Read the Council Meeting Decision Book, 41th Edition, focus on the Financial Management part;
- Read the Minutes of the Financial Management Workshop from the LXV Council Meeting in Malta and LXVI Council Meeting in Bodrum.
- Read the auditors' reports for the final accounts of term 2013/2014 and interim accounts of term 2014/2015

In this Council Meeting we are discussing and deciding upon several proposals, some of them very significant for the future of our association. To ensure efficient use of our limited workshop time, please discuss these proposals beforehand with your board and read the minutes from the last Council Meetings, which lead to these proposals.

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

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

Welcome to the FM Workshop!



Lauri Vaihemaäki
Treasurer

Draft Agenda

Sunday, 19th of April, 2015 (17:30 – 20:00)

17:30 – 18:30

Opening Workshop

Aim:

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

Means:

- Opening of the Financial Management Workshop
- Presentation of the tasks of the Workshop Officers
- Election of the Workshop Chair, Vice Chair and Secretaries
- Defining Workshop Rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda
- Roundtable: Expectations of the participants

Comments:

Workshop is the primary working unit of the International Council Meeting. In these sessions we discuss topics special to our area and have more time to debate the course of action than in the Plenary. To ensure that everything is done in good order and efficiently, we start our work by setting down some ground rules and electing persons leading the Workshop.

18:30 – 20:00

Officers' Trainings

Aims:

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

Means:

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

18:30 – 20:00

Introductory Workshop for Freshers

Aims:

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

Means:

- To give an understanding of the main functions of ELSA
- To answer questions that arise

Monday, 20th of April, 2015 (10:00 – 20:00)

10:00 – 11:30

Joint BEE and FM: Budget proposals

Aims:

To present and agree budgets for the remaining part of the term 2014/2015 and the term 2015/2016.

Means:

- Presenting the budget revision for term 2014/2015 by the Treasurer of ELSA International
- Discussion about the proposal
- Voting upon the proposal
- Presenting the budget for term 2015/2016 by the Treasurer of ELSA International
- Discussion about the proposal
- Voting upon the proposal

Comments:

Budget is a financial framework and plan in which ELSA International operates and thorough that the Council exercises financial control over the association. Compliance with the budget is also an important factor when considering the relief of responsibility after the term of the International Board ends. In the spring ICM we ask Council to update the budget of term 2014/2015 to correspond better with the reality and changes that have happened since last ICM. We will also present the budget for the next term according to the information we now have. The next International Board will have a chance to amend this budget in their first Council Meeting.

Preparations:

- Read carefully through the budget proposal for the remaining term of 2014/2015 on page [374](#)
- Read carefully through the budget proposal for the term of 2015/2016 starting on page [378](#)

11:30 – 13:30

Membership Fee Working Group Results**Aims:**

To present the results from the Membership Fee Working Group. To discuss about the findings.
To vote upon the proposal.

Means:

- Presentation of the discussions leading to the finding of the Working Group by Treasurer of ELSA International
- Presentation of the findings of the Working Group and the proposal by the Chair of the Working Group and the Director of Financial Management Marek Škultéty
- Discussion
- Voting upon the proposal

Comments:

The question of a just way to distribute the financial burdens inside the diverse Network is as old as the association itself. In the ICM Bodrum the Financial Management Workshop unanimously decided to appoint a Working Group to research the topic. This Working Group has been doing research and re-evaluating the current formula to find a better solution and is now ready to present its findings.

Preparations:

- Read through the minutes of Financial Management Workshop from IV Supporting Area Meeting in Madrid and LXVI Council Meeting in Bodrum relating to the membership fee
- Read through the current way of calculating the membership fee from the Decision Book starting page 41
- Read through the proposal of the Working Group in these Working Materials starting from page [204](#) and the proposal related to the IM part of the Decision Book starting from page [285](#)

15:00 – 16:30

Joint BEE and FM: Taxes and Jurisdiction

Aims:

To give the participants a comprehensive presentation of tax-associated problems ELSA International is currently, or might potentially in the future, face. To provide the participants with a list of most feasible solutions for the current state. To explain the impact of the tax situation on the progress of the jurisdiction change

Means:

- Presentation of the tax situation by a member of the Jurisdiction Working Group and Director of Financial Management, Marek Škultéty
- Q&A, Discussion
- Voting on recommending further actions in the tax area
- Presentation of the progress by the Chair of the Jurisdiction Working Group Nicholas Haas
- Presentation of the proposal by ELSA International
- Voting on the proposal

Comments:

The progress of the Jurisdiction Working Group has been halted due to an ongoing tax issue, which is the reason for joining the workshop topics. Through means of presentation, the participants of the workshop will be introduced into the matter, in order to get an overview of the possible outcomes and solutions for the situation. Emphasis shall be given on the interaction of changes in jurisdiction with such solutions. The purpose of the workshop shall be to recommend actions to be taken by current and future International Boards.

Preparations:

- Look through the current Budget on the page [374](#) and the final accounts of ELSA International for the term 2013/2014
http://files.elsa.org/FM/Final_Accounts_2013_2014/Final_Accounts_of_ELSA_2013-2014.pdf
- Look through the regulations considering the Jurisdiction working group from the Decision Book starting from page 13
- Read through the proposal considering Jurisdiction Working Group in these working materials starting from page [189](#)

16:30 – 18:00

Joint FM and S&C: Event Fees and Related Proposals**Aims:**

To present finding of the Working Group on Law School Unification. To discuss current level of the event fees and deciding about the possible changes.

Means:

- Presentation of the topic by ELSA International

- Presentation of the findings of the Working Group
- Presenting proposals of ELSA International
- Discussion about the proposals
- Voting upon the proposals
- Presentation of the proposals by the Network
- Discussion about the proposals
- Voting upon the proposal

Comments:

The event fees are regulated in ELSA to keep our events affordable for students and equal for everyone. It has been ongoing discussion if the current fee levels are sustainable and allow projects to take place in variety of countries. We have also discussed problem unregulated extra fees pose to this system and ways to counter it.

Preparations:

- Read proposals from ELSA International starting from pages [261](#) and [269](#)
- Read through proposals from the Network starting from pages [260](#) and [315](#)

18:00 – 19:00

Financial Questionnaire Proposal**Aims:**

To present and discuss idea of collecting information about financial structure of the Network over longer period of time.

Means:

- Presentation of the proposal by the Treasurer of ELSA International
- Discussion about the proposal
- Voting upon the proposal

Comments:

In connection with the work of Membership Working Group we sent out a questionnaire collecting information about finances of the National Groups. The results were both surprising and useful and we seek to codify this action for future generations of the International Board.

Preparations:

- Read through the proposal of ELSA International starting from page [203](#)

Tuesday, 21st of April, 2015 (10:00 – 20:00)

10:00 – 11:30

Joint BEE, IM and FM: Membership and Observership Applications

Aim:

To present and discuss the Membership application of ELSA Cyprus

To present and discuss the Observership application of the initiative group from Moldova

Means:

- Introduction by ELSA International
- Presentation of the application by ELSA Cyprus
- Q&A to ELSA Cyprus
- Presentation of the application by the initiative group from Moldova
- Q&A to the initiative group from Moldova
- Presentation of the application by the initiative group from Russian Federation
- Q&A to the initiative group from Russian Federation
- Voting on the recommendation of the application

Preparations:

Please read the Membership application of ELSA Cyprus starting from page [321](#)

Please read the Observership application of the initiative group from Moldova starting from page [356](#) and the Observership application of the initiative group from Russian Federation starting from page [337](#)

11:30 – 13:30

Joint FM and STEP: Finances in STEP (The Working Group Results)

Aims:

To present the results of the Working Group on Finances in STEP, to decide upon further set of actions.

Means:

- Presentation by the Working Group
- Q&A and feedback from FM officers
- Discussion
- Voting upon suggestions

Comments:

During the ICM in Bodrum the importance of budget for STEP purposes, the need to reimburse people who have losses due cancellations from employers side were discussed as well as the possibility of having financial instruments (penalties, a deposit system, etc.) in order to encourage

the users of the STEP programme to fulfil their obligations. It was decided that the topic needs proper research and further discussion (in the format of the working group) in order to pick up solutions for raised issues. The Working Group will present the results during this session.

15:00 – 16:00

Debt Waiving Procedure Proposal

Aims:

To present and discuss proposal for introducing procedure for waiving debts of the Members.

Means:

- Presentation of the proposal by the Treasurer of ELSA International
- Discussion about the proposal
- Voting upon the proposal

Comments:

In some situations, Council may want to waive a debt a Member has towards ELSA International. Currently, this possibility is tied to Network Support System which is not actively used. As presented in the ICM Bodrum, we seek to separate these two processes and make debt waiving procedure easier to understand.

Preparations:

- Read through the minutes of LXVI Council Meeting in Bodrum relating to the debt waiving procedure
- Read through the ELSA International's proposal starting from the page [176](#)

16:00 – 17:00

Reimbursement for Damages Caused to ELSA Proposal

Aims:

To present procedural rules on how ELSA International member can be held responsible for damages caused to ELSA

Means:

- Presentation of the proposal by the Treasurer of ELSA International
- Discussion about the proposal
- Voting upon the proposal

Comments:

Auditors recommend ELSA International to codify the rules regarding situations in which ELSA International member causes direct damages to ELSA International. Damages of this type could be of course claimed through normal court procedures, but these methods are costly and inefficient for sums so small. We seek create alternative way to create lighter and still just procedure.

Preparations:

- Read through proposal of ELSA International starting from the page [201](#)

17:00 – 18:00

EDF Proposal**Aims:**

To present changes planned for the regulations of ELSA Development Foundation.

Means:

- Presentation of the proposal by the Treasurer of ELSA International
- Discussion about the proposal
- Voting upon the proposal

Comments:

During our term we have seen some procedural difficulties with the regulations of EDF, which seem to be either confusing or hindering effective decision making. We want to clarify the situation with these changes.

Preparations:

- Read through the proposal of ELSA International starting from the page [215](#)

18:00 – 19:00

Technical Proposals**Aims:**

To present and discuss proposals relating to procedures followed by ELSA International while doing reimbursements and Network while creating invoices. To update Responsibility section of the Decision Book.

Means:

- Presentation of the Payment Procedure proposal by the Treasurer of ELSA International
- Discussion about the proposal

- Voting upon the proposal
- Presentation of the Reimbursement Regulations proposal by the Treasurer of ELSA International
- Discussion about the proposal
- Voting upon the proposal
- Presentation of the Responsibilities proposal by the Treasurer of ELSA International
- Discussion about the proposal
- Voting upon the proposal

Comments:

In the last proposal workshop before the Mid-Plenary we will discuss more technical proposals relating to professionalism of the Financial Management area.

Preparations:

- Read through Payment Procedure proposal starting from page [209](#)
- Read through Reimbursement Regulations proposal starting from page [212](#)
- Read through Responsibilities proposal starting from page [214](#)

Friday, 24th of April, 2015 (10:00 – 20:00)

10:00 – 11:00

Candidate(s) Workshop**Aim:**

The candidate(s) running for the position of Treasurer of ELSA International 2015/2016, as well as candidate(s) for the position of Auditors and Vice Auditor ELSA International 2015/2016 will present themselves and be interviewed by the workshop participants.

Means:

- Presentation by the candidate(s)
- Workshop Q&A for the candidate(s)

Comments:

In this workshop, participants have chance to ask questions from the candidates running for positions of the International Board 2015/2016. This is hosted in order to lessen the questions required to ask in the Plenary in which the time is limited.

11:00 – 12:00

Financial Development of EMC2

Aims:

To inform the Treasurers about developments relating EMC2 competition.

Means:

- Presentation by the Treasurer ELSA International
- Discussion, Q&A

Comments:

EMC2 Moot Court Competition is a significant part of the budget of the ELSA International and sole largest project we are doing. It was also the main source of profit ELSA did last year. It is important to keep the Network updated on the developments in this area and how it influences the general budget.

12:00 – 13:30

Joint BEE and FM: Interim Accounts**Aims:**

To present the interim accounts of ELSA and EDF and to present the auditors' report regarding the Interim Accounts.

Means:

- Presentation of the interim accounts of ELSA 2014/2015 by ELSA International
- Presentation of the Auditors' Report regarding the interim accounts of ELSA 2013/2014 by the Auditors of ELSA
- Discussion
- Voting
- Presentation of the interim accounts of EDF 2014/2015 by the Chairman of the EDF
- Presentation of the Auditors' Report regarding the interim accounts of the EDF 2014/2015 by the Auditors of the EDF
- Discussion
- Voting

Preparations

- Look through the attached interim accounts of ELSA International 2014/2015 and the EDF, on page [331](#) and read through the Auditors' report.

15:00 – 16:00

Joint FM and S&C: Grant Case Study

Aims:

To discuss about restrictions grants may place upon applicants and acceptable procedures through concrete cases.

Means:

- Presentation by ELSA International
- Discussion

Comments:

Even though we are not always aware of it, grants we receive come with expectations and requirements we must comply with. In this workshop we aim to discuss problems international grants may pose to National Groups or to ELSA International.

16:00 – 17:00

EDF: General Information and Reporting**Aims:**

To raise awareness about EDF and present new reporting template.

Means:

- Presentation by the Treasurer ELSA International
- Presentation by Director of Financial Management Bea Šebalj
- Discussion

Comments:

During our term we have noticed that knowledge about the EDF is quite low among the Network and so we seek to promote this tool. We will also present new reporting template, which will come to use after the ICM.

17:00 – 18:00

Transition**Aims:**

To underline the importance of a transition and to share best practices.

Means:

- Presentation by the Treasure of ELSA International
- Discussion

Comments:

Most of the National Groups are changing their Boards during the spring and summer and so it is important for us to think how we are going to prepare our successors. As a student organization, which operates in voluntary and part-time basis, ELSA loses significant amount of know-how each year and it is crucial that we develop methods to combat these difficulties.

Preparations:

- Make short notes for yourself about the best and worst aspects of your transition and be prepared to share your ideas to others.

18:00 – 19:00

Misc & Closing**Aims:**

To discuss topics which were not fully covered during the week. To evaluate the workshop experience.

Means:

- Discussion
- Roundtable of feedback for the workshop

Comments:

In the last workshop of the ICM, we have some time to address topics which were not before discussed thoroughly or take up new comments or ideas. After this we will share our experiences from the workshop and collect recommendations for future Treasurer of ELSA International

MARKETING WORKSHOP**Timetable****ICM CLUJ-NAPOCA DRAFT TIMETABLE**

Time	Sun 19th	Mon 20th	Tue 21st	Wed 22nd	Thu 23rd	Fri 24th	Sat 25th	Sun 26th		
8:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
8:30										
9:00										
9:30										
10:00		To do or not to do?	Advertising - Inside and outside of ELSA	Mid Plenary	Conference	ELSA Shop	Final Plenary			
10:30						Training on External Relations				
11:00		Are we there yet: Branding in ELSA	Joint MKT& S&C: Make it smart and creative							
11:30										
12:00										
12:30		Letter of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch		
13:00										
13:30										
14:00										
14:30	Opening Plenary		Joint MKT&STEP: Evaluation	Training on Negotiation Skills	Mid Plenary	Sightseeing	Transition	Final Plenary		
15:00							CI in a practical aspect		Open forum	
15:30			MKT proposal							Candidates
16:00										
16:30			Opening Workshops			Reporting Time	Reporting Time		Dressing Time	Reporting Time
17:00	Officers & Freshers									
17:30		Reporting Time			Reporting Time	Dressing Time	Reporting Time			
18:00	Dinner		Dinner	Dinner				Dinner		
18:30		Dinner			Dinner	Dinner	Dinner			
19:00	Dinner		Dinner	Dinner				Dinner		
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Preparations and reminders for the Marketing Workshop

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

- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXVI Council Meeting of ELSA – you can download them here:
http://files.elsa.org/Regulations/S&SO_Bodrum_2014.pdf
- Read the Council Meeting Decision Book, 41st Edition, especially the part dedicated to Marketing – you can download them here:
http://files.elsa.org/Regulations/DB_Bodrum_II_2014_41st_edition.pdf
- Read the Minutes of the Marketing Workshop in the LXV Council Meeting in Malta and LXVI Council Meeting in Bodrum – you can download them from:
- ICM Malta: http://files.elsa.org/ICM_Minutes/ICM_Min_2014_I_Malta.pdf
ICM Bodrum: http://files.elsa.org/ICM_Minutes/ICM_Min_2014_II_Bodrum.pdf
- Read the minutes from IV Supporting Area Meeting in Madrid, Spain – you can download them from:
http://files.elsa.org/Area_Meetings/IV_SAM_Minutes.pdf
- Read the One Year Operational Plan (OYOP) of ELSA International 2014/2015.
http://files.elsa.org/OYOP/ELSA_International_14-15.pdf

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

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

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

Welcome to the MKT Workshop!

Yours,
Idil Buke Civelek



Draft Agenda

Sunday, 19th of April, 2015 (17:30 – 20:00)

17:30 – 18:30

Opening Workshop

Aims:

To open the Marketing Workshop of the International Council Meeting and to elect the Workshop officers. To give an overview of the week and to share expectations, to get to know each other.

Means:

- Opening of the Marketing Workshop
- Round of introduction and expectations of the participants
- Presentation of the tasks of the Workshop Officers
- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Deciding on the Workshop rules
- Presentation of the Workshop Agenda by ELSA International
- Approval of the Workshop Agenda

Preparations:

Be open to each other and be ready to share your expectations in a constructive way, in order to get the best outcome from the week and specifically from the Workshops. If you have any questions beforehand, please feel free to contact vpmarketing@elsa.org for further information.

18:30 – 20:00

Officers' Trainings

Aims:

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

Means:

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

18:30 – 20:00

Introductory Workshop for Freshers

Aims:

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

Means:

- To give an understanding of the main functions of ELSA
- To answer questions that arise

Monday, 20th of April, 2015 (10:00 – 19:00)

10:00 – 11:30

To do or not to do?

Aims:

To discuss the work of the Marketeers during the term and to share experiences. To list the best practices and suggestions for the area development.

Means:

- Experience sharing
- Open discussion

Comments:

Since the end of the term is approaching, it is crucial to evaluate the work that has been done by taking both positive and negative aspects into consideration. This is an open floor for you to share experiences, and with it we will form the first step to get ready for the transition process. Think of what you have done during the term, and would like to suggest to your successor. Sharing is caring – be ready to create your to do/not to do list!

11:30 – 13:30

Are we there yet: Branding in ELSA

Aims:

To take a closer look at the general branding of our Association. To focus on event branding and evaluate the work that has been done in a practical perspective so far. To create a branding strategy and to discuss the further development of the idea.

Means:

- Presentation by ELSA International
- Q&A
- Working groups
- Open discussion

Comments:

After the discussion that was held at the SAM in Madrid, we decided to create a unified promotion strategy for some of our events, such as the ELSA Summer Law Schools, STEP, etc. In this workshop, we will evaluate how successfully we managed to implement those strategies in national and local levels and discuss the ways to improve it for the next years, by focusing on the pros and cons of the practicalities. This workshop will also form the second step for the transition workshop, since it will cover the promotion techniques for our most visible events. Therefore, be ready to share your experiences and to comment on each other's inputs!

15:00 – 16:30

Joint MKT & STEP: Evaluation**Aims:**

To evaluate the promotion used in two cycles of STEP and to discuss ideas for the next ones. To raise awareness of the IP rights peculiarities.

Means:

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

16:30 – 17:30

CI in a practical aspect**Aims:**

To discuss the implementation of the Corporate Identity on all levels of ELSA. To evaluate how the Corporate Identity is reflected in various promotion materials, organized events and meetings and to search for the ways for a unified approach.

Means:

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

17:30 – 18.00

Marketing Proposal on Business Cards**Aim:**

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

Means:

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

Preparations:

Read the proposal by the International Board in the International Council Meeting Working Materials on page [221](#)

18:00 – 19:00

Joint BEE & MKT: Brand and Sponsors Proposal**Aims:**

To review the Decision Book proposal by the Brand and Sponsors Working Group and to vote upon recommendation to Council.

Means:

- Presentation of the proposal by the members of the Working Group
- Q&A
- Discussion
- Voting upon recommendation to the Council

Comments:

After the Sponsors vs. Brand workshop at the ICM in Bodrum the Working Group was established to look closer at the norms we should use when associating ELSA's brand with other organisations and companies. The Working Group consisted of both Presidents and Marketeers. The proposal is the final product of this Working Group.

Preparations:

Carefully read the proposal on page [186](#) in the Working Materials and be ready to voice your opinion in the workshop.

Tuesday, 21st of April, 2015 (10:00 – 19:00)

10:00 – 12:00

Advertising – Inside and Outside of ELSA**Aims:**

To provide the officers with necessary information about advertising in a general perspective, and to search for the practical ways in order to implement the idea into ELSA work.

Means:

- Presentation by ELSA International
- Q&A and open discussion
- Working groups
- Conclusion

Comments:

It is crucial to take a closer look at the advertising sector in order to implement it correctly into our work in ELSA. Therefore, we will discuss the idea of advertising, and how it differs from promotion strategies.

12:00 – 13:30

Joint MKT & S&C: How to make it smart and creative?**Aims:**

To discuss the outcome of the strategy implemented for the projects such as ELSA Summer Law Schools and ELSA Delegations. To evaluate the statistics in order to improve the quality and reach out more target groups.

Means:

- Presentation by ELSA International
- Open discussion
- Conclusions

Comments:

As the results of the discussions held previously, the new strategy for the promotion of ELSA Summer Law Schools and ELSA Delegations was accepted by the officers. In this workshop, we will evaluate the outcome of our work so far, and discuss to improve the implementation of the strategy in local and national groups.

15:00 – 19:00

Training on Negotiation Skills

Aims:

To improve the negotiation skills of the Marketing officers and to provide them with practical information.

Means:

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

Comments:

It is crucial for the Marketing officers to gain skills on negotiation since the work itself includes various meetings where we all are representing our Association towards externals and members/non-members. Also we should take into consideration that negotiation skills are a part of the daily life, also in most of the ELSA work including the co-operation between the board members, etc.

Friday, 24th of April, 2015 (10:00 – 19:00)

10:00 – 11:00

ELSA Shop

Aims:

To evaluate the practicalities and efficiency of ELSA Shop and discuss the ways to improve the idea itself.

Means:

- Introduction by ELSA International
- Open discussion
- Q&A
- Conclusions

Comments:

ELSA Shop is a platform that was launched in the previous year for the officers to exchange ELSA products with each other, setting out from the idea of creating an ELSA merchandise database. We will discuss the availability of the database and the idea itself, and search for the ways to improve the context.

11:00 – 13:30

Training on External Relations

Aims:

To train the officers in the area of external relations.

Means:

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

Comments:

Although the area of external relations is regarded as field for the Presidents, Marketeers have a big role in representing our Association in various fields. Due to the fact that we all are mostly in contact with externals, it is crucial to gain some practical skills in order to maintain the co-operation.

15:00 – 16:30

Transition and recruitment of Marketing officers

Aims:

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

Means:

- Introduction by ELSA International
- Discussion on recruitment of Marketing Officers
- Working groups
- Open discussion and Q&A
- Creating the Transition framework for Marketing Officers
- Conclusion

Comments:

The proper transition is very important for ELSA Officers and in order to increase the awareness and the importance of transition, we will work together on a common concept

that we can use for the upcoming transitions. With this Workshop, we will also prepare ourselves for upcoming transitions and increase our confidence in providing transition.

16:30 – 17:30

Open Forum

Aims:

To give the participants free space to discuss topics that they want to bring up to the workshop outside the Agenda.

Means:

- Open Discussion

Preparations:

Think about what you want to discuss with the Marketeers outside the Agenda. We will create a list during the week where you will have the chance to write your suggestions. No boundaries – be open and share your experiences!

17:30 – 18:30

Candidate(s) Workshop

Aims:

The candidate(s) running for the position of Vice President for Marketing of ELSA International 2015/2016 will present themselves and will be interviewed by the workshop participants.

Means:

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

Comments:

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

18:30 – 19:00

Closing: Q&A and evaluation

Aims:

To close and to evaluate the Marketing Workshop of the LXVII International Council Meeting and to discuss the last part of our term in office together as the ELSA Marketing Team 2014/2015.

Means:

- Evaluation of the Marketing Workshop
- Discussion on the last part of the term in office
- Closing

ACADEMIC ACTIVITIES WORKSHOP**Timetable****ICM CLUJ-NAPOCA DRAFT TIMETABLE AA WS**

Time	Sun 19th	Mon 20th	Tue 21st	Wed 22nd	Thu 23rd	Fri 24th	Sat 25th	Sun 26th
8:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30								
9:00								
9:30								
10:00		Opt. I MCC Intro Opt. II AA Intro	AA and MCC Proposals	Mid Plenary	Sightseeing	Transition	Final Plenary	
10:30			Human Rights Moot Court Competition			AA 2015/16		
11:00						ELSA Moot Court Competition		
11:30		Legal Publications						
12:00								
12:30								
13:00	Letter of A. & Payments							
13:30								
14:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
14:30		Academic Competitions	BEE, AA and S&C HR Committee AA and S&C: HR AA and S&C: IFP Lawyers @ Work Open Discussion	Mid Plenary	Academic Programme	Candidates’ WS	Final Plenary	
15:00								
15:30								
16:00								
16:30		AA and MCC Proposals			AA WS Challenge	Miscellaneous		
17:00						Closing		
17:30						Reporting Time	Reporting Time	Dressing Time
18:00		Officers & Freshers						
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Preparations and Reminders for the Academic Activities Workshop

In order to actively participate and contribute to the workshops, please get familiar with the following materials, and download them to your computer to bring them to the workshop sessions:

- These Working Materials - especially all parts that are AA related and above all the proposals presented below
- The documents that are circulated on the AA mailing list prior to the ICM
- Statutes and Standing Orders, in force after the 66th Council Meeting of ELSA
http://files.elsa.org/Regulations/S&SO_Bodrum_2014.pdf
- 41st Edition of Council Meeting Decision Book
http://files.elsa.org/Regulations/DB_Bodrum_II_2014_41st_edition.pdf
- Minutes of the AA Workshop from ICM Bodrum
http://files.elsa.org/ICM_Minutes/ICM_Min_2014_II_Bodrum.pdf
- AA handbook
http://files.elsa.org/AA/AA_Handbook_12_13.pdf
- MCC Organizers' Manual
http://files.elsa.org/AA/MCC_Organisers_Manual_2012-2013.pdf
- IFP Handbook
http://files.elsa.org/SC/IFP_Media_Law_Handbook.pdf

All materials other than these can be found on the ELSA Officers' Portal: officers.elsa.org

Please bring your laptop with you. It is recommended since it will be useful during the workshops. Read the agenda carefully, and should you need any clarifications please do not hesitate to contact the Vice President for Academic Activities (VP AA) of ELSA International at vpaa@elsa.org or the Vice President of Moot Court Competitions (VP MCC) of ELSA International at mootcourts@elsa.org.

If you are a national officer, please prepare a written Activity Report, and send it to the AA mailing list **before** the ICM. It is important for all of us to be aware of what is going on in the Network in order for us to have the best possible outcome of the workshops.

And most importantly, bring positive energy, your motivation and lots of ELSA Spirit! As always, there will be time during the workshops to share national food and drinks.

We look very much forward to seeing you in the AA Workshops!



Olav Vogt Engeland
Vice President for Academic Activities
ELSA International 2014/2105



Tanja Sheikhi
Vice President for Moot Court Competitions
ELSA International 2014/2015

Draft Agenda

Sunday, 19th of April, 2015 (17:30 – 20:00)

17:30 – 18:30

Opening Workshop

Aim:

During this session we will set up the framework of the workshops. We will present ourselves to each other and ELSA International will give an overview of the following days.

Means:

- Election of Chair, Secretaries and Director for ELSA Spirit
- Presentation and expectations of the participants
- Presentation of the agenda by ELSA International
- Approval of the agenda
- Workshop rules
- Activity Reports - roundtable

Preparations: Please send your Activity Report to the AA mailing list prior to the ICM.

18:30 – 20:00

Officers' Trainings

Aims:

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

Means:

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

18:30 – 20:00

Introductory Workshop for Freshers

Aims:

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

Means:

- To give an understanding of the main functions of ELSA
- To answer questions that arise

Monday, 20th of April, 2015 (10:00 – 19:00)

NB: Note that during this time slot (only this one – no others) you have to choose which workshop (WS) you want to attend. Due to time restrictions AA and MCC will divide in order to present and discuss matters that are purely related to the respective areas. If you are more than one delegate from your National Group please make sure you are represented in both.

10:00 – 12:00

Option I: Moot Court Competitions in the Network – it's Growing!**Aims:**

This year, ELSA International chose to start a working group on MCCs. The main reason was the fact of an increase in the amount of moot courts in the Network. We also have several MCC directors and officers, which shows that moot courts are indeed a priority in many Local and National Groups. During this session, the results and the conclusions of the working group will be presented. What are the next steps and how do we see this area in the future?

Means:

- Presentation of the working group and results
- Open discussion
- Working groups
- Q&A
- Summary and conclusions

Preparations:

We are kindly asking you to think about the current situation when it comes to Moot Courts in the Network. Be prepared to share your experience and opinion in regards of organizing moot court competitions within ELSA.

10.00 – 12.00

Option II: Academic Activities – Law is All Around!**Aims:**

We will use this session to give an overview of the activities in AA so far this term in office and to bring up some discussions from the AA mailing list. We will include a Q&A session so that national and local officers have the chance to ask ELSA International any questions they might have.

Means:

- Presentation by ELSA International
- Q&A directed at ELSA International
- Discussions and questions from the AA mailing list
- Summary

Preparations:

Please have a look at the Academic Activities part of the Decision Book, the AA Handbook and the evaluation forms on <http://officers.elsa.org/page/academic-activities/>. Also, please try to get an overview of the discussions we have had on the AA mailing list so far and feel free to prepare questions you want to raise.

12:00 – 13:30

Legal Publications**Aim:**

To present the current publication projects we are running, to give a thorough update on them, to open up for questions in this regard and to think about how we want to proceed.

Means:

- Presentations of the International Legal Research Groups on Children's Rights and Social Rights and the ELSA International Law Review.
- Q&A
- Discussion

Comments:

The LRG on Children's Rights is published and there will be a short evaluation of this. The one on Social Rights is about to be concluded and we will discuss how we can process and promote the results as good as possible. The ELSA International Law Review has unfortunately been delayed many times and in the WS we will elaborate the reasons for this and also evaluate the project as a whole.

Preparations:

Please get an update on the legal publication situation in your national/local group. If you are not the coordinator of the LRG it is an advantage to communicate with the one in charge and to prepare an update and questions, if any. For information about the LRGs, please check out <http://elsa.org/page/legal-research-group-on-children-rights-2/> and <http://elsa.org/page/socialrights/>.

Info about the Law Review can be found here: elsa.org/page/elsa-law-review.

15:00 – 16:30

Academic Competitions**Aims:**

To present the existing academic competitions (other than moot court competitions) and the materials of the Working Group on Negotiation Competitions. We will also discuss how we collectively want to proceed with the concept.

Means:

- Presentations by ELSA International and the Working Group
- Q&A
- Discussion

Comments:

More and more negotiation competitions (or similar concepts) have been organised this term in office. The Working Group on Negotiation Competition has been working on a manual that aims at unifying the projects in this landscape and we will use this opportunity to give an update on this work. The message from ICM in Bodrum was that we want to put a focus here and that we want to cooperate so that in the future we might organise a competition on European level where the national winning teams can meet each other. Also, the discussion on international AA projects organised on local and national level will be followed up.

Preparations:

Please try to find out what competitions you have in your national and local groups and discuss the idea of introducing a negotiation competition with your colleagues.

16:30 – 19:00

Proposals Workshop – Session I**Aims:**

To present and discuss the proposals relating to the AA area. The proposals this time are relatively comprehensive thus it is an aim, as it is a tradition in AA, to find a consensus that the WS can recommend to the Council.

Means:

- Presentation of proposals by ELSA International and the Working Group on Focus in AA
- Presentation of proposals by the Network
- Q&A
- Discussion

Comments:

The plenary of this ICM will be hectic and it is therefore a priority to be very well prepared for the voting on the proposals relating to AA. The size of the proposals presented below in these working materials is large thus we need to be efficient and willing to find a consensus. If we do so we will be able to speak with one voice in Council and this can enable us pass the AA related amendments we believe are necessary.

Preparations:

We kindly ask you to prepare particularly well for this WS since time is under pressure in Plenary. Please read carefully the proposal to amend the AA part of the decision book, on p.[223](#) and the proposal to amend Article 3 of the Statutes on p.[173](#). You can find the proposal below and feel free to address the authors prior to the ICM. You are also welcome to start the discussion on the AA mailing list.

Tuesday, 21th of April, 2015 (10:00 – 19:00)

10.00 – 11.30

Proposals Workshop – Session II**Aims:**

To continue presenting and discussing the proposals relating to the AA area.

Means:

- Same as in session I

Comments:

It is difficult to predict how much time we will need for proposals. We do not want to risk running out of time hence we schedule this second proposal session. The day after, during the Mid-Plenary, the outcome of the WS will be presented and voted upon.

11:30 – 13:30

The Human Rights Moot Court Competition – A European Adventure!**Aims:**

The 3rd edition of the competition is now concluded, an evaluation of the competition has been made by the participants and other people involved, including the Council of Europe. It is a fact that the competition is getting bigger, therefore, there is a need for discussion on how to improve the different stages of the competition. The workshop will get an overview of the current situation, and several topics will be discussed.

Means:

- Presentation of the 3rd edition by ELSA International
- Discussion and analysis by the workshop
- Q&A
- Summary & conclusions

Preparations:

If you are not familiar with the structure of the competition, now is the time. Visit the webpage and learn about the different steps of the competition, and read the relevant documents which can be found on the webpage: <http://humanrightsmoot.elsa.org/>.

15:00 – 16:00**Joint BEE, AA and S&C: Human Rights Committee****Aims:**

To review and discuss the proposal by ELSA International on how the structure and mandate of the Human Rights Committee.

Means:

- Presentation by ELSA International
- Q&A
- Discussion
- Voting on recommendation to the Council

Comments:

After the Charlie Hebdo shootings in Paris the issue was raised on the BEE mailing on the ELSA Networks silence. The International Board did not find it consistent with current policy to officially comment on the shootings, but at the same time felt there was a need to develop ELSA's position on defending fundamental Human Rights. The idea of establishing a Human Rights Committee was launched by the International Board in a move to institutionalise our commitment to Human Rights. The issue was brought up at the IPM in Baku where a majority of participants were in favour of developing the idea further, even though concerns were raised on many aspects of such a committee.

Preparations:

Carefully read the proposal on page [182](#) and be ready to voice your opinion in workshop.

16.00 – 16.30

Joint S&C and AA: Human Rights in ELSA**Aims:**

To present the current human rights activities in ELSA (ELSA Day etc.) and the first draft of the Working Group on updating the Human Rights Handbook.

Means:

- Presentation by ELSA International and the Working Group on updating the Human Rights Handbook
- Q&A
- Discussion

Comment: This WS is a continuation of the previous one. It is scheduled to be very short due to time restrictions. However, taking into consideration the preceding and following joint WSs we should be relatively flexible and we will allocate time to the discussions we see as most pressing.

Preparations:

Please get an overview of the human rights activities in your national and local group and be prepared to share with the others. If the first draft is finished by the ICM it will be circulated on the relevant mailing lists. We kindly ask you to get familiar with it so that you can give feedback to the Working Group. In case you are interested in the starting point of the group, please access the current Handbook in force from 2001 on http://files.elsa.org/SC/HR_Handbook_2001.pdf

16:30 – 17:30

Joint S&C, AA and STEP: International Focus Programme (IFP)

Aims:

To discuss the status of implementation of the Media Law programme after two years of implementation and to discuss remaining things that have to be done for the successful implementation during the upcoming final year. To present statistics and analyse accomplishments in each Key Area. To present and discuss the strategy for choosing the next IFP topic.

Means:

- Presentation by ELSA International
- Open discussion

Comments:

ELSA International will present the latest statistics in the field of Media Law and elaborate on general progress in each of the Key Areas. Moreover, we will present the strategy for choosing the next IFP topic that will be voted during ICM Batumi. Additionally, the proposal to amend the Decision Book will be presented and preliminary voting will take place.

Preparations:

Read the proposal regarding the implementation of the IFP on the page [145](#)

17:30 - 18:30

Lawyers @ Work Events

Aims:

To discuss how a Lawyers @ Work (L@W) event can be an *academic* activity and to share best practices.

Means:

- Presentations
- Exchange of best practices
- Discussion

Comments:

There was a discussion on the L@W events in Bodrum. It was argued that we should try to focus on a more academic relevant content rather than passive corporate presentations. In this WS we will try to discover how we can achieve this.

Preparations:

You can find out what a L@W event is in the AA part of the Decision Book. Please get an overview of what kind of events you organise in your groups and be prepared to share concepts you think are successful and academically interesting.

18:30-19:00

Last Open discussion Before the Mid-Plenary**Aims:**

To discuss topics that have been brought up on the AA mailing list and other issues that should be discussed before the Mid-Plenary.

Means:

- Open floor and discussion

Comment:

A hectic Mid-Plenary takes place the following day thus it might be beneficial to clarify as many issues as possible in advance.

Preparations:

Please think about topics that are unclear or that have not been discussed properly.

Thursday, 23rd of April, 2015 (17:00 – 19:00)

AA WS Challenge: The Project of the Year!

NB: The other WSs might not have sessions at this time but since AA has so many participants, projects and proposals we have to use all the time we have during our week in Cluj.

Aims:

To give the floor to local and national officers to present their projects in a way that can inspire the other WS participants. The idea is to create an open atmosphere where we share experiences and best practices. As an incentive for his exchange, the WS participants will after the presentations

vote for the project they find the most interesting. Important factors are here content, concept, results and the presentation itself.

Means:

- Project presentations by WS participants
- Q&A
- Voting

Comments:

There is often not enough time to present unique projects organised by national and local groups. In this WS you can promote your event and inspire other AAs. The idea is not to create a competition among the participants but rather to allow the WS to express which projects they believe our Network should encourage further.

Preparations:

Please consider presenting a project you want to present to the others. Maybe it could be implemented by more than your group? The size of the project does not matter and ideas you have not yet had the time to put into practice are also welcome.

Friday, 24th of April, 2015 (10:00 – 19:00)

10:00 – 10:45

Transition**Aim:**

To underline the importance of transition and to identify the content of it.

Comments:

Most of us hand over our positions in July/August this year. Knowledge management is extremely important for further development in AA and transition is therefore essential!

10:45 – 11:30

Academic Activities 2015/2016**Aim:**

To identify priorities of the AA area next term in office.

Comments:

This is the last ICM of the term 2014/2015 and it is time to look forward. In this session the WS has the chance to discuss how they would like to see AA developing in the next term. It can serve as a recommendation to the IB candidates.

11:30 – 13.30

The EMC2 – 5 continents, 1 competition!

Aims:

This year we were able to organize the second African Round in the history of EMC2. The Regional Rounds have taken place and the Final Oral Round is now waiting. As the competition grows, we also need to think about the work behind it. How can we involve the Network and the officers even more? Do we need to find a different strategy on how to promote the competition both internally and externally? One of the aims of this session is to be realistic, when presenting the results of this year's edition – we want the officers to highlight the challenges. The workshop will get an overview by ELSA International and important topics will be discussed.

Means:

- Presentation by ELSA International
- Group discussion
- Q&A
- Summary & conclusions

Preparations:

Be ready to discuss the future of the competition. If you do not know the structure of the competition, please visit the webpage - <http://elsamootcourt.elsa.org/>. If you have questions about the competition before the ICM, please send an email to mootcourts@elsa.org.

15:00 – 17:00

Candidates Workshop**Aim:**

The candidates running for the position of Vice President of Moot Court Competitions and Vice President for Academic Activities of ELSA International 2015/2016 will present themselves and will be interviewed by the workshop participants.

Means:

- Presentation of the candidates
- Q&A of the candidates

Comments:

During this workshop session, AA and MCC officers have a chance to interview the candidates running for the International Board before the Final Plenary. The number of candidates is at the time of writing unclear thus we have allocated a generous amount of time.

17:00 - 18:30

Miscellaneous Workshop**Aim:**

To discuss topics we did not have time to address or finish or address during the week.

Means:

- Open discussion
- Q&A

18.30 – 19.00

Evaluation & Closing Workshop

Aim:

To evaluate the week and the content of the workshops.

Mean:

- Filling in evaluation forms
- Last roundtable
- Closing words and conclusions

Comment:

In this session we want to focus on what can we improve for next time. ELSA International does of course appreciate honest inputs on how to do this and it will be passed on to the candidates that are elected for the next IB.

SEMINARS & CONFERENCES WORKSHOP**Timetable****ICM CLUJ-NAPOCA DRAFT TIMETABLE**

Time	Sun 19th	Mon 20th	Tue 21st	Wed 22nd	Thu 23rd	Fri 24th	Sat 25th	Sun 26th				
8:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast				
8:30												
9:00												
9:30												
10:00		S&C Status Quo	Delegations	Mid Plenary	Sightseeing	Training on External Relations	Final Plenary					
10:30												
11:00		Law Schools	Joint S&C & MKT: Make it Smart&Creative			Knowledge Management and Transition						
11:30												
12:00												
12:30												
13:00	Letter of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch						
13:30												
14:00	Opening Plenary						Study Visits and Institutional Visits	Joint S&C, AA and BEE: Huma Rights Committee	Mid Plenary	Academic Program	Joint S&C and FM: Grant Case Study	Final Plenary
14:30												
15:00		Joint S&C and FM: Event Fees	Quality in the S&C	Candidate(s) Workshop								
15:30					Proposals	Closing						
16:00							Reporting Time	Reporting Time			Dressing Time	
16:30												
17:00												
17:30												
18:00		Opening Workshops	Proposals	Quality in the S&C	Candidate(s) Workshop							
18:30						Officers & Freshers	Reporting Time	Reporting Time	Dressing Time	Reporting Time		
19:00	Dinner	Dinner	Dinner	Dinner	Dinner						Dinner	
19:30												
20:00	Party	Party	Party	Party	Gala Ball	Party	Party					
20:30												
21:00												
21:30												
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0:00												

Preparations and reminders for the Seminars & Conferences Workshop

"Before anything else, preparation is the key to success."

Alexander Graham Bell

In order to actively participate and contribute to the Workshops, please, read and bring the following materials to the Workshop sessions:

- SSO Bodrum: http://files.elsa.org/Regulations/S&SO_Bodrum_2014.pdf
- DB Bodrum:
http://files.elsa.org/Regulations/DB_Bodrum_II_2014_41st_edition.pdf
- ICM Bodrum Minutes:
http://files.elsa.org/ICM_Minutes/ICM_Min_2014_II_Bodrum.pdf
- IV KAM Minutes:
http://files.elsa.org/Area_Meetings/IV_Key_Area_Meeting_2014_Minutes.pdf
- Prepare the written Activity report and send it to the S&C mailing list beforehand
- Read the S&C guidelines and handbooks, you can find them [here](#)
- Read the proposals related to S&C and the proposal regarding IFP.
- Energy, ideas, motivation and of course, your national and local drinks and food!

Make sure you read the Minutes from at least the previous two International Council Meetings and of the 4th KAM. 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 there.

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

Also, feel free to use the S&C mailing list (ELSA-SC@LISTSERV.ELSA.ORG) and start any discussions before the LXVII Council Meeting.

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

Welcome to the S&C Workshop!

Marko Dolenec

Vice President for Seminars and Conferences



Draft Agenda

Sunday, 19th of April, 2015 (17:30 – 20:00)

17:30 – 18:30

Opening Workshop

Aims:

To elect workshop officers and to approve the agenda of the S&C Workshop. To get to know each other, to express our expectations for the upcoming week, to elect the workshop officers and to decide upon Workshop rules.

Means:

- Election and voting on the Chair, the Vice Chair and the Secretaries;
- Presentation of the Agenda by ELSA International;
- Approval of the Agenda;
- Presentation of the Workshop rules;
- Roundtable: expectations of the participants.

Preparations:

Prepare your inputs and expectations for this ICM. Read the agenda carefully and think about WS rules that can be adopted, especially “finger rules”. Think about how we can benefit the most from the ICM Workshops.

18:30 – 20:00

Officers’ Trainings

Aims:

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

Means:

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

18:30 – 20:00

Introductory Workshop for Freshers

Aims:

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

Means:

- To give an understanding of the main functions of ELSA
- To answer questions that arise

Monday, 20th of April, 2015 (10:00 – 19:00)

10:00 – 11:30

S&C Status Quo**Aims:**

To analyse the current status of the area of Seminars and Conferences. To elaborate on the implementation and fulfilment of the Strategic Plan 2013 – 2018. To present the Activity Reports of the National Groups present. To share the plans for the upcoming months of the term.

Means:

- Presentation by ELSA International
- Discussion
- Roundtable with the Activity Reports from National Group
- Q&A

Comments:

The end of our term is getting closer and the ICM is the most suitable moment to revise everything we did from the beginning of our term and to see where we are at the moment. We will analyse the State of the Network report and the Activity Reports from National Groups and compare them with previous years to see trends and to measure our accomplishments. Moreover, it is important to monitor the fulfilment of the implementation of the Strategic Plan 2013 – 2018 in goals related to the S&C. In the end, the plans for the remaining period of the term will be presented and discussed.

Preparations:

Please, make sure that your National Group has filled in the SotN questionnaire completely and objectively to provide us with quality results. Additionally to SotN, send your Activity Report to the S&C mailing list prior to the ICM.

11:30 – 13:30

Law Schools**Aims:**

To discuss organizational aspects of the project. To identify the challenges and provide inputs on how to overcome them. To present and to discuss the proposal for the unification of the Law Schools.

Means:

- Presentation by ELSA International
- Working groups
- Discussion
- Presentation of the proposal
- Discussion and voting

Comments:

This year was a milestone for the Law School development and it is important to revise the lessons learned and to determine the basis for the upcoming years. The main objective in this subarea during this year was unification. The WG on Law Schools unification has prepared the proposal that addresses the biggest challenges towards unification and will help us to establish clear rules for the future years.

Preparations:

Please, read the proposal on the page [253](#)

15:00 – 16:30

Study Visits and Institutional Visits**Aims:**

To present updates and improvements made in the subarea of Study Visits and Institutional Visits. To evaluate organized activities and discuss challenges connected with them. To discuss how to better implement Study Visit agreement. Remind about Institutional Relations regulations and peculiarities related to those. Exchanging the best practices on fundraising and organizing Study Visits and Institutional Visits.

Means:

- Presentation by ELSA International
- Discussion
- Working groups
- Exchange of best practices

Comments:

The subarea of Study Visits and Institutional Visits is equipped with the necessary tools and they are very popular activities. However, there are several issues connected with them such as breach of Institutional Relations regulations, lack of evaluation and problems with fundraising. During this session we will address all listed issues and discuss how to overcome them.

Preparations:

If you have interesting best practices related to these activities, be ready to share them with the Workshop.

16:30 – 18:00

Joint FM and S&C: Event Fees and Related Proposals**Aims:**

To present finding of the Working Group on Law School Unification. To discuss current level of the event fees and deciding about the possible changes.

Means:

- Presentation of the topic by ELSA International
- Presentation of the findings of the Working Group
- Presenting proposals of ELSA International
- Discussion about the proposals
- Voting upon the proposals
- Presentation of the proposals by the Network
- Discussion about the proposals
- Voting upon the proposal

Comments:

The event fees are regulated in ELSA to keep our events affordable for students and equal for everyone. It has been ongoing discussion if the current fee levels are sustainable and allow projects to take place in variety of countries. We have also discussed problem unregulated extra fees pose to this system and ways to counter it.

Preparations:

- Read proposals from ELSA International starting from pages [261](#) and [269](#)
- Read through proposals from the Network starting from pages [287](#) and [315](#)

18:00 – 19:00

Proposals

Aims:

To discuss proposed amendments to the Decision Book.

Means:

- Presentation of the proposals
- Discussion and voting

Preparations:

Read the proposals of ELSA International starting from the page [257](#)

Tuesday, 21st of April, 2015 (10:00 – 19:00)

10:00 – 12:00

Delegations**Aims:**

Providing an overview of the actions made in the subarea of Delegations with the special focus on expansion. To identify the challenges related to the application process and to discuss possibilities for ensuring that most qualified members are participating.

Means:

- Presentation by ELSA International
- Open discussion
- Conclusions
- Presentation of the proposal
- Discussion and voting

Comments:

During this term significant improvements were made starting with a promotion package and strategy to the expansion and diversification. In terms of application process, selection criteria were made transparent and were elaborated very detailed during our meetings. However, a few challenges such as providing false or inaccurate information were identified and we want to find ways to avoid that.

Preparations:

Please read the Institutional Relations part of the Decision Book (in the BEE part) and also the Guidelines for the delegates for different institutions that are available at Officers' Portal.

Read through proposals from the Network starting from pages [283](#) and [284](#)

12:00 – 13:30

Joint S&C and MKT: Make it Smart&Creative

Aims:

To discuss the outcome of the strategy implemented for the projects such as ELSA Summer Law Schools and ELSA Delegations. To evaluate the statistics in order to improve the quality and to reach out to an even larger target groups.

Means:

- Presentation by ELSA International
- Open discussion
- Conclusions

Comments:

As a result of the discussions held previously, the new strategy for the promotion of ELSA Summer Law Schools and ELSA Delegations was accepted by the officers. In this workshop, we will evaluate the outcome of our work so far and discuss how to improve the implementation of the strategy in local and national groups.

15:00 – 16:30

Joint S&C, AA and BEE: Human Rights Committee

Aims:

To review and discuss the proposal by ELSA International on how the structure and mandate of the Human Rights Committee.

Means:

- Presentation by ELSA International
- Q&A
- Discussion
- Voting on recommendation to the Council

Comments:

After the Charlie Hebdo shootings in Paris the issue was raised on the BEE mailing on the ELSA Networks silence. The International Board did not find it consistent with current policy to officially comment on the shootings, but at the same time felt there was a need to develop ELSA's position on defending fundamental Human Rights. The idea of establishing a Human Rights Committee was launched by the International Board in a move to institutionalise our commitment to Human

Rights. The issue was brought up at the IPM in Baku where a majority of participants were in favour of developing the idea further, even though concerns were raised on many aspects of such a committee.

Preparations:

Carefully read the proposal on page [182](#) and be ready to voice your opinion in workshop.

16.00 – 16.30

Joint S&C and AA: Human Rights in ELSA**Aims:**

To present the current human rights activities in ELSA (ELSA Day etc.) and the first draft of the Working Group on updating the Human Rights Handbook.

Means:

- Presentation by ELSA International and the Working Group on updating the Human Rights Handbook
- Q&A
- Discussion

Comment: This WS is a continuation of the previous one. It is scheduled to be very short due to time restrictions. However, taking into consideration the preceding and following joint WSs we should be relatively flexible and we will allocate time to the discussions we see as most pressing.

Preparations:

Please get an overview of the human rights activities in your national and local group and be prepared to share with the others. If the first draft is finished by the ICM it will be circulated on the relevant mailing lists. We kindly ask you to get familiar with it so that you can give feedback to the Working Group. In case you are interested in the starting point of the group, please access the current Handbook in force from 2001 on http://files.elsa.org/SC/HR_Handbook_2001.pdf

16:30 – 17:30

Joint S&C, AA and STEP: International Focus Programme (IFP)**Aims:**

To discuss the status of implementation of the Media Law programme after two years of implementation and to discuss remaining things that have to be done for the successful implementation during the upcoming final year. To present statistics and analyse accomplishments in each Key Area. To present and discuss the strategy for choosing the next IFP topic.

Means:

- Presentation by ELSA International

- Open discussion

Comments:

ELSA International will present the latest statistics in the field of Media Law and elaborate on general progress in each of the Key Areas. Moreover, we will present the strategy for choosing the next IFP topic that will be voted upon during ICM Batumi. Additionally, the proposal to amend the Decision Book will be presented and preliminary voting will take place.

Preparations:

Read the proposal regarding the implementation of the IFP on the page [178](#)

17:30 – 19:00

Quality in the S&C**Aims:**

To evaluate developments of the Working Group on Quality in the S&C and to provide additional inputs on the possible ways of measuring and managing quality of our events. To define factors that influence quality and potential means how to implement them in our daily work.

Means:

- Presentation by ELSA International
- Working groups
- Open discussion
- Conclusions

Comments:

After a productive Workshop on this topic at the ICM Bodrum, ELSA International decided to open a Working Group on the topic that will review current quality standards we have and prepare the guidelines on the quality in S&C. The WG will present their current developments and participants will be given the opportunity to directly contribute to them.

Preparations:

Think about possible ways of measuring quality and improving the current evaluation system. Be ready to discuss which factors are important for the quality of events and how we can implement them in our daily work to reach a high quality level of our events.

Friday, 24th of April, 2015 (10:00 – 19:00)

10:00 – 12:00

Training on External Relations**Aims:**

To give an opportunity to S&C officers to improve skills in external relations that are not only beneficial for the daily ELSA work but also for the future careers of each and every one of us.

Comments:

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

12:00 – 13:30

Knowledge Management and Transition**Aims:**

To discuss steps taken until now to improve Knowledge Management in ELSA in general with special focus on the S&C area. To discuss a transition strategy and exchange dos and don'ts of transition. To stress the importance of communication between officers and the storage of information at each level of the organisation.

Means:

- Presentation by ELSA International
- Open discussion
- Working groups
- Conclusions

Comments:

The continuous change of officers at all levels of the organisation and the existence of short working cycles represent some of the major challenges ELSA is facing. During KAM we were thinking about what should be done to assure a good level of Knowledge Management and information flow in the area and now it is time to evaluate and share solutions that have been adopted. Proper transition is the main condition to ensure continuity and progress so we will discuss the meaning of the proper transition and things to do and not to do as the part of the knowledge transfer process. Furthermore, we will prepare the checklists for the transition.

Preparations:

Be prepared to speak about your strategic decisions and the undertaken plans during the year. Think of the most ideal transition and what it should entail, but simultaneously remind yourself of your transition and be ready to share the things that you think should be done differently.

16:00 – 17:30

Exchange Forum

Aims:

To talk about and to discuss topics that are not represented in the initial agenda. To give the floor to all participants to share their ideas and to present national or local projects that can be inspiring to others. To exchange experiences and concerns and to ask questions to ELSA International.

Means:

- Roundtable discussion
- Presentation of the projects

Comments:

Due to the limited time we have, not all topics can be discussed and we will leave the time for them in the end of the week where all participants can bring any topics of their interest. Also, we will give the floor to all national and local officers to present innovative projects. Moreover, we will exchange best practices as one of the ways of the inspiration and improvement. In the end of the session ELSA International will answer all questions that are of the interest of the Network.

Preparations:

Prepare a short presentation (PowerPoint, Prezi, flyers...) of your project that you think might be interesting to others. Be ready to share good and less good practices that you experienced during your term in office.

17:30 – 18:30

Candidate(s) Workshop

Aims:

The candidate(s) running for the position of Vice President for Seminars and Conferences 2015/2016 will present themselves and will be interviewed by the workshop participants.

Means:

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

Comment:

At the very end of this International Council Meeting, a new International Board will be elected. During this workshop session, S&C officers have a chance to exclusively interview the candidate(s) running for the positions of VP S&C before the Final Plenary. Each candidate will be given 10 minutes for the presentation, followed by 10 minutes for the Workshop participants to ask questions.

18:30 – 19:00

Evaluation and closing of the S&C WS

Aims:

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

Means:

- Roundtable discussion
- Final Words
- Closing of S&C Workshop

Preparations:

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

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP**Timetable****ICM CLUJ-NAPOCA DRAFT TIMETABLE**

Time	Sun 19th	Mon 20th	Tue 21st	Wed 22nd	Thu 23rd	Fri 24th	Sat 25th	Sun 26th
08:00	Arrival of the Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:30								
09:00								
09:30								
10:00		STEP 1st Cycle: Evaluation	STEP Procedures	Mid Plenary	Sightseeing	Training	Final Plenary	
10:30								
11:00		STEP XP Sharing	Joint FM & STEP: Finances in STEP (WG Results)			STEP Backstage		
11:30								
12:00	STEP Handbook (WG Results)							
12:30								
13:00	Letter of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13:30								
14:00	Opening Plenary	Joint MKT & STEP: Evaluation	Proposals	Mid Plenary	Academic Program	Candidates Workshop	Final Plenary	
14:30								
15:00								
15:30								
16:00		Remuneration of STEP Traineeships (WG Results)	Joint Key Areas: IFP	Homework				
16:30								
17:00		Globalization of STEP	Proposals	Misc & Closing				
17:30	Opening Workshops							
18:00	Officers & Freshers	Reporting Time	Reporting Time	Dressing Time	Reporting Time			
18:30								
19:00								
19:30	Party	Party	Party	Party	Gala Ball	Party	Party	
20:00								
20:30								
21:00								
21:30	Party	Party	Party	Party	Gala Ball	Party	Party	
22:00								
22:30								
23:00								
23:30								
00:00								

Preparations and reminders for the Student Trainee Exchange Programme Workshop

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

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

- These Working Materials
- [Statutes and Standing Orders](#), in force after the 66th Council Meeting of ELSA
- Council Meeting [Decision Book](#), 41st Edition
- STEP [Workshop Minutes](#) from the ICM Bodrum
- [Minutes](#) from the last KAM
- The [OYOP](#) of ELSA International
- Your national OYOP
- The [STEP Handbook](#)
- Recent discussions at the STEP mailing list
- 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 and of the 4th KAM. 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 Statute and Standing Orders and the Decision Book, with particular attention to: decision relating to ELSA in general, to STEP and to BEE (External Relations).

Also, feel free to use the STEP mailing list (ELSA-STEP@LISTSERV.ELSA.ORG) and start any discussions before the LXVI 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 for Student Trainee Exchange Programme of ELSA International at vpstep@elsa.org.

Welcome to the STEP Workshop!



Daria Oliinyk

Vice President for Student Trainee Exchange Programme

Draft Agenda

Sunday, 19th of April, 2015 (17:30 – 20:00)

17:30 – 18:30

STEP Opening Workshop

Aims:

To elect the Workshop Officers and approve the draft Agenda; to get to know each other and get prepared for the week ahead.

Means:

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

18:30 – 20:00

Officers' Trainings

Aims:

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

Means:

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

18:30 – 20:00

Introductory Workshop for Freshers

Aims:

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

Means:

- To give an understanding of the main functions of ELSA
- To answer questions that arise

Monday, 20th of April, 2015 (10:00 – 19:00)

10:00 – 11:00

STEP 1st Cycle: Evaluation**Aims:**

To update STEP officers on the achievements reached during the first cycle of STEP traineeships; to present the statistics; to identify the weak point and find solutions how to improve them during the second cycle.

Means:

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

Comments:

This session is aimed to raise awareness of the Network about the work that has been done in the area of STEP in order to realise the progress rate, define the problematic areas where we should focus on.

Preparations:

Please think about your contribution to the STEP results, evaluate it, and identify the trigger points of your success or obstacles that did not allow you to achieve the results you wanted.

11:00 – 12:30

STEP Experience Sharing**Aims:**

To create a platform for the STEP officers for sharing their best experiences/best practices.

Means:

- Presentations by Workshop participants
- Q&A and discussion
- Conclusion

Comments:

The second ICM brings together officers with gained experience in their areas. It's a great opportunity to learn from each other and to share the skills/knowledge you are good in.

Preparations:

The call for presentations has been sent out via the STEP mailing list.

12:30 – 13:30

STEP Handbook (The Working Group Results)**Aims:**

To present the updated version of the STEP Handbook, to decide upon controversial issues in internal STEP procedures

Means:

- Presentations by the Head of the Working Group
- Q&A and discussion
- Voting upon suggestions

Comments:

The Working Group on Updating the STEP Handbook has prepared the updated draft of the STEP Handbook. During their work some controversial issues in our internal work have been raised. To stipulate them properly in the handbook and implement further in our work, we should work out the common rules on these issues.

Preparations:

Please, make sure you filled in the questionnaire prepared by the respective Working Group.

15:00 – 16:30

Joint MKT & STEP: Evaluation**Aims:**

To evaluate the promotion used in the two cycles of STEP and discuss ideas for the next ones. To raise awareness of the IP rights peculiarities.

Means:

- Presentations by ELSA International
- Q&A and discussion
- Conclusion

16:30 – 18:00

Remuneration of STEP Traineeships (The Working Group Results)**Aims:**

To present the results of the Working Group on the remuneration of STEP traineeships, to decide upon further set of actions.

Means:

- Presentations by the Working Group
- Q&A and discussion
- Voting upon suggestions (if any)

Comments:

During the ICM in Bodrum the STEP Workshop decided to create a working group in order to identify i) the tips and tricks on how to get a STEP traineeships with better payment conditions; ii) additional funds (grants, scholarships) for unpaid or low paid STEP traineeships; make a research upon the problem of the unpaid or lowly paid traineeships. The results of the research on these issues will be presented during the session.

18:00 – 19:00

Globalization of STEP**Aims:**

To make the Network aware of the current opportunities and challenges of STEP connected to potential geographical growth of the project. To elaborate on risk managements measures to be taken to ensure the safe globalization of STEP.

Means:

- Presentations by ELSA International
- Q&A and discussion
- Voting upon suggestions

Preparations:

Please, make sure you read the recent discussions on the STEP mailing list (cooperation with ALSA and DLSA).

Tuesday, 21st of April, 2015 (10:00 – 19:00)

10:00 – 11:00

STEP Procedures**Aims:**

To evaluate the changes in STEP procedures that evolved following the introduction of the online application form and the STEP internal interface.

Means:

- Visualization exercise
- Q&A
- Discussion
- Conclusion

Comments:

Due to technical innovation implemented in STEP recently (the online application form, the internal interface for checking them etc.) not only the STEP regulations should be updated, but we also can reconsider all our internal procedures we conduct in practice and elaborate on their further improvement.

11:30 – 13:30

Joint FM and STEP: Finances in STEP (The Working Group Results)**Aims:**

To present the results of the Working Group on Finances in STEP, to decide upon further set of actions.

Means:

- Presentations by the Working Group
- Q&A and feedback from FM officers
- Discussion
- Voting upon suggestions

Comments:

During the ICM in Bodrum the importance of budget for STEP purposes, the need to reimburse people who have losses due cancellations from employers side were discussed as well as the possibility of having financial instruments (penalties, a deposit system, etc.) in order to encourage the users of the STEP programme to fulfil their obligations. It was decided that the topic needs proper research and further discussion (in the format of the working group) in order to pick up solutions for raised issues. The Working Group will present the results during this session.

15:00 – 16:30

Proposals (part 1)

Aims:

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

Means:

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

Preparations:

Please read the proposals related to the STEP part of the Decision Book made by ELSA International on page [266](#) and proposal by ELSA The Netherlands, ELSA Germany and ELSA Norway starting on page [289](#)

16:30 – 17:30

Joint S&C, AA and STEP: International Focus Programme (IFP)

status of implementation of the Media Law programme after two years of implementation and to discuss remaining things that have to be done for the successful implementation during the upcoming final year. To present statistics and analyse accomplishments in each Key Area. To present and discuss the strategy for choosing the next IFP topic.

- Presentation by ELSA International
- Open discussion

Comments:

ELSA International will present the latest statistics in the field of Media Law and elaborate on general progress in each of the Key Areas. Moreover, we will present the strategy for choosing the next IFP topic that will be voted during ICM Batumi. Additionally, the proposal to amend the Decision Book will be presented and preliminary voting will take place.

Preparations:

Read the proposal regarding the implementation of the IFP on the page [178](#)

17:30 – 19:00

Proposals (part 2)**Aims:**

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

Means:

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

Preparations:

Please read the proposals related to the STEP part in the Decision Book by ELSA The Netherlands, ELSA Germany and ELSA Norway starting from page [289](#)

Friday, 24th of April, 2015 (10:00 – 19:00)

10:00 – 12:00

Training

To deliver a training on a relevant topic for the STEPers.

Means:

- Training by an ITP (International Trainers Pool) trainer.
- Training to be announced.

Comments:

The training will be announced to the STEP officers as soon as it is finalised.

12:00 – 13:30

STEP Backstage

Aims:

To raise the awareness about the importance of the STEP stages which actually comprise the nature of STEP: the realization of a traineeship and the reception of a trainee. To share the best practices.

Means:

- Presentation by ELSA International
- Exercise
- Discussion
- Conclusion

15:00 – 16:30

Candidate(s) Workshop

Aims:

The candidate(s) running for the position of Vice President Student Trainee Exchange Programme of ELSA International 2015/2016 will present themselves and will be interviewed by the workshop participants.

Means:

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

16:30 – 18:00

Homework

Aims:

To create the clear 'to do' lists for the participants to work on after coming back home.

Means:

- Working groups
- Presentations by the Working groups

Comments:

It is essential to properly finalise the second cycle of STEP this term and prepare a smooth start for the next generation of STEPers. Therefore a clear to do list after the final ICM of this term is needed for all officers.

18:00 – 19:00

Miscellaneous and Closing

Aims:

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

Means:

- Discussion led by the Chair
- Final words
- Closing

ACTIVITY REPORTS

INTERNATIONAL BOARD 2014/2015

Armin Khoshnewiszadeh, President ELSA International 2014/2015

External Relations

Last year saw an influx of many new partners which greatly improved the financial situation of ELSA. Since then it has become apparent that some of these partnerships are difficult to maintain in the long-term perspective and this has to be taken into account while looking at the development of the partner's pool.

Two partners have chosen not to continue their partnership with ELSA. This of course means difficult cutbacks to our budget. This development is part of the general trend described above. Companies and organisations partner with us to gain something from the partnership and when they cannot they will terminate their financial contributions to ELSA.

In this light a question of how to fund our organisation long term has to be taken. More stable income sources, like grants, are to be preferred and our board – especially through our Treasurer – has put in effort for us to gain operational grants. At the same time the effort to find private partners will be intensified.

At the same time I have together with Tanja Sheikhi, the Vice President for Moot Court Competitions, established and started talks with the South Programme. This is a joint programme between the CoE and the EU which could provide income in the scale of 2-3 partners on the long term.

We have already fundraised money through the South Programme through writing a report for them about the current and future connection Arab law students could have to Europe and ELSA.

The IV Partners Reception took place on the 22nd of January again at the CMS DeBacker offices in Brussels. It hosted about 30-40 participants, both from our general and project partners as well as our own network.

Expansion

As part of my duties I have had the main contact with the two initiative groups in Moldova and Russia who are in the process of building up their ELSA organisations and applying for observership. Both initiative groups have worked hard to develop their organisations while at the same time trying to overcome internal issues. Both imitative groups have sent their application for observership for the ICM in Cluj-Napoca and I hope that we will soon see our ELSA Network expand to these new countries.

In addition to that ELSA Cyprus, my coaching country, will apply for membership at the same ICM.

Teams & Working Groups

I have worked with the Strategic Implementation Team on ideas how to further our Strategic Goals 2018 in our Network. Loes held a Strategic Implementation workshop at the Supporting Area Meeting in Madrid and the team as a whole held a workshop for the S&Cers at the Council Meeting in Bodrum.

In addition to this the most important idea which is still under progress is to create a database of best practices on our Officers' Portal. The Strategic Implementation Team is working with our IT team to try to realise this.

The Working Group on Brand & Sponsors has been fruitful and after brainstorming, several meetings and research – the WG will present a Decision Book proposal at the ICM in Cluj-Napoca. The idea is to make guidelines for what kind of companies and organisations we should not co-operate with, both due to ethical reasons and due to loss of brand value.

Miscellaneous

As the only board member I have two area meetings. Therefore a lot of time in December and January went into making the Working Materials and preparing for the IPM in Baku.

Throughout the year I have been working with the website helping both with the general one as well as the websites for HRMCC and EMC2. In addition to that I have travelled to the European Regional Rounds of the EMC2 with Tanja visiting both Bucharest and Halle.

I have also been in charge of the Human Rights Committee and have worked on developing the concept and feeling the mood amongst our officers.

As part of our partnership with the IBA and our co-operation with the IBA Law Students' Committee I have been in contact with the Student Committee's chair Pramodhan Vanniasagaram to join forces for the annual conference they organise in London. This is still in its early stages, but could prove beneficial for our reputation in London and contact with externals.

Alina Shchetinina, Secretary General ELSA International 2014/2015**Trainings**

The main focus of my term is to ensure the quality in the area of trainings and to provide trainers and the Network with efficient and comfortable tools to use in order to obtain or host a training. During the period of time between both ICMs, the Training Team and I have contacted all the trainers from the International Trainers' Pool in order to clean up the list of inactive trainers and to motivate trainers to participate in discussions and the events planned by us. To promote trainings the Directors for Training of ELSA International have contacted every National Group and informed them how to obtain a training, how to get a grant to cover training costs and which types of trainings we offer. Moreover, in a cooperation with the Vice-President for Marketing of ELSA International, the Training Team and the ITP trainers the third edition of the **Training Newsletter** was published after two years of being absent. I have written an article regarding the Training system in both Synergy and the Training Newsletter.

To ensure the quality in trainings our trainers perform and to recruit new ones, the **Train the Trainers' Week** together with the **Refreshment Week** are organized by the International Board and trainers from the ITP. ELSA Greece is hosting combined events in Thessaloniki from the 22nd to the 28th of June. I have started to search for and to contact with the training partners as well as to communicate with potential trainers to deliver the academic program of these events.

I was the main responsible person for the organization of the training for the International Board. Therefore, I have been in contact with an ITP trainer in order to arrange his visit to the House and I gathered expectations from my team members to make the training efficient. Three days of January were devoted to the evaluation of our work and building up a stronger team.

International Council Meetings*ICM follow up*

After the ICM in Bodrum I had a month to prepare all the regulated materials and documents. I compiled all the minutes and send them out to the network for correcting. The final formatting was done before the deadline has expired and sent out to the Network. The regulations have been updated and uploaded to the Officers' Portal. Moreover, all the presentations from the ICM, were uploaded to the IM part of the Officers' Portal and send out to the Secretary Generals via mailing list.

ICM Cluj-Napoca preparations

The preparation period has started from January, when I started to contact the Organizing Committee and had Skype meetings with the Head of Organisation Committee. In mid-February I have visited the venue and checked the preparation stage of the ICM. From February and up to the mid-March, I was preparing the Working Materials, present and voting cards, updating a

guideline for the plenary and workshop officers and making a timeline and task management for my team.

Coaching Groups

During the ICM, I had a great possibility to meet the representatives of my coaching countries. I had short meetings with ELSA Greece, ELSA Spain and ELSA Turkey. In the last week of November I visited the NCM of ELSA Turkey and delivered several workshops there. With all of these countries I kept communicating via emails during the whole year.

Human Resources Strategy

In December two Directors for Human Resources, namely Hector Tsamis and Makar Holst, were appointed. Their main task was to support the Working Group on the Human Resources Strategy. In the end of January my Directors and I set the timeline and tasks for the Working Group and had a short Skype meeting with them. In the beginning of March the last research of the Working Group has been done and compiled to a single document. After evaluating all the materials, the main parts were taken to draft a proposal to the Decision Book regarding a new Human Resources Strategy that finally will be presented at the ICM in Cluj-Napoca as well as a new manual on the related topic.

Working Groups

I have been in charge of 3 Working Groups, namely Human Resources Strategy, National Trainers' Pool and Statutes and Standing Order Changes. All the Working groups have started their work from the end of January.

SeSO

The main focus of the Working Group was to prepare and discuss possible changes of the Statutes and Standing Orders. After having several Skype meetings and revising the regulations, we have drafted several proposals to present to the Network.

National Trainers' Pool

Together with the Training Team, I have prepared the timeline and tasks for the working group. The main focus is to create a manual on how to establish your own pool of trainers. I have been in charge of revising the results, leading discussions and structuring the material. The work of the group is still in progress, however, we are aiming to present the results already at the ICM.

Miscellaneous

The main focus of the beginning of January was to prepare a presentation for the Partners' Reception of ELSA, held in C'M'S' office on the 22nd of January. In Mid-February, together with Tanja, Marko, Lauri and Olav, I have been presenting and promoting ELSA at the EU Studies' Fair. I have started communication with the executive board of AEGEE in order to support their visa campaign and to establish cooperation regarding visa matters. I have been in charge of

registering VP Moot Courts at the Dutch institution. A day to day work was to format and print out board meetings minutes, to answer emails, to draft and send out calls to the Network. I have helped Idil to proofread articles for Synergy.

Lauri Vaihämäki, Treasurer ELSA International 2014/2015**General work**

As in all levels of the association, a major part of the Treasurer's work is day-to-day routines of bookkeeping, invoicing, budgeting, booking travels and paying bills. Apart from these core activities of a Treasurer, communication with the Network and taking part of common decision making of the board is a major part of my work.

Mid-IFP Conference

Between 25th and 29th of November, ELSA organized a conference on the Freedom of Expression in Zagreb, Croatia. This conference was a follow-up to the Online Hate Speech Conference we had last year in Oslo. We had around 60 participants and four members of the International Board present in the event and speakers from both practical and academic backgrounds.

As a Treasurer, my main tasks in the event were to oversee the use of money and collect information required for reporting a grant of 17 000 Euros to the European Youth Foundation. This funder also sent their representative, Eva Lehmann, to observe the event and I had conversations with her about the future of co-operation between ELSA and EYF. Prior to the event I had several meetings with the Treasurer of ELSA Zagreb, Bea Šebalj, considering the budget of the event and other practical matters.

European Youth Foundation

In the beginning of December we received excellent news from the EYF considering our grant application for the final conference of the current Legal Research Group. We were awarded grant of 18 000 Euro for the event and, out of special request of the funder, the conference will take place in Strasbourg, France. I drafted the application together with VP S&C Marko Dolenec and VP AA Olav Vogt Engeland and after that I have been the main contact person with the EYF.

In connection with the HRMCC finals we had a meeting with the president of ELSA Strasbourg, Anthony Besnier, considering the conference and practicalities relating to it. With the President Armin Khoshnewsizadeh, we visited the European Youth Centre, which will act as a venue of the conference, and met the Head of the EYF Jean-Claude Lazaro. Together with him we discussed the special role of ELSA and deepening our co-operation.

Now we are preparing for the second application cycle of the EYF, which has its deadline in April. This application will be for funding of the Final-IFP Conference.

Erasmus+

Between 13th and 14th of November, I took a part of the information day organized by European Youth Forum considering grants offered by the European Union. With this information ELSA

applied for an operational grant for the year 2015. We are expecting results from this application in June 2015.

EMC2

I have been actively involved with the financial part of ELSA's largest project by providing invoices to the registered teams and partners, overseeing the payments and doing budgeting with VP MCC Tanja Sheikhi. Since ELSA has more responsibilities for African Regional Round this year, we face completely new challenges considering financing the competition and providing support to the teams. I have been part of discussions with the WTO to find solutions for the situation.

HRMCC

Between 22nd and 26th of February the finals of the ELSA Human Rights Moot Court Competition took place in Strasbourg. Prior to this event I provided invoices for the finalists and in the event itself I provided practical support as a part of OC and monitored the use of money related to the competition.

Audit

ELSA's interim accounts were audited by Harry Mach and Angelica Bertino between 6th and 8th of March. I was present in this audit to provide insight and assistance for questions rising. To ease the audit and to fulfil the principle of transparency, I had two meetings with the auditors before the audit in which we discussed difficult questions of my term.

ELSA Development Foundation

As a chairman of the EDF, I have been responsible for receiving and presenting applications to the board of directors, as well as checking reports from the granted activities. I have also created proposals relating to the administration of the Foundation and initiated process with Financial Management Director Bea Šebalj to create a reporting template for the EDF.

Membership Fee Working Group

After ICM Bodrum ELSA International found a working group to re-evaluate the current form of the membership fee formula, which has been under criticism and discussion for several years. I have been overseeing the work of the group and together with the Chair of the Working Group, Marek Škultéty, created materials for the basis of the Working Group's research.

National Council Meeting of ELSA Ukraine

Between 21st and 23rd of November I took part of the NCM of ELSA Ukraine, which was organized in Kharkiv. In this event I met both local and national officers, discussed international aspects of ELSA and provided training on fundraising.

National Council Meeting of ELSA Switzerland

Right after the HRMCC finals, from 27th of February to 1st of March, I was in the NCM of ELSA Switzerland, which took place in Fribourg. Besides representing ELSA International, I gave a workshop about ELSA Development Foundation and possibilities it offers.

Idil Buke Civelek, Vice President for Marketing ELSA International 2014/2015**Branding of the Key Area Events and Unification**

As it is mentioned in my OYOP, one of my biggest aims for the year was to bring the Marketeers closer to a level where we convey a united image of our association to the members and externals, and other various target groups. First of all, we had a workshop at the SAM in Madrid, and discussed the basics and essentials for a proper branding in a general perspective. And since some Key Area events have been organized for quite a long time, we agreed on taking a step further and analysing the current situation of these projects to see what we can point out for a stronger promotion and visualization. I believe that rather than the members/non members and externals, much more officers managed to get a better insight about these projects, which enable a better promotion strategy. On the other hand, the results also show that we managed to reach much more people with our promotions, which also prove that **one sound - promotion** is a strong tool to put an emphasis on in the future. Besides from the materials that were created, we managed to evaluate the focus points of the respective events to convey the general image in the best way possible and improved the visibility of our association with its various events organized.

ELSA Summer Law Schools and Delegations

As there has been a great improvement of both areas ELSA Summer Law Schools and Delegations, Marko Dolenc, the Vice President for Seminars & Conferences decided to put a focus on how to reach much more people by also improving the quality of our promotion strategy. After scheduling a new timetable for the ELSA Summer Law Schools at ICM Bodrum, we collected all the data from the Organizing Committees in order to include them in our united promotion. Afterwards, with the help of the Graphic Design Team, we provided the Network with various marketing materials and templates, where we were stressing social and academic part of the ELSA Summer Law Schools.

Also the delegations are one of the great opportunities that we provide to our members, and for sure this area needed a special focus, which would enable us to receive more applications. We set out from the point that it is one of the unique opportunities for students to be observers in the meetings of various institutions over Europe, and emphasized the fact of taking part in the international decision making. Again, I created various marketing materials and templates, so that the officers would be able to promote easily and in a unified way.

Moot Courts

Tanja Sheihki, the Vice President for Moot Court Competitions and me were searching for a new way of approaching from the beginning of our terms, and managed to create a different aspect for both of the moot court competitions rather than just promoting the competitions till the registration deadline and sending the promotion materials to the Network. We created a strategy, which would enable the visibility of the competitions for the next year as well. Therefore, I created several materials for the promotion of European Human Rights Moot Court Competition

(HRMCC) before the Final Round took place in Strasbourg in order to drag attention to the event itself, and also kept the social media active during the competition.

For the ELSA Moot Court Competition, we focused on its universal approach and had a promotion strategy by emphasizing the world-wide challenge for the participating teams. Therefore, we were also strengthening its visibility by promoting the regional rounds in different continents, in order to keep it active till the next edition. In addition to the packages provided to the officers, I was also responsible for creating the materials for the Regional Rounds, such as diplomas, name tags, banners etc.

Student Trainee Exchange Programme (STEP)

With the Vice President for Student Trainee Exchange Programme, we focused on branding STEP as a universal project, which aims to address out of Europe as well. During the promotions, we continued the countdown before publishing all the traineeships, and I created some promotion materials. Also with the Graphic Design Team, we are working on updating the visuals from the previous marketing materials and a new logo for the programme.

Academic Activities (AA)

As the ELSA Day was organized as a part of the area of Academic Activities, Olav Vogt Engeland, the Vice President for Academic Activities and me were trying to motivate the officers and strengthen the visibility of this day, although it has been organized for the second time in the same year. I was also working on the International Legal Research Group on Social Rights and provided the national groups with the necessary material packages.

Synergy

The 56th edition of the Synergy Magazine was focused on “European Social Charter”, which was a theme decided by the Council of Europe. Which I can name as one of the flagship projects of my term is the 57th edition, and since I was trying to create a more professional image for the magazine, I tried to pick one of the most convenient topics with the help of my board, which is “the right to privacy and its future”. As I have received really good feedbacks from the external authors, I believe that the quality of Synergy has been improved with various aspects on the topic. Also I was working in co-operation with our printing company Druka from the previous year, and everything went well besides some problems with the delivery due to the mistakes in the addresses.

Advertising

The area of advertising has been a challenging field for us, and with the Director for Advertising Vako Chilashvili, we sorted out all of our contacts in order to approach them with various strategies. In the end, we managed to get new advertisers for the Autumn and Spring editions of the Synergy Magazine, and negotiated with one more advertiser for the 58th issue, which will be published in the next Autumn. Moreover, we still receive some more online advertisers for our website, which I can say is a good resource of promotion.

Miscellaneous

I compiled the Training Newsletter with Alina Shchetinina, the Secretary General of ELSA International for the first time after several years. Also together with the Graphic Design Team, we drafted a guideline for the logo call, since we decided on opening a call for possible logo updates of our Association as a result of the discussion held in IPM Graz, SAM Madrid and ICM Bodrum. I had a meeting with all my Directors and Assistants about the area they cover. I have also been in contact with our partners regarding their visibility through ELSA channels. I have also been taking part in the general administrative work as a board member of the International Board of ELSA. Moreover, I have been in contact with my Coaching Groups and kept track on their activities.

Olav Vogt Engeland, Vice President for Academic Activities ELSA International 2014/2015

I have now been in office for more than 7 months and I am very happy to give you an insight into what I have been doing so far in my position. As you can see below I have two main functions: a) to *support* activity within the Network and b) to actively *coordinate* projects carried out by ELSA International.

Supporting the Network

Our main communication channel, the AA mailing list, is relatively active and so is the Facebook group. It is my general impression that interaction with national and local officers is going quite smoothly. It has been a priority for me to be approachable and to establish low threshold communication where everyone feels welcome to participate.

Until now I have attended 6 NCMs: the Netherlands, Belgium, Norway, Portugal, Croatia and France. In the next couple of months I am extremely happy to have the chance to attend the Spring NCMs in Spain, Belgium and Denmark. Moreover, it has been a pleasure to attend some other high-level events: the No Hate Speech Conference in Azerbaijan, the World Forum for Democracy and the Human Rights Moot Court Competition in Strasbourg, the Mid-IFP and Ex-Yu conference in Croatia, a UNESCO-NGO conference in Paris, the EU Studies Fair and a conference on social rights in Brussels and the National Client Interviewing Competition in Frankfurt.

As usual we have appointed some working groups within the AA area. The WG on Updating the Human Rights Handbook is chaired by the Director for Human Rights, Adriana Moças, and aims at presenting a draft in Cluj-Napoca. Furthermore, the WG on Negotiation Competitions have started creating a manual that can unify the concept and provide a common framework for similar competitions. The work is coordinated by Philipp Gnatzy who is the Director for Negotiation Competitions. In fact, the IB is looking into possibilities of organising a European Round of the Negotiation Competition. This is however in a very early stage but it is an idea we want to pursue. The third and last WG is currently working on revising the AA part of the decision book. The proposal is presented below in these working materials.

It is also worth mentioning the contact I have made with alumni living in Brussels. They represent an immense resource. We have now started talking and we will organise an alumni reception in one week. We hope we will be able to see positive results from this.

3rd Edition of the ELSA Day

The reported number of events is 136 distributed over 33 counties. The real number was probably higher. 63 events focused on social responsibility thus this is a clear contribution to our commitment to the cause. We were lucky enough to receive a video, reporting from the events,

from the Council of Europe (CoE). Also, feel free to check out #ELSADay in social media. The 3rd edition of the ELSA Day was the second time the project took place in 2014. Taking this into consideration I am overall happy with the results and enthusiasm we experienced.

ELSA International Law Review

It is very sad that the Law Review has been delayed so many times. The authors of the articles are of course waiting for a final decision on whether they will get published or not. In August last year I realised we had 43 submitted articles but no functioning editorial board and no academic support. We recruited a new student editorial board consisting of Alexander Adamou, Suzanne Scott, David Kaene, Serena Fox, Nicoletta Raluca Sipos. Also, the European Society of International Law announced they wanted to contribute - though on a very limited level. A person who has been essential since the beginning of the project is the dedicated and experienced Editor-in-Chief Tessa Mallia Borg.

The reason for the delay is a very personal situation of an external partner we relied on. I cannot give all details since this is quite sensitive but I will give a thorough explanation upon request. The situation means we have been forced to look for academic support elsewhere. I can already reveal we have made progress here and I hope I can bring positive news to the WS in Cluj-Napoca. It is difficult to estimate a new date for the publication. I hope this can happen as soon as possible (Spring 2015) but at the moment I do not dare speculating.

Legal Research Groups

The Legal Research Group (LRG) on Children's Rights was finally published in the beginning of February. Due to some misunderstandings when the project was negotiated we realised Missing Children Europe (and other NGOs) would not publish our reports the way they were submitted. They will use our writings as a basis for their final recommendation to EU legislators. For this reason we created our own publication. The presentation of the recommendation will take place in Brussels on 24th of April and we are invited to attend.

26 countries have now committed to the LRG on Social Rights. The project has received quite a lot of interest from the national groups and I believe the outstanding work of my colleagues in the International Coordination Team, Bruno Filipe Monteiro, Desirée Ramada, Ioannis Kouvakas and Carlota Fernández de la Cencela, is the reason. Deadline for submitting a first draft is on 15th of March and final deadline is on 15th of April. The compiled report will be published on CoE's websites in the end of May and when the LRG is concluded the essay competition on social rights will start.

Only participants of the LRG can participate in the competition where the award is a traineeship in the Department of the European Social Charter and publication on CoE's webpage. The topic of the essay competition will be social rights of irregular immigrants.

Finally, we received a grant for the organisation of a concluding conference on the findings of the LRG. The event will give the participants the chance to present their work in front of other students, practitioners and experts and academics. The Conference will take place in late November in Strasbourg and practical arrangements have already started together with the french organising committee.

Tanja Sheikhi, Vice President for Moot Court Competitions ELSA International 2014/2015**The 3rd edition of the European Human Rights Moot Court Competition**

Before I started my term in office, I welcomed the idea of creating two additional positions for the EHRMCC. By increasing the human resources, a much higher quality of the final result was reached and the concepts is something I strongly recommend for future editions. Together with the two amazing assistants, Hana Pavlišova and Ida Dojčinović – we discussed new ideas and solutions in order to improve and develop the competition in various ways. In the process of working and analysing the different tools which were created 2 year ago, we quickly realized a need for a revision of the different guidelines as well as the rules of the competition. With the help of the organizing committee, including ELSA Strasbourg, the assistants as well as the International board, we were able to organize a very successful Final Round in Strasbourg. There is always room for improvement, and I am currently in the process of evaluating this year's work for the future.

New for this year is also the newly established Academic Board. I invited 7 competent experts within the topic of human rights, they have all been involved in the competition from the first edition and they have a background in judging various moot court competitions. With the help of the members of the academic board, I have been able to receive advice on how to improve different stages of the competition. When I face challenges, the members of the academic board are the ones I can turn to. This is also a factor which will improve the academic quality of the competition.

The cooperation with the Council of Europe is of course one of the most important factors when organizing the competition. I am very happy about our close collaboration and how it year after year is developing. In November we had the pleasure to attend the World Forum of Democracy in Strasbourg, during the week we had the opportunity to meet and discuss the moot court and other projects we are working with. In regards of the EHRMCC, we were introduced to a newly established project – “South Program”. A joined program between the Council of Europe and European Union. The main purpose of the meeting was to discuss possible ways of expanding the competition to students living in the Middle East and North Africa and seek different solutions on how this can be done. By expanding the competition the workload will increase for the VP MCC, the financial aspect is also a very important factor which need to be considered. The conclusion from the meeting was that the International board would discuss this matter further. At this point we have been able to write a report to the South Program, mainly written by Armin and myself. The report aims to show the current situation of the competition and also points out the changes which has to be made if we decide to expand the competition. The South Program were also interested in other ELSA activities and how we could facilitate with our knowledge, therefore, we included other parts such as Summer Law Schools and Internal Meetings as well. The main purpose of the EHRMCC is to raise awareness of the European Convention on Human

Rights, by expanding the competition, ELSA will be able to reach law students not only in Europe, but also in countries where the convention on human rights can have a big impact.

The 13th edition of the ELSA Moot Court Competition on WTO Law

The 13th edition of this immense competition had been both challenging and motivating for me. Without the financial support from the WTO for this year's African Round, the fundraising became more essential. I am very glad to have the majority of the sponsors from last year on board for this year's edition. Also, without the great commitment and effort from the WTO, we were able to find new sponsors as well as people who were willing to donate money to the competition. This year ELSA is assisting the African Round financially, however, for future edition this cannot be the case. Therefore, we are doing our best to find sustainable solutions in order to keep the African Round self-funded.

Three Regional Rounds are over, and we have two more to go. Meeting the organizers and the teams in person, is something I have looking forward to for a very long time. I am very happy with all of the rounds so far, and I am very impressed by the level of organisation, as well as the academic level of the teams and the panellists. During the rounds I have been assisting with the competition and being responsible of the main parts of the competition. After every Regional Round the scores of each round has to be sent to the teams. These reports will be gathered into one "Final Report" which will be sent out and published after the Final Oral Round in June.

I have been working very closely with two of my board members, Lauri and Idil. The budget of the Final Oral Round is very large in comparison to other projects we have. It is therefore very important to be on the same page and go through the budget as often as possible. This year we were unfortunately not able to lower the participation fee for the FOR, with the commitment to the African Round we were not in the position of lowering any fees. Also, this year we have been trying to promote the moot courts and find a specific strategy – the same goes for the EHRMCC. By introducing hashtags on social media, both participants and the organizers can be a part of the promotion. We are trying to remind the Network to help us, and this is something which will keep going until the Final Oral Round in Geneva – so keep posted!

Moot Court Competitions within the Network

One of my focuses this year was also to put more efforts in the moot court competition which are organized in the Network. It is a fact that moot court competitions are growing, positions are created and we have officers who work full time with MCCs. This shows a need of further developments within the area on international level. With the help of the working group on MCC, a revision of the MCC handbook will be made and presented at the ICM. Also, in order to assist the Network, the working group will look into to the possibility to create common documents which can be used for organizers and participating teams.

Communication with the Network

During this year I have been able to visit one of my coaching countries so far, I had the pleasure to visit the NCM of ELSA Romania in November. It was amazing to see so many people gathered for an NCM and to see the amazing amount of projects they organize. Unfortunately I was not able to visit Norway during my term. I am happy to be able to visit the NCM of ELSA Slovak Republic after the ICM. I have been happy to hear from my coaching groups when I have sent emails and requests and I am always available if they would need help.

Marko Dolenec, Vice President for Seminars and Conferences ELSA International 2014/2015**Delegations**

Being one of the focuses I set for my term in office, delegations are one of the areas where many improvements were done and in which both qualitative and quantitative has increased.

Internal improvements are connected with team structure where more human resources were involved, workload was divided more equally, better way of keeping databases was introduced and more efforts were invested in preparations of delegates.

Externally, we worked more on transparency by making selection criteria public, explaining selection process into details on both KAM and ICM and also on all NCM were I was present.

After years, we introduced the complete promotional package for delegations together with a more structured approach to the promotion of delegations with the big help and support of Idil Civelek, VP Marketing of EI.

Big steps towards expansion and diversification in the area were undertaken and so far we got one new delegation partner which is the United Nations office on Drugs and Crime. Alongside with expansion, I made improvements in terms of diversification of the delegations. I am not opening calls for the bodies that usually had few applications and was opening other bodies and committees instead.

Law Schools

As the most extensive project, Law Schools definitely captured the attention of the officer throughout the whole Network and we have an increase of 100% comparing to last year and even more comparing with previous years.

This year we had a Winter Law School taking place in Innsbruck in Austria which was the first ELSA Winter Law School after many years. Next to the Winter Law School, there will be 37 Summer Law Schools taking place this summer which is a historical record in ELSA.

IFP and Mid IFP Conference

With this term in office we entered the second year of the implementation of the Media Law topic. In November the Mid IFP conference took place in Zagreb under the topic Freedom of expression. The conference was funded by European Youth Foundation and gathered more than 60 participants.

The priority for the IFP in my term is to obtain the partnership which would allow us to get stronger academic support for our events. Together with Josie Beal, Director for IFP, I prepared the strategy to approach externals; we updated the IFP Media Card and started with approaching.

So far a few positive responses were received and I hope that during ICM we will be able to present accomplishments.

Study Visits and Institutional Visits

The Subarea of SV and IV is maintained on satisfactory level. The SV Guide was updated for this year and Patrick Zischeck, Assistant for SV and IV, is working on some new functions of it.

The Institutional Visits Handbook that was started last year was finalized and published what completes the knowledge management tools in this subarea.

My responsibility is organizing the Study Visits in the ELSA House where we also made huge improvements in comparison with previous years. So far the IB has hosted 17 ELSA groups with a total of 400 participants.

External Relations

Together with the DLA Piper Corporate Responsibility Team we planned the implementation of their break into the Law programme in the ELSA groups that have DLA offices. Sadly, due to the way how the cooperation was created and a very low interest from the national groups, so far the cooperation did not bring desired results. Lately we had some developments for which I hope will bring some improvements in the cooperation.

With CBL International I maintained general communication with the contact persons and was administrating applications for their winter and summer programmes.

European Voice organized the annual EU Studies Fair in February and as their partner we were present and had our stand there. Together with the rest of my board, I was presenting ELSA's activities to all interested students. This year around 150 ELSA members registered for the Fair which is getting more and more popular in our Network.

International Trademark Association (INTA) keeps receiving our groups that are coming to Brussels and giving them lectures. I am the main responsible to facilitate the contact and to arrange details with the groups. We also sent delegation to their annual conference which took place in Munich in December.

With Council of Europe I am facilitating the contact with the groups interested in visiting Strasbourg and in getting speakers and promotional materials for their events. Thanks to their support we again had the delegation of 15 people at their annual World Forum for Democracy.

Furthermore, I was cooperating with other externals such as Queen Mary, facilitating the communication between groups and speakers for various international events.

Coaching Countries

I have the pleasure to be the coach of ELSA Austria, ELSA Italy, ELSA Serbia, ELSA Sweden and ELSA The Netherlands. I am satisfied with level of communication and cooperation I had with most of them, although many things can for sure be improved. So far I participated in two NCMs of my coaching groups. At the Italian NCM in Lecce I delivered workshops on the Strategic Plan of ELSA, IFP and gave a plenary presentation on international projects. During the Austrian NCM in Linz I participated in an Alumni event they had and delivered workshops to the Key Areas on Human Rights, IFP and Delegations.

Moreover, during last the ICM I managed to have meetings with the national boards and national representatives from all of my coaching countries. I got complete updates on their activities and planned projects, which enabled me to monitor the progress and support them all the way until now.

Working Groups

As a result of the discussions during the KAM in Prague and the ICM in Bodrum I decided to establish two Working Groups that will elaborate challenges connected with Law School unification and the quality in the area of seminars and conferences. The first group on Law School unification started their work in January and the members prepared two important proposals that will be presented during the ICM in Cluj-Napoca.

The second WG on quality in the area of S&C started their work in March and their task is to revise the current quality system we have and to prepare new principles of quality and guidelines on how to ensure a maximum of quality for every S&C event. The results should be available before the end of our term in office.

Dariia Oliinyk, Vice President for Student Trainee Exchange Programme ELSA International 2014/2015**Job Hunting and External Relations**

As it was outlined in the One Year Operational Plan the expansion of the STEP employers' pool is one of the priorities for us this year. Therefore the period following the ICM Bodrum was devoted to maintain the relations with existing STEP partners as well as establishing new ones. With this purpose the appreciation system has been introduced (appreciation certificates for previous STEP employers), we also returned the tradition of posting a list of STEP employers in the spring edition of the Synergy.

On the international level, together with my Director for STEP Expansion, Ms Áine Groogan, and of course with the great support of my board, we approached more than 50 new contacts all over the world and all the latest STEP employers of ELSA International with STEP suggestions. As a result during the first STEP cycle ELSA international opened 6 STEP traineeships for which 12 ELSA members have been accepted. As to the second cycle of Job Hunting we will be able to evaluate it, after the working materials are sent out.

During this period of time the cooperation with the Dominican Law Students' Association within STEP has been launched, the cooperation with the Asian Law Students' Association is under negotiating. I mark this as a positive sign for further globalization of STEP and doing my best to reach win-win conditions for our counterparts in these negotiations as well as to ensure benefits for ELSA members.

Furthermore, we found a STEP friendly organisation in Australia – the job site BeyondLaw. At the moment we provide each other with informational support by consulting on the peculiarities of different geographical labour markets etc.

Additionally I focus on providing the support to the national STEP officers during their Job Hunting by sending ideas on potential partners to them, searching for contacts from former national STEP employers', providing practical tips and tricks and generally being available for any kind of inquiries at anytime etc. .

As a result of the enormous work of the STEP officers on all levels 104 traineeships that offered a total amount of 124 spots for ELSA members had been opened during the first cycle of STEP. I hereby, once more, congratulate all STEP officers who have contributed to this outstanding result!

The second deadline for the Job Hunting is the 28th of March 2015, and the publishing date of the STEP traineeships is planned for the beginning of April 2015.

Student Hunting, Matching and Selection Process

The Student Hunting period had started on the 16th of November 2014 and lasted until the 16th of December 2014. Despite the limited period of time for the application process, it was due to synergetic participation from the entire network and an intense promotion of our traineeships possible to set a new record and collect 1204 application forms. And again, this deserves big congratulations to all STEP officers who did their best to achieve this. Since I believe nothing is impossible for this year's STEP team, I am wishing us an even bigger success for the second cycle. The second cycle of Student Hunting will be open until the 1st May 2015.

Instead of proper Christmas and New Year's holiday my Directors for Human Resources, Mr. Robert Vierling and Mr. Claudio Grieco and me, enjoyed conducting the matching of all 1204 application forms. I want to send my words of appreciation to these gentlemen and thank them for their devotion and hard work. Due to their help and technical innovations we managed to increase the quality of matching and have received a lot of positive feedback from the satisfied employers.

Due to the importance of the selection results coming in on time, STEP officers had in the beginning of the year agreed on setting up a common deadline to gather the selection results.. This tool helped us a lot "to discipline" the employers and reduce the percentage of delays. I personally monitor this process, notify the selected trainees, control receiving the confirmations from them etc.

IT solutions for STEP

With an amazing and literally 24/7 help of Mr. Wolfgang Fuschlberger and Mr. Yuriy Yermolenko (IT Team), who also devoted their winter holidays partially for ELSA, we managed to implement a set of technological innovations for STEP. Firstly, we improve the design and usability of the STEP application form. We created an internal interface for local and national STEP officers that allows them to verify and approve/disapprove the STEP applications online. Moreover, finally the matching process became automatic. Now the created system checks automatically whether the applicant fits to the requirements set by the employer or not and to which extend. This system eases the matching process and helps to allocate more time for my directors and me to verify CVs and motivation letters. Moreover, the system makes the whole process of matching more transparent and objective, since the applicants' names and personal details are hidden throughout the matching. All the IT miracles for STEP are not over yet, we continue working on further improvement of the STEP application procedures with the help of IT. Furthermore, together with Mr. Alexander Rindö (IT Team) we are focusing on updating the structure of the STEP portal, optimizing internal processes connected to maintaining and uploading the information to the portal.

Working Groups

After the ICM Bodrum three Working Groups were created. These WGs are currently dealing with the remuneration of STEP traineeships, updating the STEP Handbook and finances in STEP. These Working Groups will present their results at the ICM Cluj-Napoca. I would hereby like to thank the Heads of the Working Group on the STEP Handbook, Ms. Šárka Dimitriadisová and Ms. Stefania D. Efstathiou, the Head of the Working Group on Remuneration of STEP Traineeships, Daniel Huegun Springer as well as all the participants for their dedication and work.

Coaching Groups and Communication with the Network

From the beginning I made it clear to my coaching countries that I am always available for them and that I am there to assist them in any matter. I hope if my visa issue is solved I will also be able to visit my coaching countries during this spring.

One of my principles of communication with the network includes individual e-mails, Skype meetings, and social media messages with each and every national VP STEP in the network. Also I am gladly answering requests I receive from local STEP officers. To maintain the communication even more effective I am thankful to have Assistants for STEP Regional Development: Ms. Šárka Dimitriadisová, Ms. Alyona.Litvinova, Ms. Aysel.Akhundova, Ms. Stefania D. Efstathiou and Mr. Markus.Hawickenbrauck, to whom I send my huge gratitude and appreciation.

DIRECTORS, ASSISTANTS AND TEAMS OF ELSA INTERNATIONAL 2014/2015

Nicolas Haas, Assistant for Jurisdiction 2014/2015

As Assistant for Jurisdiction I'm responsible to chair the Jurisdiction Working Group. After the New IB got into office I had a couple of Skype calls to start the work. First issue was to get more member, therefore I drafted 2 calls for more members, one for the ELSA mailing list, and another one for the ELS mailing list. I chose the members for the Working Group from the incoming applications. Besides preparing proposal and presentation for 2 Jurisdiction Workshops at ICMs the continuation of the project was mainly blocked by lack of documents and the potential tax issue. Therefore I travelled twice to Brussels. In Brussels I went through several folders of the archives to digitalize old documents from the registration phase of ELSA in Amsterdam and in Brussels and found a lot of old internal documents on the tax issue. Furthermore both times I organised meetings with Experts in the field of Belgium Tax to analyse the situation of ELSA International. Regarding the content of both meetings and other research results I would like to refer to Marek Škultéty report since I forward my research results to him. For the Working Group itself I set up a working Platform on Wiggio to use and gave access to all the materials I gathered to the Working Group. As Chair of the Jurisdiction Working Group I've been involved in 2 other Working Groups, the Statutes and Standing Orders Working Group and the Working Group on Members-Observership. In both Working Groups I've been giving inputs on the effects on our regulations, should the legal seat be moved to Switzerland.

Furthermore since recently I'm involved in a new project on financing the EMCC, where Swiss Private Law and Tax Law is needed.

Loes Van Der Graaf and Nicolas Stangl, Strategic Implementation Team 2014/2015

During the Supporting Area Meeting, although not appointed yet, Loes conducted a workshop on Strategic Implementation in the FM and IM areas. In these workshops, we created a basic roadmap for other workshops to be given in this year.

At the ICM, we gave our first workshop as the Strategic Implementation Team in the S&C workshop. We tried to focus more on how groups have already implemented several goals and in which areas they needed suggestions. Participants came with good practices that were also helpful for the other participants. At the moment, we are rewriting the roadmap to fit the BEE workshop. As we cannot attend the ICM, we will try to help Armin in the preparations.

Most of the work of this year has been brainstorming about how we can monitor the SG implementation through good SotN questionnaires that can be transformed into statistics, so the progress of the strategic goals can be followed. Since a lot of goals cannot be monitored in numbers, as this is quite tricky.

This year, we also wanted to set up a database where we can collect best practices per operational goal. We have had some talks about this with members from the IT team and the design of the database is in progress. We want to create different search options so for these technical aspects, we are consulting people who are more experienced in this field. We hope to have this database either finished or almost finished by the end of our term.

Furthermore Nicolas was present at the EU Studies fair and represented ELSA together with members of the IB.

João Ferreira da Silva and Gabriel Valentin Badea, Training Team 2014/2015

The Training was appointed by ELSA International as Directors for Training of ELSA International in the month September of 2014. Immediately we all started to talk through Skype, Facebook and email to make our action plan precise and decide the best way to materialize our goals for the term of 2014/2015.

3rd Edition of Training Newsletter

While having these talks with the trainers, we decided to re-activate the Training Newsletter. In order to do that, we talked with trainers to ask them to contribute with articles where they would express to our network their opinion and life experience as trainers and the importance of a training to the network. On the mentioned newsletter we included articles about how to apply to a training, how to apply to EDF contributions in training situations, information regarding all the ITP trainers (names, localization, pictures, training topics and other relevant information). This newsletter was launched on the 30th of January to all of the network.

We declare ourselves pleased with the outcome of the newsletter because we managed to make it as practical and useful as possible and give it a different approach in comparison with the previous editions.

Train the Trainers Week & Refreshment Weekend organization

For this term we also needed to organize The Train the Trainers Week and The Refreshment Weekend. Firstly, we started to raise this topic and motivate the National Groups of our network to organize them. We sent information about it and after the call we got an application from ELSA Greece which will organize the Train the Trainers Week from the 22nd to the 28th of June and the Refreshment Weekend from the 26th to the 28th of June in Thessaloniki, Greece.

For these events we got in touch with international training companies in order to provide professional trainers for the events. Such trainers have the experience and the knowledge needed to prepare our potential trainers for delivering valuable means of learning soft skills and hard skills.

Establishing and maintaining contact with the International Trainers' Pool

Firstly, we had to get in touch with the trainers of the International Trainers' Pool, so we presented ourselves to all of them and after we divided all the trainers between the two of us. Each one of the directors got responsible for one of the groups and to talk with them. We created a coaching system with the trainers. By talking with them all, we realized the necessities of the International Trainers' Pool and the way in which it's resources match to the need of the network in terms of quantity. We have showed an available attitude towards the trainers and responded to all of their questions.

Filtration of The International Trainers' Pool by eliminating inactive trainers

Taking into consideration the trainers' involvement in the network in the last two years and their availability to contribute to the organization and knowledge of the 'Train the Trainers Week and Refreshment Week'. The ones who have not responded initially to the emails have been contacted by other means and asked if they wish to carry on being in the International Trainers' Pool.

Motivate trainers and ELSA officers to increase the number of trainings in ELSA.

We have constantly kept the motivation and encouraged trainers to deliver and Local Groups and National Groups to request trainings. This has started off having the 3rd edition of the Training Newsletter in the centre. Presenting the positive and negative aspects seemed to be the best pragmatic method for exposing the opportunity.

Centralizing the requests for trainings of the network and maintaining contact with the Local or National Groups that requested.

All the training requests from the network have been centralized by the Training Team and processed according to procedure. Contact has been maintained with the groups that requested the training and their needs have been fulfilled accordingly.

Re-arrange the evaluation systems

The evaluation system on this system does not work properly, is outdated and it is hard to manage all the collected data.

As a Training Team we are managing a way to improve the evaluation system, make it easier to understand and more simple to use. By now we have the foundations to build a new system, after the ICM together with the ITP trainers we will finish our idea and will present it to all the network until the end of our term, so next term can start with a brand new evaluation system, more productive and easy to use.

Working Group on National Trainers' Pool

The Training Team has had an active implication in the Working Group for National Trainers' Pool. They have worked together with the other members of the Working Group and have contributed significantly to the final result by offering information from their own network and debating the best practices that other National Groups can base their practice on.

Makar Holst and Hector Tsamis̆ Directors for Human Resources 2014/2015

The International Board appointed us as Directors for Human Resources in December 2014. Our assignment was the coordination of the Working Group on Human Resources (hereinafter WGHR) set up by the IB on our objective to update the Human Resources Strategy of ELSA (hereinafter HRS).

HR Cycles

After agreeing with the Secretary General of ELSA International to structure the HRS on the basis of the five human resources cycles presented and discussed during the LXVI International Council Meeting held last October in Bodrum, Turkey, we started working actively in January 2015. We divided the members of the WGHR into couples, and by applying a rotation system we asked them to elaborate on a HR cycle per week. At the end of each week, we collected the inputs submitted from each couple and forwarded it to the next ones in line, accompanied with their new assignments. Thus, we ensured that all WGHR members shared their thoughts, expressed their ideas, and contributed their input, aiming at a more comprehensive description of each HR Cycle.

Decision Book Amendment Proposal

After the collection of the entire work of the whole WGHR and the subsequent conclusion of the first stage, we proceeded in redacting a proposal to amend the “Human Resources” section of the Decision Book. The proposal to amend the Decision Book sets the general fundamental regulatory framework regarding human resources in the Network and the implementation of the HRS to be created.

Redaction of the HRS

At the moment of these lines being written, we find ourselves at the beginning of the third and last stage of our work, the review of the inputs submitted and the redaction of the HRS, which will be ready for introduction at the LXVII International Council Meeting held in Cluj-Napoca, Romania this upcoming April.

Bea Šebalj, Director for Financial Management ELSA International 2014/2015

After appointed for the position of the Director for Financial Management in early October, I immediately started to work on my first task – to study the European Commission call for proposals for framework partners. It was of great importance to study the document thoroughly, to see whether we are eligible to apply since the framework agreement was one of the possibilities to solve the visa issues. For this purpose, I created a six pages summary document and presented it to Lauri, the Treasurer of ELSA International on our meeting in ICM Bodrum. During the meeting we concluded that ELSA International does not meet the conditions for the application.

After ICM Bodrum, next ELSA event was Mid IFP Conference where I had the role of Treasurer of ELSA Zagreb and co-operated with Lauri regarding the budget and other financial aspects of the agreement. As a Director, I helped with reporting to the European Youth Foundation that we filled on time and without any problems since both of us personally participated in the event.

In December, I have traveled to Brussels for the Christmas Cocktail. Luckily, I was able to stay there for four days and during my visit, I had the chance to get an insight of Lauri's day-to-day work and helped with various tasks, such as World Forum for Democracy claim forms.

During January we held several skype meetings and in February we finally got a 3rd member of our small but fun FM family – Marek Škultety, Treasurer of ELSA Czech Republic. When our team was finally complete, Lauri gave us new tasks and we started planning the upcoming ICM Cluj-Napoca. Currently I am working on developing a reporting template for the EDF, which hopefully will be used by the entire network after ICM Cluj-Napoca. At the same time I am co-operating with Marko Dolenec, VP S&C of ELSA International regarding the preparations for the 2nd application cycle of the European Youth Foundation grant, which has it's deadline in April. This application will be for funding of the Final-IFP Conference.

Furthermore, in late December I also attended NCM Linz and in February I was a delegate to the 60th Session of the Committee for Elimination Against Women (CEDAW) , UN Headquarters in Geneva, Switzerland.

Marek Škultéty, Director for Financial Management 2014/2015

My work for ELSA International started on the 17th of December, when I was appointed participant of two working groups, namely Membership fees and Jurisdiction.

Membership Fees:

On the 27th of January, the initial opening skype of the Membership fee working group, which I have had a great honor to be the chair of, took place. Several skypes, brainstorming, and research of the previous ICM's minutes had shown many different approaches to how the membership fee was calculated in the past, and that similar problems were popping up from time to time. It has been decided, that in order to get the current most relevant data from the Network, a form of a simple Questionnaire shall be used, including a small motivational package. This Questionnaire has been sent out on the 9th of February (with a deadline of 22nd of February), and a total of 26 answers from unique countries has provided the working group with enough substantial data to base its further work upon - covering the majority of the entire membership fee contribution in terms of responses.

A simple statistical analysis has been undertaken, and further skypes evaluated its results. After compromise-yielding discussions, the final output of the working group is a set of proposed changes to the current form of the formula based on the Network's responses, and an entire workshop dedicated to this topic, which shall be undertaken through the means of presentation prepared by the working group.

Jurisdiction:

While taxes being the focus of my Master thesis, it was the area to which I wanted to contribute the most, when joining the Jurisdiction working group. My initial tasks then encompassed research done within numerous ELSA International documents from terms going as far as 2006. I also participated telephonically at a meeting with tax experts in Brussels, along with the Treasurer of ELSA International, and the Chair of the working group, Nicolas Haas, where I provided the experts with my comments on the current situation. In collaboration with the Chair, who has constantly provided necessary inputs and research, we have drafted a chronological report of the current tax situation for the purpose of the Auditors of ELSA International. At the NCM of ELSA Switzerland, I got the chance to meet most of the Working group in person, and further discussions regarding the topic were facilitated.

Director for Financial management

Due to my previous tax-related work done on behalf of the Jurisdiction working group, I have also applied for the position of the second Director for Financial management, to which I was appointed on the 18th of February.

My initial tasks were to prepare a tax-related workshop for the participants at the ICM Bodrum, a task on which I have also been assisted by the Chair of the Jurisdiction Working Group, due to the interconnection of the two issues. The aim of the workshop shall be to give the a presentation of the tax-associated problems ELSA International faces, with a report on the current progress, and a hope of finding the most suitable solution for the arisen problems.

My further tasks included assistance to the Treasurer of ELSA international with proposals for the next ICM, and research on a more user-friendly and applicable cloud-based accounting programme for ELSA International.

Vako Chilashvili, Director for Advertising 2014/2015

In the beginning of my term, I had a long discussion about the development of advertising in ELSA with the previous Director for Advertisements of ELSA International 2013/2014, Irakli Karkashadze and we finalized our transition by creating a roadmap for the year. The biggest challenge was to have the main database updated; therefore every time I send out the offer to potential advertisers, I need to check and correct the database. I started my term in office by getting in contact with the advertisers and sent them introductory emails. At that time, I found out that there have been plenty of changes after the summer term, since almost 60-70 email addresses were suspended or changed. It was a really tough job to search for new email addresses and in some cases I needed to contact the universities to send me the contact details for their Public Relations and Marketing departments. With this update, the database turned out to be much fresher, and I also continued to update the contact information after every offer I made.

Regarding the advertisements area, many active advertisers have become the partners of ELSA International; therefore I no longer have to work with them. Therefore, I am focusing more on the potential advertisers, which are more or less new to our organization. Despite the fact that it has been a challenge in the previous years, I managed to get advertisement confirmations for both Synergy and online advertising during my term in office.

You can see the confirmations below:

4 November: WAGENINGEN UNIVERSITY - 3 months online advertisement (with discount) - 1425 euro.

11 January: Université du Luxembourg- 3 months online advertisement (with discount) - 1425 euro.

21 January: Université du Luxembourg - Advertisement in the 57th edition of the Synergy Magazine (with discount) - 1116 euro.

Few potential advertisers are also interested in advertising online and I am still in contact with them for further negotiations.

Soon I am planning to launch a new offer for online advertising and hope that we will have few more advertisers in spring.

**Alexander Bischoff, Rostislav Andrlik, Sofia Johansson, Graphic Design Team
2014/2015****Introduction**

The goal for this year in the GDT has been to update existing promotion material for STEP, Summer Law School and general templates used by the network. Regarding STEP the goal was also to try to create a new more contemporary and defined logo. The GDT has also been responsible for assisting the network in questions relating to design and the creation of marketing material.

With the management of Idil Buke Civelek, VP Marketing of ELSA International, the work has been divided between the members of the Graphic Design Team and feedback meeting has been held to support each other in the design work.

Sofia Johansson**Video for WFD**

I was responsible for creating a promotion video for the World Forum for Democracy. The video was created with material from all the participants of the Forum and aimed to show the experience of being a delegate and also further explain what a delegate can gain from such an experience.

Summer Law School Materials

One of the goals for this year was to update the materials for the Summer Law Schools and make it more contemporary. The common promotion material was supposed to be able to be used by the whole network in the promotion of the project Summer Law School in general. In February the new Summer Law School promotion material was released and distributed to the network.

Delegation guidelines

Since the delegations guidelines have been updated, the visuals for the guidelines were also updated.

Rostislav Underleek**STEP logo drafts**

As this term's officers are interested in a change of the STEP visuals, my task was to draft a few ideas for a new logo. Some of them were more or less successful, but nothing is final yet. However, I managed to sell one of the logo drafts to my client, so I've got that going for me, which is nice.

Letterhead drafts

It will seem like I am terrible at what I do, but I also managed to create a few letterhead drafts, none of which produced an acceptable proposal. The Network's logo is a big let down, anything made to fit with its styling looks like a modern graphics piece of the 80's.

STEP Countries Templates

Created the new look of the STEP Facebook flyers you may have noticed among ELSA Germany's promo materials last year. Not sure if it came to use in the end or not.

ELSA International page on elsa.org - overhaul

During ICM Bodrum, I recreated the whole page where you can find every member of IB and its support teams, making it look more light and also making the teams easier to be found with tap-to-enlarge buttons assigned to the Board member who oversees a given team or individual. The page with this layout should still be present on ELSA.org, however IB did not approve the transition and so yet again, this job went straight through the chimney.

Adriana Moças, Director for Human Rights 2014/2015

I started my term in office as the Director for Human Rights in September of 2014 with a huge motivation to contribute to the ELSA network. In our first meeting, Olav, Vice-President for Academic Activities of ELSA International, explained me what has been done in the last couple of years in this position and what was expected from me in the new term. Two very important tasks awaited me: to assist ELSA International in the organization of the ELSA Day and to update the Human Rights Handbook.

Regarding the ELSA Day, I created the specification form and was responsible for the compilation of all the events organized this year. Furthermore, I included the data in the ELSA website regularly. I was also in charge of managing the videos and photos the ELSA Day Coordinators have sent, as well as the evaluation forms.

The second (and maybe major) task that was assigned to me was the update of the Human Rights Handbook. Fourteen years have passed since this Handbook has been drafted, which screamed for an urgent revision. After successive postponements, it was decided that 2015 was THE year! In January the members of the working group were selected and I was thrilled to start with the project. I was lucky enough to have amazing officers working with me. Their hard work and time invested in this project was outstanding and I want to personally thank them for their deep sense of responsibility: thank you Ana-Maria Paponja, Felix Meyer, Marie-Hélène Gostiaux and Stefanos Xenofontos. Our aim was to provide the officers with an interesting and helpful handbook. Including a general view on human rights, it also contains organizational tips, hot topics, sources for research and other useful information. We have also followed closely the discussions in regards to what our commitment to Human Rights involves, in order to guarantee that the perspective set out in the handbook fits the thinking of the network at the moment.

I tried to be present in several international events, where I approached officers and explained them the importance of having their input. I took part in the ELSA Mid-IFP Conference in Zagreb, where we discussed freedom of expression, hate speech and conflicting rights, as well as in the NCM of ELSA Germany, where I had the opportunity to explain in the Human Rights Workshop what I was in charge of this year. I have also been present in the Conference “The Future of Protection of Social Rights in Europe”, which took place in Brussels, and in the World Forum for Democracy, as part of the ELSA Delegation.

Finally, since day one I made myself available to officers to contact me at anytime and with any type of question, suggestion, idea, clarification. Although the contacts have not been many, the ones that existed resulted in an interesting exchange of ideas.

Desirée Ramada, Bruno Filipe Monteiro, Ioannis Kouvakas and Carlota Fernández de la Cancela, International Coordination Team of the Legal Research Group on Social Rights 2014/15

As the International Coordination Team (ICT), we have been overseeing this AAwesome project. Our first task consisted of preparing the General Outline, the Academic Framework and Linguistic and Technical Guidelines, setting out the scope and providing the necessary details of the project to facilitate participation after the November 2014 launch.

From the start of the project, the ICT has held regular skype-meetings where final decisions were made, difficulties were tackled and parameters were set out for the LRG (such as deadlines, clarifications, relevant conferences, subsequent essay competition and traineeship award).

We have sought to be as supportive and accessible as possible, by providing information and offering solutions to issues that popped up along the way through formal and informal channels.

With the March 15th deadline approaching fast, the ICT has been and will be going over the drafts to provide adequate feedback.

International Human Resources Coordinator - Desirée Ramada

After the launch of the LRG, I contacted the National VP AA's of the National Groups to recruit National Coordinators for the LRG in November and December of last year. I'm very happy with the final number of National Groups that will conduct research on this contemporary issue.

Since the beginning of 2015, I have maintained contact with the National Coordinators on the developments in the recruitment process, answering any questions that arose and approving the pre selected participants for the National Research Groups.

Lastly, I have been manning the LRG e-mail account, responding to and referring correspondence from National Coordinators and externals as swiftly as possible.

International Academic Coordinator - Bruno Filipe Monteiro

As the Academic Coordinator my main task is to coordinate the NRs work throughout the project. To assist the NCs, I have been answering questions to clear up misunderstandings regarding the final Academic Framework, provided a list of helpful materials and I'm currently in the process of providing feedback on the first drafts of the National reports.

At the Social Rights conference this past February, I have made several contacts that could prove helpful for the LRG and coming Essay Competition. I have also started preparations for the

Competition, by means of choosing the subject matter, recruiting professionals to serve as an academic board and drafting guidelines for the competition.

Lastly, I have commenced with the preparations for the Final Conference on Social Rights. As we are in the early stages, I am working on the agenda, looking into speakers and approaching National Groups to offer the groups an opportunity to present their findings at the conference.

International Linguistic Editor - Ioannis Kouvakas

My main task is to ensure that the Linguistic Guidelines are followed by the National Research Groups and to assist NLEs.

It was necessary to provide the participants with a detailed guideline on proper citing of all possible international and national sources. Instructions on proper use of legal terms and English were also included. Additionally, I assisted NLEs that had specific questions regarding this document.

Regarding feedback on the first drafts of the National Reports, my feedback will include detailed pointers as well as a list of general comments and instructions. As the deadline for final National Reports is approaching, I will assist NLEs on avoiding mistakes and fixing details, in order for National Reports to be submitted correctly and on time.

International Technical Editor - Carlota Fernández de la Cancela

To facilitate the launch of the project, I was in charge of setting the technical guidelines, as well as laying out the Academic Framework and the Guidelines that were sent out with the Outline.

After that, I conducted some unsuccessful research on printing prices for the Final Report. In the end, we have decided this issue will be taken care of after it has been compiled. Moreover, I have been keeping the website of the project up to date.

Currently, I am focusing on giving feedback on the first drafts and making general remarks, so that final versions are at ease with the guidelines and compilation is simplified.

Legal Research Group on Children's Rights

In January, I compiled the 12 National Reports for the previous LRG, on Children's Rights, that has been published on February 4th, 2015. This experience has been insightful and has prepared me for the compilation of this project.

Tessa Mallia Borg, editor in chief of ELSA International law review 2014/2015

As Editor in Chief, my main objective is to help with the launch of the ELSA International Law Review. The Law Review serves as a venue for ELSA Members to publish their work outside the scope of the typical legal curriculum. It aims to create a forum for analysis and discussion of legal issues.

Following last year's call for submissions, the law review received 43 articles from students all around Europe. We divided these articles among the Editorial Board which is made up of: Suzanne Scott, David Kaene, Alex Adamou and Nicoletta Sipos. We have had to re-organise last year's editorial board because of unforeseen circumstances. The editors were responsible for reviewing the writing style of the articles and to ensure that the chosen OSCOLA format has been adhered to correctly.

Out of the 43 articles received, 26 have been accepted by our Editorial Board and are now ready to move onto the next stage to be sent to peer reviewers for further approval before publication. Unfortunately, the Law Review has been unlucky in terms of commitment from peers and we have had to re-organise our peer review system. Nevertheless we have received good feedback from other peer reviewers and we hope that things will continue to work smoothly until publication. Once the editing process has been completed and the articles have been confirmed by peer reviewers, authors will be informed as to whether their articles has been accepted for publication or not. A detailed report will be sent to those authors whose article has not been chosen for publication.

We are working to get the ELSA Law Review launched as soon as possible and hope that we will not encounter any further set-backs. I am confident that this project will be a great success for ELSA and all its members once published.

I would like to thank my team of editors and Olav Vogt Engeland for their constant feedback and kind support in this project (particularly: Alexander Adamou and Suzanne Scott who agreed to take on extra articles for editorial review). Special thanks also goes to all the authors who have chosen to submit their articles to the ELSA Law Review!

Philipp Gnatzy, Director for Negotiation Competitions 2014/2015

After having organised various local and regional rounds of the negotiation competition in the United Kingdom, I started bringing the competition to ELSA Cologne and then to ELSA Germany. When Olav decided to develop the project further, to a European level, I thought I should get involved and help him organise it. Despite working full-time already, I applied as Director for Negotiation Competition in order to develop a concept for an ELSA International Negotiation Competition.

In January 2015 I contacted all national VPs AA to understand the current state of the network and aspirations of all national representatives. Most of the answers I received were positive and expressed an interest in national and an ELSA International Negotiation Competition.

In February 2015 ELSA International called for a working group and I chose six working group members: Suzanne Scott (ELSA Ireland); Denise Schwarz (ELSA Germany), Katja Schager (ELSA Austria), Natalia Rogólska (ELSA Poland), Ipshita Singh (ELSA France) and Tatu Kärhä (ELSA Finland). All of them are well motivated and have great experiences with negotiating or even negotiation competitions.

We have held several conference calls to set out the various existing concepts and to find the perfect modus on how to develop the concept for the ELSA International Negotiation Competition, which will not be established as a counter-event to the International Negotiation Competition.

We are currently in final talks on the concept and Olav is talking to potential sponsors so that we can run the first ever ELSA International Negotiation Competition final before the end of the year.

Additionally, I helped ELSA Germany and ELSA Norway to run this year's national finales in both countries.

I hope the establishment of a new competition model will enable many ELSA members to improve their broad set of skills and practice negotiating.

Ada Gawrysiak, Assistant for ELSA Moot Court Competition 2014/15

It all started on the 15th of September when the 13th edition of the ELSA Moot Court Competition on WTO has been launched. Excited about new challenges, after receiving all needed information from Tanja during our first Skype meeting I was ready to help with preparations of the competition. Mine and Bogdan's main task was, and still is, checking the email account on a daily basis and answering to all the questions and requests as soon as possible. We were also responsible for registering teams for the competition and getting from them all the personal information needed for this purpose. This year we had almost 90 teams registered, it is amazing how popular EMC2 has become around the whole world and how significant opportunity ELSA gives students, as it is a possibility to start a career at WTO. Around the registration deadline we were receiving a lot of messages, but thanks to good cooperation we managed to keep the teams updated and we registered them right away after their registration form had been filled out. The next deadline was connected with the Written Submissions in January, since the mid-term evaluation was happening in ELSA house at the same time, we helped Tanja with receiving the copies of documents. Knowing how important the quick confirmation about us receiving the Written Submissions was for the teams, I spent the 18th of January being online. I sent to the teams all of the confirmation e-mails on the same day, mostly in a less than an hour after receiving them. After that, together with Bogdan, we helped Tanja with checking penalty points for teams' Written Submissions in accordance with the penalty system which can be found in the Rules of the competition.

Recently, we had our first Skype meeting with the International Organizing Committee for Final Oral Round in Geneva. I am looking forward to start working with these amazing people on its organization and meet with all of them in Switzerland on the first days of the January. From now on, we will be preparing and planning FOR, especially by handling the communication with the teams qualified to Geneva. I try to help Tanja every time when it is needed, being aware on how much work, time and effort is required from VP MCC for EMC2 organization. I am very grateful for the chance of being involved in the 13th edition of EMC2 fulltime and with the same motivation and excitement as at the beginning of my term I am looking forward for the rest of this year's EMC2 adventure.

Bogdan Ilea, Assistant for ELSA Moot Court Competition 2014/15

My journey with EMC2 begun last fall, in September, when I received an e-mail from Tanja, saying that I have been chosen to be one of the Assistants of the ELSA Moot Court Competition 2014/15. The case was already put in motion, and most of the administrative work was already done by Tanja, so myself and Ada had to jump in and help out with communication with the participants. When we were done reading and studying the rules of the competition, we received access to the e-mail, in order be able to start working.

The daily activities included checking up the e-mail on a frequently basis, answering and helping the participants with all sorts of questions. I can't say that we had a lot of questions from the participants, or that we had to face some serious problems regarding the requests made by the teams. Our only "problem" was that we had more than 1 team from Czech Republic, but with the help of ELSA Czech Republic that issue was solved just in time.

Around middle of November – early December the e-mail account started to get quite busy, as we had to confirm participation and signing up of the teams, in order for them not to panic. The amount of e-mails started to grow as the days went by, but we managed to keep up a good front against them. After the registration was done, when we had to check the written submissions and to remind the teams to send them in due time. After the submissions arrived via e-mail, we sorted them out and started to look for penalty points and other criteria established by the rules. Between sorting and checking out written submission, I was also helping some of the teams, who requested our help with VISA issues and VISA invitation letters.

The end of February started with the beginning of the Regional Rounds, and the e-mails started to be quite rare. Soon the IOC for the Final Oral Round was established, and we had a Skype meeting in order to clear things up, and to establish the start of a "battle" plan.

Now as the Regional Rounds are in progress, we are waiting for them to end, in order for us to have more e-mails from finalists, regarding the next step, the Final Oral Round.

Ida Dojčinović and Hana Pavlišová, Assistants for the European Human Rights Moot Court Competition 2014/2015

Our term started in mid-September last year. Both of us were also members for the IOC for the EMC2 FOR in Geneva last year and that experience helped us a lot as we already knew what to expect. What the main challenges usually are, and consequently what was already proven as the best practice. Moreover, Tanja was also a member of that IOC, so we all shared previous mutual trust that we can always rely on each other and can work very productively together.

Before we were appointed the case for the 3rd edition of the EHRMCC was already published. From then until 3rd of November 2014 we were in charge of the registration of teams. We were both happy that in the end we had 106 registered teams.

During the entire period of the competition, we were communicating with the teams (providing necessary or updated information, clarifying the meaning of rules or guidelines, receiving clarification questions, etc.). Upon the Written Submissions' deadline, 23rd of November 2014, together with Tanja, we reviewed all 114 submissions (in total 57 teams sent their submissions) and calculated penalty points. At that phase our workload was average, in comparison with the second phase.

Biggest and most important part of our work was the participation in the organization of the Final Round in Strasbourg. Three days before the official opening of the Final oral round we arrived to Strasbourg to have an informative meeting with the Council of Europe, to check out premises assigned in the Court and get familiar with routes we needed to use. Given our Geneva experience, together with Tanja we provided training on timekeeping to members of ELSA Strasbourg.

We were in charge of teams and were ensuring the flawless flow of the competition. In other words, we were handling with all practicalities during the FOR. List includes: arranging folders with scoring and timekeepers sheets for all pleadings, setting up the pleading rooms, welcoming and escorting teams to their pleading rooms, taking teams to the lunch as it was organized in the Council of Europe, welcoming and briefing the judges, calculating final scores, timekeeping at pleadings, resolving on-spot issues, participating to the social programme, etc.

After the competition, our tasks were two folded, partially because we have decided to suggest certain changes for the improvement of organization technicalities. Due to spelling mistakes, we had to arrange printing of correct certificates, then we prepared and send the evaluation forms to the teams and went through the results while trying to pick up the things we can improve for the next editions. Simultaneously, we drafted the final report. We have noticed the amount and partially the structure of the last years' report can be improved. As Ida was participating last year as a participant to the competition, she had valuable inputs from the participants' point of view.

Also, few coaches who trained teams participating in first two editions felt comfortable approaching us in Strasbourg with constructive criticism. Unlike the previous years, this year's report was published in a record time (little over 2 weeks upon the FOR).

Secondly, we have recalled there were certain occurring issues in regards to scoring sheets, timekeepers' sheets and team appearance sheets. Quite often, despite briefing judges and having an example of correctly filled sheets in the Judges room, judges would misinterpret the sheet and fill incorrectly or forget to put a specific number. If timekeepers did not realize it immediately, we had situations of calling and trying to find them and visit them again. That of course was interrupting the ordinary organization, was time-consuming, and sometimes even made judges feeling very uncomfortable. Therefore immediately upon Strasbourg, we drafted new version of all types of MCC sheets (including: written submission scoring sheet, oral pleading scoring sheet, timekeepers' sheet, team appearance sheet). As we know same sheets with slight changes are used for the EMC2, we also drafted them. Hopefully, they will already be in use in Geneva this year. Currently we are working on drafting better formulated rules of competition and guidelines.

During our term we have had regular communication (Skype meetings, e-mails) even when Tanja was travelling to regional rounds of the EMC2. Despite the workload, we have both enjoyed working together with each other and with Tanja. We hope we raised the level of quality of this year's organisation and will leave better sheets, rules and guidelines to the next year assistants.

Josie Beal, Director for IFP 2014/2015**Communication**

I am available to ELSA officers who are interested in the IFP to assist them by answering their questions and supporting them in their commitment and work in relation to the IFP.

Media Law Handbook

The handbook has been recently updated and it is a comprehensive tool to support ELSA officers. I will review it before my term in office ends to see if any further updates will be necessary.

Implementation

We are continuing to use the 3 year implementation guide which has given more structure to the IFP and appears to be working well. There was a general IFP presentation at ICM Bodrum. We are encouraging officers to submit the evaluation forms so that we can accurately evaluate the implementation of the IFP.

IFP Partnership

This has been my main focus for this term. I prepared a list of potential contacts and discussed them with Marko. We agreed on an approach and I have now contacted a selection of potential partners. I have had some initial interest and I am currently in communication with them to set up further meetings to discuss whether partnership will be possible. I am hopeful that by the end of my term I will have secured a partner for the Media Law topic.

IFP Promotion

I understand that every ELSA group will have their own way of promoting their IFP events and initiatives using (where appropriate) material provided by ELSA International, such as the Media Law logo. We have therefore encouraged the use of the #ELSAMediaLawFocus online when promoting events or sharing articles, news and topical developments in relation to Media Law. This adds credibility to our IFP and unifies our approach as a network.

New Topic Strategy

I am also discussing how best to implement a strategy for the selection of the new IFP topic which will be elected in ICM Batumi.

Mid IFP Conference on the Freedom of Expression

I attended the Mid IFP Conference organised by ELSA Zagreb from 25 to 30 November 2014. The event was well organised and well thought out with lots of interesting speakers, activities and workshops. The participants were active in their discussions about the freedom of expression and it was very interesting to see similarities and differences on the topic between different countries and cultures. We even got to celebrate ELSA Day together whilst we were in Zagreb!

20 Years of the IFP

We conducted an interview with Martin Fink and Julian Vassallo, who were IB members when the IFP was first implemented into our network, 20 years ago.

Horiana Secara, Martin Debusmann, Frida Fostvedt, Mia Vucevac, Cristina Boruzi, Dirk de Boer and Eliana Rocchi, Delegation Team 2014/2015

The new Delegation Team was appointed in August - late September 2014 and it was comprised of two Directors for Delegations and 5 Academic Coordinators:

- Director for Delegations: Horiana Secara and Martin Debusmann
- UN ECOSOC & UNODC: Frida Fostvedt
- HR Body: Mia Vucevac
- UNCITRAL: Cristian Boruzi and Dirk de Boer
- WIPO: Eliana Rocchi

Introduction and transition

After the appointment process, together with Marko Dolenec, the Vice President of S&C, we organised a skype video call in order to introduce all the members to each other. In the first month, the entire team went through the process of transition in which the former Delegation Team presented the practices and made recommendations for managing the workload.

Promotion

The promotion has been done through emails, ELSA's webpage and posts on the Delegations Facebook page (<https://www.facebook.com/elsa.delegations>). Considering the increased popularity of Facebook, we used it more in our promotion by posting news, photos and new calls.

Statistics¹

Total number of applicants - 668

Total number of delegates appointed - 130

Unsuccessful applicants - 538

Total number of delegations - 24

Delegates who completed the Survey – 90

The coordination of delegates / delegations is done by Academic Coordinators. They are in charge with informing all the applicants of the results of selections, registration and online coordination of the appointed delegates (the coordination is organisational but also academic), continuous supervision and assistance of delegates. The Academic Coordinators also manage the letters of accreditation and certificates of participation (the certificates are issued at their request).

¹ Statistics done with the existent information at 8th March 2015.

Besides managing the delegations, the Academic Coordinators are also in charge with proposing new opening calls, monitoring the UN website, academic research, managing and updating the Delegations' Facebook Page.

Other accomplishments:

1. Obtained a new collaboration with the United Nations Office on Drugs and Crime (UNODC), at the initiative and efforts of Martin Debusmann;
2. Introduced a Survey for each Delegation;
3. Restructured the team and the division of tasks (i.e.: when one of the members of the team was overwhelmed by the workload/unavailable in a certain period, we shared the work among us; introduced new tasks);
4. Participating with the entire team in a monthly skype meeting. Drafted the minutes of each skype call in order to better keep track of our work and our ideas but also to share them with the colleagues who could not participate in a meeting.

Other considerations

The aim of our term is to not only manage the increased workload, to improve the practice of the Delegation team but also to create new opportunities for the ELSA network. After the first semester of our term, we believe that we have made some significant changes and we will continuously work towards reaching our goals.

Guillermo Andrés Alberola, Assistant for Law Schools 2014/2015

After some years working for ELSA at local and national level, I wanted to continue contributing to our Association at international level, so I felt really happy when I was appointed Assistant for Law Schools by the International Board in September. I received transition from my predecessor, Isil Ergeç, who in addition offered me her support if needed. Since the beginning of my term I have also been in close contact with the Vice-President for Seminars and Conferences, Marko Dolenec.

The goal for this year was to develop common promotion of Law Schools, as a shared initiative among the Network. We also aimed to help the Organising Groups to prepare the event more in advance than previous years, with the objective of increasing the quality and offering information to the applicants as soon as possible.

My first task was to prepare a survey on summer holidays dates at the different countries. I wanted to find out the best dates for Summer Law Schools to be organized in order to reach the maximum number of potential applicants. The conclusion was that the best dates for most of the countries were the whole months of July and August, and the first half of September.

After that, I proceed to analyze the State of the Network Report of ICM Bodrum, where there was a specific question about Law Schools. At this point we realized that this year was an explosion regarding the number of Summer Law Schools in the Network. Although numbers were not accurate at that time, they would get over 30 for sure.

I contacted all countries that had the intention of organizing such an event, gathering the contact data of the different Heads of Organising Committee. I introduced myself to all of them and offered them my help in any possible way. Additionally, we opened the Facebook group where we are trying to encourage any discussion and problem solving among organizers.

At ICM Bodrum I had a workshop on Law Schools, where many different ideas were shared. One of the conclusions was the creation of a Working Group to improve the current regulations and to discuss about the possibility of further unification on this field.

After ICM, I started the collection of basic information about the different Summer Law Schools, to know the scope we were moving into and to start the preparation for the promotional campaign. By the beginning of January, almost all OCs had sent the required information, which led to the amazing number of 36 Summer Law Schools in 2015. Then, I collaborated with Marko in the preparation of the Law Schools part of ELSA International webpage and its weekly update.

From January to March, I have chaired the Working Group on Unification of Summer Law Schools. I, Matej Sadloň, Christoph Horstmann and Ondřej Chylek have been meeting during two

months on a weekly basis to deal with this topic. The result of our work was a proposal for amending the Decision Book part related to Law Schools that has been accepted by the International Board. You may find it in this Working Materials.

Last but not least, I have been trying to solve all doubts and questions that were address to me by both ELSA members and non-members interested in our Law Schools. This has been the most time consuming part of my activity, but seeing that people from all around the world is really interested and paying attention on what we are doing here is something that really strengthens my motivation and commitment to our SLS for the months to come.

Patrick Zischeck, Assistant for Institutional Visits and Study Visits 2014/2015

After my appointment in September 2014 I started my new term in office with a Skype meeting with the VP S&C Marko Dolenec where we talked about his ideas for the areas of Institutional Visits and Study Visits and what will be my tasks. I also presented my ideas to him and we set the yearly working plan.

Institutional Visits

In the area of Institutional Visits I provided some support to local officers and national officers by email when they contacted me and asked for information.

Also, I created the layout for the IV handbook and added some small parts in it and finally it was possible to publish it in March 2015.

A long time project I have in my area is creation of an Institutional Guide. It should be an online guide where officers can find information about institutions in all member countries sort by cities. I started to work on the layout for the site of the homepage and published a form where officers can give information about institutions they visited.

Study Visits

In the area of Study Visits I also provided support to local officers and national officers, e.g. I explained how to use the Study Visit General Agreement or how much time the organisation of an Study Visit requires.

Another big part was the update of the Study Visit Guide which I developed in my last term in office 2013/2014 with the VP S&C Ana Roca. There was a need to change the form from LimeSurvey to GoogleDocs because we have not LimeSurvey on our own servers and since there would be some costs involved for its use Moreover, because an update needs a lot of time, I started to work on the new Study Visit Guide which should be easier to be updated. It should be published until the end of my term with some new features. Therefore I asked for the help of the Director for IT.

I wrote the new short manual "Study Visits in 4 minutes" which was presented in Bodrum and was published a few days later. The local officers can find all relevant information in it on how to organise a Study Visits and what is important to know about it.

Also I started to update the Study Visit Handbook because there are some new tools which should be included and old information need to be updated.

Miscellaneous

I have had a few Skype Meetings with the VP S&C Marko Dolenec to update him about my work. Also I tried always to assist him when he needed me to do some extra tasks that are not necessarily connected with my position such as creating the layouts for different handbooks etc.

Also I talked with Marko about the Study Visit General Agreement how to make it more practical for the officers and also what should be done with it to be more in use. So we decided to implement it in the workshop for Institutional Visits and Study Visits for the ICM Cluj Napoca where we will try to find a solution and make officers more familiar with it.

I administrated and analysed evaluations from Institutional Visits and Study Visits and created statistics which we will presented also in Cluj Napoca.

Áine Groogan, Director for STEP Expansion 2014/2015

I was appointed as Director for STEP Expansion in September 2014, alongside my colleague Mircea Ciuta. It is my responsibility to assist Dariia, VP STEP of ELSA International 2014/2015, with expanding the geographical scope of the traineeship programme. I had an introductory Skype meeting with Dariia during which we discussed plans and intentions for the term. It was decided that I would focus on public sector employers and that Mircea would focus on those in the private sector.

A lot of my time has been spent researching previous STEP public sector employers and compiling all of the information of previous international and national contacts into one database. This information was then passed on to national STEPers so that they could use it to assist them with job hunting.

I have also been assisting with job hunting, contacting potential STEP employers and trying to establish a cooperation with them. The focus has largely been on human rights organisations in Asia and Australia and I am hopeful that we will see some positive outcomes of these efforts.

I would like to thank the International Board, especially Dariia, for all of their hard work and brilliant achievements this year and to thank them for giving me the opportunity to contribute to the development of our beloved association on the international level. Wishing you all a productive and enjoyable ICM in Cluj-Napoca!!

Alyona Litvinova, Assistant for STEP Regional Development 2014/2015

In September I have got assigned my first coaching countries: Azerbaijan, Croatia, Germany, Iceland, Lithuania, Poland, Sweden and The Netherlands. The contact have been established right away, and since then we have conducted 3 Skype interviews. We have communicated constantly through e-mails and I have been available for questions and advice to all my coaching countries throughout the term.

We shared both Job Hunting and Student Hunting tips, as well as I have been available during pre-matching period due to the implementation of the online application form.

I have also had contact with the STEPper from Initiative Group of ELSA Moldova, and I hope to be of assistance in developing STEP in their country.

Iceland is a challenging country – where neither ELSA nor STEP is well developed, but I am hoping that their situation will turn around.

During matching period I have also helped Dasha and our two Directors with matching by filling out traineeship requirements into the system.

In the second cycle, I have investigated the Job Hunting situation in my coaching countries, and I am trying to be available to them during preparations the National Groups do in connection with reception and/or sending of trainees.

In March I have got two extra coaching countries: Belarus and United Kingdom, with whom I am negotiating first Skype conversations in the moment of writing this report.

Šárka Dimitriadisová, Assistant for STEP Regional Development 2014/2015

My duties as a Regional Coach were to provide enough information and tips to help develop and improve the STEP area in the respective countries. I had the pleasure of working with Austria, Cyprus, Estonia, Hungary, Malta, Slovakia and Slovenia. After the beginning of the Second cycle, the group expanded of Bosnia and Herzegovina and Turkey.

We began our cooperation with a Skype meeting where I got acquainted with the current situation and challenges the officers faced. Together we came up with possible solutions or new ideas to be implemented. With each country we held at least two Skype meetings - at the beginning of each Cycle. For the Job hunting the focus was on finding new potential partners – for example by checking the ones in the Newsletter, with established cooperation in other countries or by researching the big subjects with potential and capacity for a foreign trainee and examine if all the employers from the previous years were approached. For the Student hunting we took a look on various promotional tools that can be used to attract as many applicants as possible. Besides the online meetings I was of help with the occasional general questions or with keeping the officers on track with the latest developments in STEP like with the recently implemented Online applications.

I would like to thank all of the National STEPers I've worked with for the work they have put in and the open and welcoming attitude they granted me with. It was a sheer pleasure to have the opportunity of facing the STEP challenges with you and I am convinced we strengthened our beloved area. I would also like to thank my dear colleagues from the International team and Dasha for the opportunity and guidance when needed. It was an awesome year that gave me a lot of amazing memories to cherish.

Stefania-Despoina Efstathiou, Assistant for STEP Regional Development 2014/2015**Task Manager**

Being appointed in September, Ms. Dasha's Oliynyk first action was to distribute via the google sheet of the Task Manager our tasks. First of all each Assistant should have kick-off Skype meetings with his/her countries. To begin with, while sending an email to my coaching countries so as to plan those meetings, I faced problems in establishing communication with Montenegro. Although I tried very hard to contact former board members, I finally succeeded to reach the new board by the end of the 1st cycle. I had skype meetings and communication with all the other national officers of my coaching countries (Bulgaria, Italy, Spain, Portugal, Romania, Serbia) and fruitful discussions on identifying the problems and the challenges of each National Group. I provided the national officers with the respective Recognition Certificate in the necessary cases, took notice of each officer's opinion on the penalty system issue and on the issue of remuneration in STEP and advised each country according to its particular characteristics

Job- & Student Hunting

Firstly, I tried to motivate each officer to the fullest, to provide them with creative ideas and solutions, to pass my knowledge via these skype meetings although it is often hard to do so in such limited time and within a few meetings. Most of my countries offered Traineeships in the first cycle: 11 in Italy, 2 in Spain, 2 in Portugal and 12 in Romania, and had also very successful student hunting numbers. I must admit that despite the result, Serbia and Bulgaria tried very hard to spread the word but unfortunately no traineeship agreement could be signed.

Communication and Working Groups

After reaching Montenegro I tried to have a closer communication with them but since they are now trying to stand on their feet, it is hard to follow a strictly organized strategy on job hunting. My estimation is though that they have potentials and the Network will see positive results soon. Concerning the matter of communication, I was consistently in touch with every country and informed them about every new procedure, e.g. the STEP internal interface, deadlines, online forms and other points that needed attention, especially when starting the second cycle. Regarding the working groups, I participated in the WG for Finances in STEP, conducting a SWOT analysis on different penalty systems together with my colleague Ms. Tetiana Grudinina, who I thank for the wonderful cooperation we had, and in the WG for Updating the Handbook, where I was the Vice- Head together with Ms. Sarka Dimitriadisova who was the Head of the WG. Using this occasion I also want to thank Ms. Dimitriadisova for our great cooperation and the ladies of my supervising groups in this working group, Ms. Fejir Ugurlu, Ms. Oksanka Tykhovs'ka, Ms. Eleftheria Chanielaki and Ms. Maria Monica Bataraga for the great work they performed!! I participated also in the AA Working Group on the issue of Restructuring the Key Areas but since the decision was not to involve STEP in this idea, my presence was only typical.

Miscellaneous

In the beginning of the second cycle, due to the recess of one Assistant, some countries were again distributed amongst us and I became the coach of Georgia and Ukraine as well. Concerning NCMs, I attended the National Council Meeting of ELSA UK in November 2014 and delivered the STEP Workshop so as to motivate and help them build a negotiation- and marketing strategy for opening a STEP position. I also attended the National Council Meeting of ELSA Spain and participated actively in the STEP Workshop. Last but not least, I can only say that I am a very blessed coach to have such active and motivated officers as colleagues and I want to thank each and one of them for their level of professionalism and their great effort and contribution to the development of the area!

Robert Vierling, Director for Human Resources in STEP 2014/2015

As my responsibility is to deal with the human resources in STEP my dear colleague Milo and I are mainly responsible for supporting the national officers during the student hunting and to match the data during the so called matching.

At the beginning of our term Milo and I were devoting our time to develop a guideline email on how to do proper and efficient student hunting. I think that email could be used in the future when updated to make it easier for the national and local officers to get an inspiration in that field of their task.

My main task is to conduct the matching. Matching means that we compared the requirements stated by the employer with the respective skills of the applicant.

Therefore we used a new IT system to fasten up the process. Nevertheless I manually checked all the data again to prevent mistakes to an even further extent. In the end I just found some small mistakes, which we can easily avoid in the next cycle. One problem, which had been pointed out during the last term, was that only the stated legal and language skills had been taken into consideration, whilst creating a list of the best applicants. That granted an advantage to people who have been exaggerating when stating their legal and language skills. In order to improve the matching process and solve the issues, we implemented the inspection of CV and ML with regard to their actual content.

At the moment I am trying to find people who are willing to write a testimonial of their STEP experience. After collecting such testimonials they shall be uploaded onto the website so that officers can offer their members an insight of what the experience of being a STEP trainee will be like.

PROPOSALS

THE INTERNATIONAL BOARD

Statutes amendment concerning Articles 3

The International Board proposes the following to the Council:

Scope of Association

Article 3 - Aims and Activities

(...)

Academic Activities and Moot Court Competitions (~~AA~~AM) involving the development of legal knowledge through guided practical activities.

Comment:

The Working Group on Focus in the AA Area found that the terminology in ELSA's Statutes and in the AA part of the Decision Book is in need for an updated. Academic Activities (AA) and Moot Court Competitions (MCC) continue to separate. In the International Board, and in many other National Groups, AA and MCC are two different sub areas (though with a special relationship) within one shared key area and this should be reflected in the terminology we use. Both are equally important and the name we apply should underline this. We therefore suggest including MCC in the name of the key area – "Academic Activities and Moot Court Competitions". In order to shorten it down we can use the abbreviation "AM". The practical implications are very small. There will still be AA officers and MCC officers but together they can, for practical reasons, be referred to as AM officers.

Statutes amendment concerning Article 11

The International Board proposes the following to the Council:

Organs

Article 11 – Council

11.2 Summoning of Council

The Council shall meet twice a year, in spring and in autumn, at a time fixed by the International Board. Extraordinary meetings can be requested by the International Board or by at least ~~one-third~~ one-tenth of all the Members.

The Council shall be summoned by means of written invitations sent by the International Board to all Members, Observers, Auditors, and any person appointed by the International Board or Council to carry out a specific task at least twenty-eight days before the opening of the Council Meeting in question.

Statutes amendment concerning Article 11

The International Board proposes the following to the Council:

Organs

Article 11 – Council

11.4 Quorum and validity of decisions

The Council in Plenary session is only fully competent when it has been summoned in accordance with Article 11.2 of these Statutes and when at least one-half of the Members are represented and able to vote.

Unless these Statutes or Standing Orders specify the contrary, decisions by the Council shall be determined by ~~an absolute~~ a simple majority of the votes cast by a competent Council. ~~Abstentions shall not be included in the number of votes cast with the exception of elections, as provided for in Article 12.5 paragraph 3 of the Standing Orders.~~

Standing Orders amendment concerning Article 18

The International Board proposes the following to the Council:

Finance**Article 18 – Responsibility of the Members and Observers****18.5 Delaying and waiving amounts due**

The International Board may agree to delay receiving payment of any fees or other amounts due under Article 14 of the Statutes or agree to receive payment other than in cash, in which case the value of the non-cash payment must be at least equal to the amount of cash that would have been received.

The Council may agree to waive or reduce any amounts due by member or observer groups under Articles 14 of the Statutes with a two third majority vote. The Council shall adapt the budget of ELSA International to the depreciation at the same time.

~~The proposal for waiving or reducing debts shall be submitted to the Council by the National Group and its Network Support System partners together with the following documents:~~

- ~~—— A detailed description of the Network Support System project including planned actions, timeline and responsible persons;~~
- ~~—— A detailed action plan for the following year including planned activities, expected results, timeline and responsible persons;~~
- ~~—— An activity report from the past six months including the activities, their results and impact on the situation of the Group;~~
- ~~—— A payment agreement signed with ELSA International regarding handling the rest of the debt, if any remains;~~
- ~~—— A detailed fundraising plan for the following year including description of the actions to be taken, timeline and responsible persons.~~

~~In case the waving or reducing of the debts is accepted by the Council the National Group in question will:~~

- ~~—— Report to ELSA International on a monthly basis about the execution of the Network Support System project, action plan and fundraising plan;~~
- ~~—— Fulfill the payment agreement.~~

The proposal for waiving or reducing debts shall be submitted to the Secretary General of the International Board at least 35 days before the opening of the Council Meeting. The proposal shall be accompanied with a detailed report on how the debt came to be.

The Treasurer of ELSA International shall add his or her written statement to the proposal stating the International Board's view on the report. The statement may only cover factual claims made in the report and the steps taken by the International Board to manage the debt.

The National Group may not make a proposal about waiving or reducing a debt if it has made a proposal under this article and the proposal was approved by the Council during the past four consecutive International Council Meetings.

The National Group may not make a proposal about waiving or reducing a debt if it has made a proposal under this article and the proposal was not approved by the Council during the past two consecutive International Council Meetings.

Commentary:

As discussed in the ICM Bodrum, currently the Network Support System (NSS) and the debt waiving procedure are tied together, hindering the both goals. We believe that the Council, as the highest decision making organ, has the power to waive the debts owed to ELSA, no matter if this is regulated or not. In practice however, a just and equal way of doing this requires regulated procedure.

Since this proposal is about amending the Standing Orders, it aims to be minimalistic and only regulate things absolutely required for the procedure. In example, source of the debt, required efforts from the National Group to make the payment or the fundraising opportunities can all play part in the decision making process in the Council, but we do not believe that they should be incorporated to the procedure itself, especially since major debts to ELSA International are rare and the situation of the debtors differ significantly from each other.

Decision Book amendment concerning the General part (02/05 II)

The International Board proposes the following to the Council:

International Focus Programme

2. Implementation of the IFP

2.1 The Council decides upon the IFP topic, its duration and its Final IFP result.

2.2 The topic shall be:

- versatile, thereby representing ELSA`s cultural diversity
- internationally relevant
- with academic discussion potential
- with an impact on everyday life, thereby generating interest towards the topic
- attractive to sponsors at all levels.

2.3 The duration will be not less than one year.

2.4 The Final IFP Result is decided by the Council when the topic and duration is set. The result can be a Final IFP Conference and/or a Final IFP Publication.

2.5 Implementation of the IFP is solely a recommendation to the Network, and cannot, in any way, be enforced. However, ELSA International is responsible for making sure the Network is stimulated and informed to implement the IFP in all key areas. The Network therefore is responsible for promotion of the IFP and organising activities as much as possible and feasible.

2.6 The IFP shall be implemented in all Key Areas: AA, S&C and STEP.

2.7 The IFP would will be considered implemented if: A minimum of 50 percent of national groups organises IFP events; ~~when the total amount of organised IFP events in the network are at least 25 percent of all ELSA events organised;~~ and if a Final IFP Result is concluded.

4. Responsibilities

4.1 Taking into consideration article 2.5, acknowledging the fact that the IFP is solely a recommendation to the Network, the responsibilities of ELSA International and the responsibilities of the national and local groups (if applicable) are:

4.2. Responsibilities of the local group

- Inform and advise members as well as other interested persons about the IFP events and available opportunities within the IFP;
- Implement the IFP by organising events within AA and S&C Key Areas; and traineeships for STEP;
- Contribute to the Final IFP Result (if any), and
- Submit the completed IFP ~~Evaluation Form~~ Project Report and other relevant information to ELSA International and respective National Board at the end of each event organised.
- Submit a summary for the IFP publication about the main results of the IFP event organised to the international and respective national board.

4.3. Responsibilities of the national group

- Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;
- Forward all information on the IFP received to the local groups;
- Provide necessary training, information and other assistance to local groups to organise IFP events;
- Participate in the research for finding the best “hot legal topic” and subtopics for the IFP;
- Ensure that all local groups submit Evaluation Forms to them at the end of each event organised, and
- Evaluate all the information received on the national level and submit the activity report to ELSA International at the end of the IFP and at every ICM including a list of the specific events organised and the evaluation forms of each of these events.
- Encourage the local groups to submit articles for the IFP publication

4.4. Responsibilities of ELSA International

- Overall coordination of the implementation of the IFP;

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

Comments:

Due improper evaluation system we have and aversion of the officers towards submitting evaluations it is completely impossible to know the exact amount of the events organized in the Network. Consequently, it is impossible to measure implementation of the IFP in regard to the total amount of organized events. Therefore, we decided to keep the other two aspects that are

measurable through State of the Network Inquiry and obvious after implementation is done. We believe that IFP concept is again well accepted by the Network and this provision would hinder its successful implementation due its nature that is not measurable.

Second change is linguistically needed since the name that we use to evaluate IFP project is IFP Project Report.

Decision Book amendment concerning Human Rights Section of the General part (GEN 01/14 I)

The International Board is proposing the following to the Council:

Human Rights

5. The Human Rights Committee

5.1 Aims

The Human Rights Committee of ELSA is an independent body within ELSA which aims to promote Human Rights and raise awareness of Human Rights violations which take place in Europe and beyond. The Committee shall act within the scope of the vision of ELSA and Article 1 of the Human Rights section of this Decision Books' General part.

5.2 Proceedings of the Committee

Members of the Committee shall have an above adequate understanding of Human Rights in theory and practice. The Committee consists of 7 members with the following composition:

- 4 members from the ELSA Network
- 2 members either from the ELSA Network or external Human Rights experts
- 1 member from the International Board

The Committee shall amongst its members elect a Chairperson responsible for the overall progress of the Committee's work. This Chairperson cannot be the respective member from the International Board.

Except for its initial establishment the Committee is responsible for appointing its own members. The International Board chooses its own representative. The call for new members shall be co-

ordinated with ELSA International and shall as a minimum be sent out over its relevant mailing lists.

The term of Committee members begin and end when the appointment of a new member is announced through ELSA's mailing lists. Any Committee member holds their position for 2 years or until resignation. The member of the International Board holds its position for the duration of its term in office or until resignation.

The Committee makes decisions by a simple majority. In case of an equality of votes the Chairperson shall have the deciding vote. Quorum is reached when 4 members are present at the meeting.

The minutes of the Committees shall be kept secret except from the International Board.

5.3. Work of the Committee

The Committee shall 9 times a year publish an article, with references, on the webpages of ELSA International that highlights one or several Human Rights violations or Human Rights related issues. This article shall be promoted through ELSA International's communication channels as well as its Monthly Report.

The Committee shall ground its work in international Human Rights and humanitarian law generally recognised as such. This includes amongst other sources declarations, treaties, customary international law and other sources of international law.

The Committee shall in its work make sure to apply a balanced approach to its publications in regards to type of violation and geographical focus. As well as focusing on violations of long-lasting basis the Committee can react to events and happenings which fall within the scope of international Human Rights and humanitarian law.

The work of the Committee shall be highlighted in ELSA International's Annual Report.

Comments:

The current proposal is the final outcome of a longer process. Discussions started last term on ELSA's non-political status and on our Human Rights commitment. During our term the

International Board started discussions at the area meeting on how concretely our Human Rights Commitment should manifest itself in our organisation.

After the tragic Charlie Hebdo incident and subsequent emails on the BEE mailing list the International Board proposed to establish a Human Rights Committee in ELSA. After a mainly initial positive reaction at the IPM in Baku, this is the final proposal from the International Board.

The purpose of the committee is to “promote Human Rights and raise awareness of Human Rights violations which take place in Europe and beyond”. As our vision will not fulfil itself ELSA has a responsibility to also make our members aware of the realities of the world. Also, we believe limiting ourselves to Europe in such an interconnected world does not pay justice to the creed that Human Rights are to be applied to every Human being regardless of “nationality, place of residence, sex, national or ethnic origin, colour, religion, language, or any other status.”

The Committee will do this in a “strictly legal, academic and impartial approach” as stated in article 1 of the Human Rights section of the Decision Book and reiterated in article 5.1 of the proposal. Also it is explicitly stated that a legal approach shall be used in article 5.3 as the Committee shall ground its work in “international Human Rights and humanitarian law generally recognised as such“. The reason the proposal is not more explicit in which instruments shall be taken into consideration is because of the nature of international Human Rights law. There are a multitude of various human rights instruments which are part international human rights law which all have different legal standing. Trying to make a positive selection of these instruments would not be fruitful and would in many cases be opposed to how the international human rights organisations ground their work.

It is also important that the committee is independent. Therefore the International Board only has 1 spot on the Committee and this representative cannot serve as the Committee’s Chairperson. The initial establishment of the Committee will be decided by the International Board, but subsequent changes shall be established by the Committee itself. We believe the International Boards role in the creation of the Committee will not on the long term harm its impartiality and independence, rather we believe it will be necessary to make sure the committee comes of to a solid start.

Also another important aspect of keeping the Committee independent is that the term of the members will be 2 years or until resignation. We think setting a higher number than 2 years will, as unfounded as it is as they can resign at any moment, scare people of from applying for the position, but long enough to make sure changes are not made to the committee based on political considerations.

This also has to been seen in conjunction with the provision that the minutes of the Committee’s meetings are to be kept secret. If the minutes were readily available political pressure could be levied against the members of the Committee. The reason the International Board is allowed to see the minutes is so its representative truly represents the board’s opinion and does not represent their own personal beliefs.

All in all we are very excited to see this development in our Human Rights work. We hope that it can contribute positively on our member's knowledge on Human Rights and we look forward to hearing you inputs on the proposal.

Decision Book amendment concerning External Relations section of the BEE part (BEE 01/12 II)

The International Board proposes the following to the Council:

6. Exclusion of companies and organisations

6.1. These principles apply to ELSA International and National Groups as for obtaining a unified course of action with regards to the types of organizations and companies that all levels of ELSA should not associate with in order to maintain a consistently valuable and strong brand of the association.

6.2. Criteria for product-based exclusion of companies and/or organisations

6.2.1. ELSA shall not partner with or receive funding from companies or organisations which themselves or through entities they control:

- (i) produce weapons
- (ii) produce tobacco
- (iii) produce oil, gas or coal
- (iv) engage in the adult entertainment industry
- (v) engage in the gaming industry

6.2.2. For the purpose of events with a limited time period ELSA can partner with and receive funding from companies and organisations which themselves or through entities they control:

- (i) produce alcoholic beverages
- (ii) engage in the pharmaceutical industry
- (iii) engage in the fast food industry

6.3. Criteria for conduct-based exclusion of companies and/or organisations

6.3.1. ELSA shall not partner with or receive funding from companies or organisations if there is an unacceptable risk that the organisation or company contributes to or is responsible for:

- (i) serious or systematic human rights violations, such as murder, torture, deprivation of liberty, forced labour and the worst forms of child labour
- (ii) serious violations of the rights of individuals in situations of war or conflict
- (iii) environmental damage
- (iv) gross corruption
- (v) other particularly serious violations of fundamental ethical norms or values deduced from the philosophy statement of ELSA

6.4. Monitoring and procedure

- 6.4.1. ELSA International may investigate the matters pertaining to any breach of these principles on all levels of the organisation. ELSA International can publish guidelines to these principles as needed.
- 6.4.2. A National Group suspected of violating these principles shall be given ample time to provide information about the nature of their cooperation with the company and/or organisation as well provide evidence against the suspected violation. ELSA International shall properly document the suspected violations that lead to a decision of exclusion.
- 6.4.3. In light of new information ELSA International can revoke a prior exclusion.
- 6.4.4. ELSA International shall regularly publish a list of excluded companies through the appropriate communication channels

7. 6- Sanctions

- 7.1. ~~6.1~~ If any ELSA Group or ELSA International violates these regulations the involved Groups should, within six months from the time the harmed Group was informed, reach an agreement on a suitable sanction. The Council shall be informed about the sanction agreed on and a copy of this agreement shall be sent to ELSA International. The agreement cannot be object of any discussion or decision by Council. ~~In case no agreement is reached the Council shall decide on a suitable sanction.~~
- 7.2. ~~6.2~~ In case no agreement is reached the Council shall decide on a suitable sanction.
- 7.3. ~~6.2~~ A sanction can in no case exceed the amount fundraised. The sanction shall be paid to the ELSA Group whose rights were violated. If the rights of ELSA International were violated, the sanction shall be paid to ELSA International. Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 9.5 of the Statutes.
- 7.4. ~~6.3~~ In case of a sanction imposed on a Local Group, the respective National Group shall be considered the Group involved and is liable for the sanction.

Comments:

This proposal is the outcome of the Brand and Sponsors Working Group. The proposal aims to regulate which companies ELSA on all levels cannot co-operate with so as to not harm our brand. Also ethical considerations play a role in this as it is important that we live out our vision of creating a just world.

The proposal is inserted in the External Relations part of the BEE section of the Decision Book. That way the proposal will adopt the definition in Article 1 as well as the sanctions in the new Article 7.

The main part of the proposal is Article 6.2 and 6.3 which draw up the two main ways for a company or organisation to be excluded from co-operating with ELSA.

Article 6.2 focuses on product based exclusions which means that company/organisation is excluded based on what they produce or the industry they are a part of. On the other hand

Article 6.3 doesn't concern itself at all with the product that is being produced, but by the conduct of the company or organisation. If its behaviour is unethical in accordance with the regulations it can be excluded.

Article 6.2.2 opens up for limited partnerships for events for certain industries, but not for general partnerships. This to allow for the cultural differences of our Network to be taken into account and not let one or the other culture dominate the terms for our organisation as a whole. For information, the proposal's structure is an adoption Guidelines of the Council of Ethics for the Norwegian Government Pension Fund Global which can be found here:

<http://etikkradet.no/en/guidelines/>

Decision Book amendment concerning the Jurisdiction Working Group of the General part (01/14 V)

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. The Assistant appointed for this position by ELSA International shall be a member of this Working Group. 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 ~~Autumn 2015~~.

Comment:

The Working Group is unable to proceed before a decision regarding taxes is made. Therefore it is asking for another extension of the deadline.

Decision Book amendment concerning Council Meetings of the IM part (IM 01/08 I)

The International Board proposes the following to the Council:

Council Meetings

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 proposed and seconded by a Member or an Observer country.

~~6.4~~ 6.5 All workshop officers must be workshop participants.

~~6.5~~ Workshop officers cannot be members of ELSA International.

~~6.6~~ The secretaries are responsible for writing down the minutes of the workshop. These minutes will be an appendix to the Council Meeting minutes. The secretaries shall submit the final version of the minutes to the respective International Board member before 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.

~~6.7~~ Members and Observers have the right to speak in the workshop.

~~6.8~~ 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.

~~6.9~~ 11 Observers cannot vote on statements, recommendations, and proposals.

Comments:

The proposal reflects the normal procedures during the Council Meeting Workshops and some legal requirements to the workshop minutes. Therefore, the International Board believes that these regulations should be included to the Decision Book.

Decision Book amendment concerning Human Resources of the IM part

The International Board proposes the following to the Council:

Human Resources

1. Definition, goal and responsibilities of the Human Resources Strategy of ELSA

- 1.1 — The Human Resources strategy is a process that has its presence in every area, as well as every level of action in the association. Every ELSA event ranging from international to national level is to be tied into a structured strategy as it follows in this part of the decision book.
- 1.2 — The primary goal of the Human Resources Strategy of ELSA is to increase the quality and quantity of ELSA members in the member countries of ELSA. The long term goal for the strategy is to get a better recognition for ELSA as an international students' association.
- 1.3 — ELSA International is the main responsible for the execution and administration of the Human Resources Strategy in the Network.
- 1.4 — The Secretary General of every National Group in cooperation with the Director for Human Resources if appointed is responsible for implementing this Human Resources Strategy in the National Groups of ELSA.

2. Key factors of the Human Resources Strategy of ELSA

- 2.1 — The four Key Factors of the Human Resources Strategy of ELSA are as follows:
 - a.) Recruitment
 - b.) Activities
 - c.) Training
 - d.) Transition

Both training and transition are part of the activities but they are also individual Key Factors due to their importance.

3. Recruitment

- 1.1. — Recruitment is an ongoing process in all levels of ELSA. However there shall be an emphasis on recruitment at the beginning of the academic year, which is the period between August and October.
- 1.2. — ELSA International shall prepare promotion and recruitment materials, and shall provide them to the officers.

4. Activities

- 4.1 — ~~ELSA offers two kinds of activities: core activities and activities for officers. A core activity is everything organised within a key area (e.g. STEP, seminar, conference, moot court competition, study visit, L@W, legal writing). Activities for officers include International, National and Local Council Meetings, Transition, Trainings and Area Meetings and their primary goal is to discuss the state of the network in order to keep its strength and enhance its development, as well as to perfect the knowledge of the officers.~~
- 4.2 — ~~In order to work as a unified network, ELSA International, the National Groups of ELSA and the Local Groups of ELSA should organise their work and events in accordance with the core activities. This will reinforce the concept of ELSA as an international students' association towards our members and potential partners.~~
- 4.3 — ~~Core activities play an essential role in the Human Resources Strategy of ELSA: they motivate potential members to join and to remain in our Network and to become active.~~
- 4.4 — ~~The activities for officers should be organised in accordance with the following structure:~~
- | | |
|------------------------------|---|
| August-September: | Officers trainings and Area Meetings |
| October-November: | First Council Meeting period |
| March-April: | Second Council Meeting period |
| June-July: | Transition |
- 4.3 — ~~ELSA International is the main responsible for the promotion and administration of structured activities in the network. National and Local Groups are responsible to implement their activities according to what is stated in this article, taking nonetheless into account their own overall circumstances.~~

5. Training

- 5.1 — ~~Officers training is a priority in all three levels of ELSA in order to make activities qualified and to give value to the active membership in ELSA.~~
- 5.2 — ~~The International Trainers' Pool is the main Trainer body of ELSA. The National Groups can also establish Trainer Pools on the National level or regionally. The Secretary General of ELSA International administers International Trainers' Pool. This responsibility can be delegated also to the director appointed for this specific purpose.~~
- 5.3 — ~~ELSA International has the responsibility to organise annual international training events for all functional areas of ELSA. 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.~~
- 5.4 — ~~Every National Group should annually organise at least one officers' training event to enhance the skills needed in the officers' tasks.~~
- 5.5 — ~~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.~~

6. Transition

- 6.1 — Transition is the process of passing on know how and experiences from the preceding officers to the succeeding officers. Transition ensures that a certain level of quality is maintained during the instructions of the new board members and that no information gets lost due the change of the people in charge. It therefore guarantees an ongoing development within the local group and the national network, but also within the ELSA network as a whole.
- 6.2 — The Transition should focus on two major factors important for the work as an officer:
- a) The handover of general knowledge and information
 - b) Motivation of the new officers and teambuilding
- 6.3 — General knowledge and information should not only contain data and facts regarding the current status of the board within the network but also all skills required for the work as an officer. Essentially, the handover of knowledge happens on a two levels basis: general and area transition. General transition knowledge and information should contain general data and facts regarding the current status of the board within the network. During the area transition the previous officer should transfer specific information regarding the area the upcoming officer is working in.
- 6.4 — Transition also has to ensure that the succeeding officers are motivated and confident to be responsible for a whole term. It is also the time when the new officers get to know each other and form a team. Therefore, when preparing transition, the previous board should consider teambuilding elements.

7. Evaluation and development of the Human Resources Strategy of ELSA

- 7.1 — The ELSA Human Resources Strategy shall be evaluated at each spring International Council Meeting.
- 7.2 — Evaluation shall consist of at least the evaluation of the four Key Factors described in this article and it shall include some concrete figures from the most recent State of the Network report.
- 7.3 — After the evaluation in the International Council Meeting, ELSA International is responsible to follow up results of the evaluation and to draft a strategy for recruitment and Human Resources in the network for the following term. The strategy is to be distributed to the IM list. Execution of this strategy shall begin on August 1st of the current year and finish on July 31st of the following year.

Decision Book amendment concerning Human Resources of the IM part

The International Board proposes the following to the Council:

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, if one is 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 be regarded only a summary of the Human Resources Strategy of ELSA, which constitutes a separate comprehensive framework.

3. The Human Resources Cycles

- 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 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, if one is appointed by the IB,

shall redact 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 provisions of the Human Resources Strategy of ELSA, 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.

Comments:

The proposed regulations have been made after evaluating the results of the Working Group on Human Resources Strategy. This proposal is a quintessence of the Human Resources Manual that is being written by the Working Group members.

Decision Book amendment concerning Training of the IM part

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 responsibility 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.com and to fill in the Pre-training questionnaire.

2.2 The Secretary General of ELSA International, 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.

Comment:

Since the Human Resources Strategy that was proposed by ELSA International is excluding the Human Resources elements, the regulations regarding trainings need to be separated in its own part of the Decision Book.

Decision Book amendment concerning the IM part

The International Board proposes the following to the Council:

Local Groups

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; and if so, 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.

Commentary:

The Membership Fee Working Group proposed changes to the current formula, so that it would not take into account Local Groups that received their member-status less than a year ago and Local Groups that are still observers, making expansion easier for National Groups. To collect the necessary information for this change, the Local Group Report sent out by ELSA International must be modified.

Decision Book amendment concerning the FM part

The International Board proposes the following to the Council:

Damages caused to ELSA

1. Definition

- 1.1. In these regulations damages mean monetary loses to ELSA International caused directly by gross negligence of an International Board member.
- 1.2. To fall under these regulations the damages must be clearly measurable and relate to a single event or action.
- 1.3. Principally, damages of this type should be reimbursed to ELSA International.

2. Procedure by the International Board

- 2.1. Any International Board member may take up a damage caused by him or herself or other Board Member in a board meeting. If the International Board finds damage to fall under the definition of the article 1 above with a simple majority vote, the damage will be reimbursed to ELSA in accordance to article 4 below.
- 2.2. If the International Board member obliged by a vote described above to reimburse damages to ELSA does not accept the result of vote, he or she may ask the auditors of ELSA International to give their opinion upon the damage falling under the definition of the article 1. If the auditors agree with the result of the vote, the damage will be reimbursed to ELSA in accordance to article 4 below. If the auditors disagree with the voting result, the vote is disregarded and no further action is taken.

3. Procedure by the Auditors

- 3.1. The auditors of ELSA International may propose to the International Board to take up a damage caused to ELSA International by an International Board member in a board meeting.
- 3.2. If the International Board refuses to do so or the auditors disagree with the result of the voting, they shall mention this in the auditing report.

4. Payment procedure

- 4.1. After the decision about reimbursing damages is done in accordance to either article 2 or 3, the International Board member who is obliged to make the payment will agree about the payment schedule with the Treasurer of ELSA International. If the Treasurer is the one responsible for making the payment, he or she will agree about the payment schedule with the President of ELSA International.
- 4.2. If the Board member refuses to make the payment or does not follow the agreed payment schedule, the amount due to ELSA International will be reduced to his or her allowance for the month following the refusal or breaching of the payment schedule.

- 4.3. Regardless of the monetary value of the damages caused, the reimbursement shall not exceed the amount of monthly allowance regulated in the Allowance part of the Decision Book.

Commentary:

Usually, when a person causes damage to another on purpose or through negligence on precautions they are responsible for, the law obligates them to reimburse this damage. In employment relations, the level of negligence required for liability is usually higher, since it is considered that the employer, as beneficiary from the work done, should also bear responsibility for normal mistakes that happen while working. Higher requirement for negligence is expressed with a term “gross negligence”, even though exact interpretation differs in national legislations.

The International Board can be compared to be in a work relation to ELSA and so damages caused by Board Members’ gross negligence, could most likely be claimed through court procedure. However, this kind of procedures are very time consuming and expensive.

During this year, there has been a situation that the Treasurer felt voluntarily responsible to reimburse ELSA for mistake he had done. Auditors accepted this procedure, but recommended ELSA to regulate this kind of situations for future, especially in situations that a person is unwilling to make a reimbursement.

This proposal is crafted to be light procedure for smaller damages. It seeks to ensure Board Member’s rights by always adding a second authority to appeal after the first decision. This proposal has been shown to Auditors and they deemed it to fulfil their recommendation of regulation.

Since this is internal procedure and as we know, the International Board most often does not financially benefit from being in their positions, to maximum damage which can be claimed this way, is capped to one month’s allowance. This does not waive the possibility of ELSA to seek larger reimbursements through court procedures.

Decision Book amendment concerning the FM part

The International Board proposes the following to the Council:

Financial Questionnaire

1. General regulations

The financial questionnaire is an information gathering tool meant to accumulate information about the financial structure and management of the Network over a long period of time.

The Treasurer of ELSA International will send a questionnaire within the Working Materials of the Spring International Council Meeting to be filled by National Groups.

Answers to the questionnaire must be submitted within 15 days from receiving.

2. Restrictions

The Treasurer of ELSA International shall not ask exact amounts of any income, expenses or budget posts.

All individual answers are confidential and shall be only used for statistical purposes.

Commentary:

This year the Membership Fee Working Group sent out a questionnaire to the Network to collect data for their work. Through this questionnaire we got surprising results and it revealed things we were never before aware of. ELSA International believes that understanding the Network and seeing the changes over the years would help us to make better reasoned decisions for our future and identify weaknesses the Network has.

To ensure that this data will be collected similarly year after year we want to codify it as a separate questionnaire from the SotN. This well-established tool will be left for the Treasurer to ask questions relating particularly to his or her term and priorities. Financial data is of course sensitive and therefore we also wanted to add restrictions to this questionnaire which are not generally needed for SotN.

Decision Book amendment concerning the FM part (01/08 I)**The International Board proposes the following to the Council:**

Fees

1. Membership Fee

1.1 The Membership Fee is calculated through a formula which incorporates the number of Established Local Groups of each National Group as stated in the Local Group Report as delivered by July 1st (LG number) and also the Gross Domestic Product (GDP) National Income per capita (GNI), measured in Purchasing Power Parity (PPP) for their respective countries.

1.2 Local groups of ELSA specified under the respective National Group's regulations as Local members, which have achieved membership status over 1 year ago at the point of receipt of the report from ELSA International (article 2 of the "Local groups" regulation within the Internal Management part of the Decision Book) shall be, for the purpose of the Membership fee calculation, deemed 'Established Local groups'.

1.3 Only the Established local groups shall be taken into account for the purpose of the Membership fee calculation. If the report mentioned in the article 1.2 does not provide necessary information to determine the Establishment status of the Local Group, or if the Establishment status is unclear, the Local Group shall be considered Established.

1.4 Without prejudice to its status as a National Group, the Membership Fee for National Groups which are at the same time acting as a sole Local Group, shall be calculated as if for one Established Local Group.

1.5 The 'Global Membership Fee' is the total amount of Membership Fees, not including the Administration Fees of Observers, to be collected by ELSA International from the National Groups. The Global Membership Fee for each financial year is set by the International Council Meeting of ELSA when adopting the budget for the said financial year and can only be amended simultaneously with the budget of ELSA International for the said financial year.

~~'GDP' 'GNI' is the real GDP GNI per capita (measured in PPP), as published in the latest issue of the United Nations Human Development Report, available on the World Bank online data catalog~~
~~(<http://data.worldbank.org/indicator/NY.GNP.PCAP.PP.CD/countries>) at the time of invoicing.~~ 30th of June for the respective year.

'Member Country' is a country in which a National Group of ELSA International is registered.

1.6 The Membership Fee for a National Group is calculated in the following way:

$$MF_x = [(GMF / \text{No. of LG}) * \text{No. of LG}_x] * [1 + ((GDP_x - GDP_{av.}) / GDP_{av.}) * 0,5]$$

$$MF_x = [(GMF * (Country LG / Total LG)] * [1 + ((GNI_x - GNI_{Iwa.}) / GNI_{Iwa.}) * 0,65]$$

where

‘MF_x’ is the Membership Fee for the respective country

‘GMF’ is the Global Membership Fee

~~No. of LG~~ ‘Total LG’ is the number of the Established Local Groups in the entire Network as stated in the Local Group Report

~~No. of LGx~~ ‘Country LG’ is the number of Established Local Groups in the respective National Group as stated in the Local Group Report

~~GDPx~~ ‘GNI_x’ is the ~~GDP~~ GNI per capita (measured in PPP) for each respective country

~~GDP_{av.}~~ ‘GNI_{Iwa}’ is the weighted average ~~GDP~~ GNI per capita (measured in PPP), which is calculated by multiplying the ~~GDPx~~ ‘GNI_x’ and the ~~No. of LGx~~ ‘Country LG’ for every country. The sum of all these figures is then divided by ~~the total number of the Local Groups~~ ‘Total LG’.

The coefficient of ‘0.65’ represents the impact that differences in the ~~GDP~~ GNI between the countries have on the different Membership Fee that countries have to pay.

1.7 National Groups becoming Members at the Spring Council Meeting will be taken into the Membership Fee calculations for the following year and invoiced together with the rest of the National Member Groups. A National Group becoming a Member at the Autumn Council Meeting will not pay the Membership Fee for the year in which it becomes a member.

1.8 Each National Group may ask the Treasurer of ELSA International if it is possible to get the calculation sheet for their Membership Fee.

1.9 The Global Membership Fee will be set at 23,000 Euros. This amount can be changed if the development of the Association indicates that the change is needed.

2. Administration Fee for Observers

National observer groups are to pay an annual administration fee of 50 Euro.

3. Publishing the ~~GDP~~ GNI numbers

The ~~real-GDP~~ GNI per capita (measured in PPP) ~~numbers-data~~ of the ELSA countries ~~—based on the issue of the annual “Human Development Report” published by the United Nations Development Programme (UNDP)—~~ from the World Bank online data catalog is to be made available to the National Groups together with the relevant invoice. ~~The “Human Development~~

~~Report~~ shall be made available through a direct link to the ~~online version of the report data catalog~~ on the World Bank website, ~~of UNDP which shall be sent out together with the invoice.~~

4. List of Favoured Countries

4.1 The list of favoured countries is based on the ~~real GDP GNI~~ per capita (measured in PPP), as ~~published in the issue of the annual "Human Development Report" published by UNDP.~~ available on the World Bank online data catalog on the World Bank website.

4.2 The list of favoured countries consists of any country with ~~real GDP GNI~~ per capita (measured in PPP) equal to or lower than ~~18.000~~ 21.000 USD International dollars.

4.3 This demarcation number shall be indexed at the end of each year, with the average increase in ~~real GDP GNI~~ per capita (measured in PPP) of all national ELSA groups. The average increase in ~~real GDP GNI~~ per capita (measured in PPP) shall be based on the ~~issue of the "Human Development Report"~~ most recent yearly data from the World Bank online data catalog compared to the issue of the previous year second most recent yearly data.

4.4 Any country not found in the World Bank online data catalog ~~list of the "Human Development Report"~~ will ~~shall~~ be considered as a favoured country.

4.5 Members of ELSA's Partner Students' Associations can attend events in the Network paying a participation fee equal to the fee of non-favoured countries.

4.6 The International Board its Directors and Assistants shall be considered to be from a favoured country when participating in an event in relation to their work. Trainers from the International Trainers' Pool shall be considered to be from a favoured country when participating in an event in order to give one or more training sessions.

4.7 The International Board is to update and publish the list of favoured countries by the end of each year. Should there be no change from the most recently published list of favoured countries, this information shall be provided along with a copy of the most recently published list of favoured countries.

Commentary:

1. Findings of the Working group

The presented proposal is based on the work carried out by the Membership fee working group, through the means of using a Questionnaire as a relevant tool for obtaining qualified information on the matter - predominantly arguments against the current membership fee calculation formula - or, in other words, the group aimed to take into account as many approaches as it could receive, in order to avoid such argumentation collection at the dedicated workshop itself - thus, to be more time effective.

The most commonly occurring arguments against the current form of the formula were, that the current formula places too much weight on the number of local groups and punishes them for expansion; that the formula also burdens national groups for local observers; and that the GDP per capita - based system should be replaced by a different one. Detailed information on arguments and results shall be presented at the workshop.

The questionnaire has been filled in by a total of 26 countries, representing over 85 % of the entire global membership fee amount of 23.000 €.

2. Reasoning for the changes

a. Local groups decision changes

In order to incorporate the will of the National groups (as expressed in the questionnaire) not to burden the Local observers, or Local members, which have just recently (less than a year) been awarded with membership status, it is necessary to construct a unique status for such groups. The term “Established Local groups” has been chosen to reflect the stability and experience of such groups more accordingly, and it is further used for the purpose of the calculation of the Membership fee itself. This factoring also encourages more expansion of the network, instead of hindering it by excessive burden.

b. GDP to GNI index change

The respondents showed more disagreement than agreement with the GDP per capita as being a fair indicator of economic possibilities in the respective country. In order to account for this, the index has been changed to GNI, gross national income.

Contrary to Gross Domestic Product, the Gross National Income incorporates output into the said Country’s economy which is generated by its residents abroad (US GNI increased by US company operating in Canada), and excludes the output which is generated by foreign entities in the domestic part (US GNI decreased by Canadian Company operating in the US). This also accounts for, for example, output-generating students studying in foreign countries.

Due to multiple possible calculation methods, the GNI as measured in Purchasing Power Parity (International dollars) has been used. A short explanatory video on PPP shall be presented in the workshop.

c. Source data change

The United Nations Human Development report, as the original source of Membership fee calculation data is to be changed into the World Bank online data catalog

The basic a most relevant reason is, that the UNHD report uses the World bank data itself

The practical reason is a quarterly update of the World bank data; this does not necessarily mean new data every quarter, but rather the current-most available data on the website

d. Formula refurnishing

Cosmetic changes have been done to the formula, in order to be more user-friendly. The formerly hardly - comprehensible abbreviations with indexes have been mostly extended, and the previously incorrectly stated term “average” has been corrected into the “weighted average” form (the term “weighted arithmetic mean” seemed too long).

e. favoured countries update

In order to account for a change in the used index, the baseline for becoming a non-favoured country has been increased to 21.000 International dollars (the PPP methodology, as opposed to the USD used in the previous methodology). This would also increase the amount of favoured countries up to 14 from the current 13. Should this number stay at 18.000, the number would be as low as 11.

f. Coefficient change

The “coefficient” part of the formula has been updated, in order to more fairly represent the will of the network to lower the impact, which the number of Local groups has on the amount of fee. The purpose of the coefficient is, that the closer it is to 1, the more impact the GNI has on the amount of the fee, and the lesser the impact of local groups. The other way around, the closer it is to 0 (except 0) the more the impact the number of local groups have and the lesser the impact of the GNI. A coefficient of 0,65 has been chosen as the lowest possible coefficient increase, which on one hand satisfies all of the overburdened National groups, and the national groups currently facing a tough political/economical situation and on the other hand has a softer impact on the National groups with higher GNI. The resulting effect is an average decrease in the individual Membership fees by 5 %.

3. Further information

Shall be provided along with a thorough presentation from the Working group, including the differences newly calculated fees would most likely pose to the national groups, at the Membership fees workshop in ICM Cluj-Napoca. Participation by representatives from all national groups is highly advised.

Decision Book amendment concerning the FM part (02/07 I)

The International Board proposes the following to the Council:

Payment procedure

1. Invoicing procedure for ELSA International

1.1 Time and Mailing

The Treasurer of ELSA International shall send out all invoices for the respective fees, meaning the Membership Fee and the Administration Fee for Observers, explained under Fees point 1 and 2 in accordance with the respective dates as mentioned under responsibilities.

The invoices have to be sent to the Treasurer and the President of each National Group according to the details provided for the Secretary General of ELSA International. Invoices can be sent either by e-mail or mail. If neither the contact details of the Treasurer, President nor a general address is known, the Treasurer of ELSA International shall investigate all possibilities of getting in contact with the National Group.

After receiving the respective invoices sent by ELSA International, the Groups shall send a confirmation e-mail to ELSA International and inform when the Group expects to be able to pay the invoice, except if the invoice is paid within seven days.

1.2 Illiquidity of a National Group

In the case of illiquidity, the National Group shall inform the Treasurer of ELSA International within the due date of the invoice. The National Group shall hand in a report about its financial status, and inform ELSA International when in which time the National Group will be able to pay the invoiced amount.

1.3 Mailing of reminders

When the deadline for payment of the above mentioned fees elapses, the Treasurer of ELSA International shall send a payment reminder to the respective Groups if there has not been any communication, apart from the confirmation e-mail, between the Group and the International Board.

1.4 Penalties

Failure by a National Group to fulfil its financial obligations without valid reason might result in it being penalised according to article 11.5 of the Statutes. The validity of the reason shall be determined by the International Board, after making a thorough assessment on the status of the National Group.

2. Standards for international invoices

2.1 Applicability

If the invoiced Local or National Group is located judicially or geographically in a different country than the invoicing party, the following requirements shall be applied. The same requirements are always applicable when Local or National Group is invoicing ELSA International.

2.2 Mandatory requirements

If the following requirements are not met, the invoice is not considered valid and the invoicing party, after a notification by the invoiced party, must send a new invoice with due date extended by three working days from the due date of the original invoice.

Invoices, which fall under the scope this article, must include

- A statement identifying the document as an invoice, and a unique sequential number
- Date of issue and due date of the invoice
- Description of the quantity and nature of the goods supplied or services rendered
- Unit price of each unique item
- IBAN number of the invoicing party
- Official name of the invoicing party or the account holder, if these two are not the same
- BIC or SWIFT code of the invoicing party's bank
- Name, street address, city, postal code and country of invoicing party's bank
- The invoice must be in English

2.3 Recommended information

The following requirements should be included in the invoice. They must be included, if requested by the invoiced party.

- Full contact information of the invoicing party, meaning name, street address, postal code and the country
- Identification number of the invoicing party (ID), should there be one
- VAT identification number of the invoicing party, should the invoicing party be a registered VAT-payer
- The VAT rate and a break-down of the VAT amount payable, if the invoicing Member is a registered VAT-payer

23. Payment Agreements

Payment agreements create clear payment regulations and thus ensure a certain degree of security for both parties involved in the agreement.

23.1 Content of the agreement

A payment agreement between ELSA International and a National Group shall be in written form signed by both parties either through a digital or original signature.

The following content shall be mandatory within an agreement:

- Name and address of both parties
- Current debt at the time of the agreement and a detailed description of the composition of the debt
- The repayment procedure
- Bank account details of the creditors

23.2 Breach of Conditions and Penalties

If a National Group does not fulfil its financial obligations without a valid reason, the National Group might be penalized according to article 11.5 of the Statutes. The validity of the reason shall be determined by the International Board, after making a thorough assessment on the status of the National Group.

Commentary:

The standards of the financial management in the Network differ greatly from National Group to National Group. The same is true for banking systems in different countries. To avoid clashes of standards and to increase professionalism in the area of financial management, we seek to create minimum standards for invoicing across the borders. This will also act as a check list for Treasurers when preparing their documents and should help to avoid problems to receiving party might face with their national authorities our auditors.

Decision Book amendment concerning the FM part

The International Board proposes the following to the Council:

Reimbursement regulations

1. Definition

- 1.1 Reimbursements are monetary compensations paid for expenses made in behalf of ELSA International.

2. General regulations

- 2.1. Reimbursements will only be paid for expenses which are made after prior consultation of the International Board.
- 2.2. Reimbursements must be claimed with a form provided by the International Board upon request.
- 2.3. All expenses for which the reimbursement is asked for must be backed up with receipts or copies of the original receipts.
- 2.4. All receipts which are not in English must be accompanied with a cover letter explaining the meaning of the receipt.
- 2.5. All receipts which are in other currency than in Euros must be accompanied with a currency conversion in which the conversion date is the date of the transaction.
- 2.6. Claims can not be made for expenses which are older than six months.

3. Reimbursements for using a private car

- 3.1. In a case a private car is decided by the International Board to be the most efficient way of transportation, the reimbursement will be paid as a fixed mileage allowance per kilometer.
- 3.2. The amount of kilometers is provided by the person seeking the reimbursement based on the recorded difference in the number of the cars odometer in the beginning and end of the journey.
- 3.3. The fixed mileage allowance is the standard mileage allowance used in Belgium as published in a Royal Decree.

Commentary:

On yearly basis ELSA International pays out several thousands of euros as reimbursements of costs done for the Association. At the moment, this procedure is only regulated with a brief mention under the “Responsibilities” regulations under the Financial Management part of the Decision Book. It is also one of the few ways in which ELSA transfers money to private persons. For these reasons we believed it should properly regulated.

Auditors of term 2013/2014 draw Council’s attention to the fact that there is no established way to reimburse the use of the private car. This proposal seeks to fix this by linking the reimbursement to the official mileage allowance used by the de facto seat of ELSA International, Belgium.

Finally, ELSA has had some problems of people claiming very old costs. It is in the interest of the Association to have closed and finalized accounts from previous terms and it also can be complicated for a new person in the office to confirm validity of the old claims. By adding an

expiry date to the claims, we seek to solve this issue. Naturally, this does not affect external's ability to make claims, since Decision Book is not applicable to them.

Decision Book amendment concerning the FM part (01/11 II)

The International Board proposes the following to the Council:

Responsibilities

Responsibilities of ELSA International

- When presenting the final accounts include a balance report for all members and observers
- Administrate the EDF
- ~~Pay the monthly allowance of minimum 200 Euro to every member of the International Board~~
- ~~Inform in January about the maximum amount to be charged as participation fee for Council Meetings and Presidents' Meetings and the S&C Maximum Participation Fee and annex it to the decision book~~
- Use the double-entry system of accounting
- Use a recognised accounting procedure
- Ensure that all financial activities outside the ELSA International accounts are reported
- Avoid use of abbreviations and cryptic references
- ~~Ensure that refunding of claims is only made upon submission of original receipts. The reason for the expenditure shall be documented by the claimant. If no original receipt can be obtained, substantial proof shall be provided, documented and recorded.~~
- Submit a budget for approval at the Spring Council Meeting
- Prepare and present the interim and final accounts for their respective term in office
- Include in the Working Materials of each International Council Meeting a list with the concrete figures regarding outstanding debts toward ELSA International.
For the debts arising from NGs the following details shall be included in the list:
 - The name of the NG that has a debt towards ELSA International
 - The exact amount owned
 - The source of the debt
 - The status of each outstanding debt (e.g. payment plan, delay of the payment)

Commentary:

By regulating these topics separately in their relevant context in the Decision Book, the stricken-out parts in the “Responsibilities” regulations have lost their significance.

Decision Book amendment concerning the FM part (01/06 II)

The International Board proposes the following to the Council:

The ELSA Development Foundation

2. Modes of Support

The EDF may be used to support the following events and activities:

(A) Project Support

(A.1) Financial assistance for events constituting a core activity of ELSA.

(B) Internal Meeting Support

(B.1) Financial assistance for organizing International Presidents Meeting, Key Area Meeting or Supporting Area Meeting

(B.C) Training Support

(C.1B.4) Financial assistance for international and national training events, or events incorporating training sessions, organised to increase awareness of ELSA, or dealing in specific ELSA areas, which is catered towards an audience at least half of whom are not from the country of the organising National or Local Group.

(C.2B.2) Travel and/or accommodation expenses of trainers for training events or sessions organised by National Groups or Local Groups.

(C.3B.3) Travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International, National Groups or Local Groups.

Training support will be granted only to events and sessions delivered in English.

(D.C) Network Support

(D.1C.4) Financial assistance for established cooperation between National Groups within the Network Support System (NSS).

(D.2C.2) Travel and/or accommodation expenses of National Board member to Statutory Meetings.

(D.3C.3) Financial assistance for events constituting an activity for officers of ELSA.

3. Eligible Applicants

The following Groups are eligible to apply to EDF:

(a) Local Groups

(b) National Groups

4. Local Groups eligibility Criteria

4.1 Local Groups may only apply for modes of support ~~A.1, B.1, B.2, and C.3~~ A.1, B.1, C.1, C.2, D.3.

4.2 All applications from Local Groups shall be ~~handled~~ submitted to the Board of Directors by their respective National Group. ~~National Group may apply on behalf of their Local Group only if the National Group is lacking financial resources to support the Local Group themselves.~~

4.3 Local Groups may only apply on their own behalf if:

- (a) there is no National Group in their country;
- (b) their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of ELSA International;
- ~~(c) they are lacking financial resources.~~

4.4 Local Groups may only apply if they are lacking financial resources.

5. National Groups eligibility Criteria

5.1 National Groups may only apply for all modes of support. ~~modes of support A.1, B.1, B.2, B.3, C.1, C.2, and C.3.~~

5.2 National Groups may only apply if they are lacking financial resources.

6. Application Procedure

6.1 Application Form

6.1.1 Every EDF applicant is to fill out their respective EDF Application Form which will be provided to the applicant by ELSA International upon request.

6.1.2 The application shall contain the following information:

- (a) general information about the applicant;
- (b) one selected mode of support;
- (c) description of the event/activity;
- (d) estimation of influence of the grant on the situation of the group;
- (e) description of the situation of the applicant;
- (f) budget of the event/activity detailing the amount requested from the EDF.

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 if it is submitted no later than one week before the start of the event or activity.

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.

6.2.3 The Board of Directors may also, if it deems it fit to do so, and before taking a decision on the 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 ~~6.17.3~~ shall be dispensed with.

7. Award Criteria

7.1 The Board of Directors is at liberty to decide on the amount to be granted on the application.

7.2 While deciding the amount to be granted the Board of Directors can name a purpose to which the granted amount shall be used.

~~7.23~~ In deciding whether or not to grant an applicant, and how much of the amount requested may be financed, the Board of Directors shall take into account the following criteria:

- (i) the fulfilment of the eligibility criteria of the applicant;
- (ii) the quality of the submitted application form;
- (iii) the quality of the plan of action and draft budget;
- (iv) the quality of the event or the activity;
- (v) the multiplier effect that financing the event or activity would have on the Network;
- (vi) the resources currently available in the EDF.

~~7.34~~ The amount awarded and communicated to the applicant is final, and may not under any circumstances be exceeded because of a surplus in receipts, or for unforeseen expenses borne by the applicant.

7.5 Board of Directors' members, who have been part of the National Group, whose application is being discussed, shall abstain themselves from the voting.

8. Payment Procedure

In order for an applicant to be paid the amount granted to it, it must comply with the following regulations:

8.1 Receipts

- (i) Within four weeks of the conclusion of the event or activity, the applicant shall submit the receipts relating to the event or activity for which the grant was awarded.
- (ii) The receipts submitted need not necessarily be originals, so long as they are copies of receipts issued by companies or competent authorities, with clearly legible dates, details and amounts. All payments made in other currency than Euro shall be supported with a conversion of the amounts into Euro with the currency rate of the date when the payment was made.
- (iii) The Board of Directors reserves the right to unilaterally exclude a receipt or receipts from the final payment if they fail to fulfil the requirements detailed under the previous sub-article.

- ~~(iv) The applicant shall never make profit on the event or activity supported by the Foundation.~~

8.2 Activity Report

- (i) Within four weeks of the conclusion of the event or activity, the applicant shall submit, along with the receipts, a detailed report of the event or activity organised or attended.
- (ii) The 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) The activity report shall also include the profit and loss account and balance sheet of the event or activity.
- (iv) The Board of Directors reserves the right to unilaterally reject an activity 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, if he or she it deems it fit to do so, ask the applicant to re-write the activity 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 report shall then be taken in as the applicable activity report, to the exclusion of the original.
- (vi) The Board of Directors may provide an applicant with a report form to be filled. In this case the form must be used for the report.

8.3 Procedure

- (i) Within four weeks of the accepting of the receipts and the activity report, the Board of Directors shall directly credit the relevant amount to the bank account of the applicant, based on the details submitted with the original application. 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.
- (ii) If either the accepted receipts or activity report 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, the grant awarded shall expire, and no claim for payment may be made in its regard thereafter.
- (iii) The Board of Directors may extend the deadlines for providing the Activity Report and the Receipts upon a valid and reasonable request of the applicant.

8.4 Amount credited

- (i) The maximum amount which will be paid out from the awarded grant shall be limited by the loss made by the applicant. An event or activity may never become profitable due payment of the awarded grant.
- (ii) If the Board of Directors has named a purpose to which the awarded grant shall be used and the expenses for this purpose are lower than the awarded grant, the Board of Directors may limit the credit amount these expenses.

Decision Book amendment concerning the FM part (01/07 I)

The International Board proposes the following to the Council:

Event Fees

2. Maximum Participation Fee for S&C Events

The maximum participation fee for participants of S&C events shall be charged as provided in Annexes I and II to the FM part of the Decision Book.

The maximum participation fees for favoured and non-favoured countries shall be calculated and charged per person per night.

This participation fee shall include:

- the academic programme
- the social programme
- accommodation;
- meals;
- administration costs.

Notwithstanding Annexes I and II to the FM part of the Decision Book, non-members and non-students may be charged different participation fees by the organising group of the event.

For the purposes of this article, S&C events shall not include study visits- and ELSA Law Schools.

3. Maximum Participation Fee for ELSA Law Schools

The maximum participation fee for participants of ELSA Law School shall be charged as provided in Annexes I and III to the FM part of the Decision Book.

The maximum participation fee for favored and non-favoured countries shall be calculated and charged for the whole Law School. There shall not be a lower fee for participants not staying for the full official programme.

This participation fee shall include:

- The academic programme;
- the social programme;
- the cultural programme (e.g. Sightseeing);

- accommodation;
- breakfast for every day excluding the day of arrival;
- lunch for every day excluding either the day of arrival or the day of departure;
- dinner for every day excluding the day of departure;
- transportation during the official programme of the ELSA Law School and
- administrative costs.

Extra fees can only be charged until the amount as stated in Annex III to the FM part of the Decision Book for:

- Gala Balls or Gala Reception
- Transfer to and from the expectable point of arrival (e.g. nearest international Airport, major Train Station or international Harbor)
- Extra nights
- Other special services that are not part of the academic nor the cultural focus of the ELSA Law School

The exact amount of all fees shall be published latest with the opening of the application and at least three month before the official beginning of the respective ELSA Law School.

Notwithstanding Annexes I and II to the FM part of the Decision Book, non-members and non-students may be charged different participation fees by the organising group of the event.

3. Indexation

The maximum participation and extra fees for Statutory Meetings, International Internal Meetings, and S&C Events, as laid down in Annex II to the FM part of the Decision Book and Annex III to the FM part of the Decision Book for ELSA Law Schools, shall be indexed with the inflation rate of the Euro, as stated by the European Central Bank, every 1st of January. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the maximum participation fee as calculated for the previous year, up to two decimal points.

After the indexation a notification about the updated Annexes of the Decision Book shall be sent to the Network through relevant mailing lists.

Decision Book amendment concerning the MKT part (01/08 I)**The International Board proposes 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 the both sides of business cards. For the front side, it must 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 ~~Garamond, regular, 11 points,~~ 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 ~~Garamond, regular, 8 points~~ 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 in ~~Helvetica 7 points~~ HelveticaNeueLTStd, 6 points. In case special characters are not available in Helvetica the font Garamond, regular 8 points 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 ~~Garamond, regular, 8 points.~~ 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 ~~either grey with a white border or white~~

The background colour of the back side of business cards must be PMS Reflex Blue.

2.6 There shall be no background pictures of any kind featured on business cards.

Decision Book amendment concerning the AA part (01/13 I)**The International Board proposes the following to the Council:**~~Quality in Academic Activities~~

Cologne 7th April – 14th April 2013 force AA 01/13 I	In
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1. Introduction

~~Following the aims – set out in the Philosophy Statement – to contribute to legal education and to prepare law students and young lawyers for a professional life in an international environment, Academic Activities provide opportunities to learn about other cultures and legal systems in a spirit of critical dialogue and scientific cooperation and assists law students and young lawyers to be internationally minded and professionally skilled.~~

~~ELSA's commitment to human rights shall be taken into account and imply awareness when organising Academic Activities.~~

~~These policies constitute a comprehensive system ensuring quality in Academic Activities. They shall be used to facilitate operations within the activities of this key area and to guide the management of quality programmes and events on a local, national and international level. Therefore these policies present the basis of any activity within AA in ELSA.~~

~~It is a primary role of ELSA International and the national ELSA groups to make the proper means available to implement these policies in order to ensure continuity and development in Academic Activities.~~

2. AA and MCC Policies & Quality Standards

~~The AA and MCC Policies present a comprehensive system to ensure quality and uniformity in this key area. The AA and MCC Policies & Quality Standards shall be used to facilitate the operation of AA events and to guide the management of quality AA events on local, national and international level. All local groups and National Groups facilitating AA events must abide by the AA and MCC Policies and Quality Standards. National Groups may develop additional policies and standards to the ones stated below to meet the specific needs of their country and legal systems.~~

3. AA Communication Standards

The AA discussion and information list has been set up to enable those working in this key area of ELSA to gain clarity on Academic Activities, discuss and resolve quality issues amongst themselves and gather input to improve the current quality system. The list shall be used as a forum of discussion and for the exchange of information and knowledge.

It is the duty of the AA officers to keep proper and on time communication with other AA officers. It is also their responsibility to report their activities to the International Board of ELSA as a tool to evaluate the progress within this area and to find mechanisms to meliorate it.

4. AA and the International Focus Programme

The plan for the term in office of every officer in charge of the AA Area shall take in special consideration the International Focus Programme in force. The organisation of activities related to IFP shall be encouraged and supported by the National Officers, and implemented by Local Officers.

General AA Policies

Cologne 7th April – 14th April 2013 In force AA 01/13-I
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1. General

1.1 An Academic Activity is, for example, an essay competition, a legal research group, a law review, a legal debate, a legal course, a lawyers at work event, a studies abroad event and a moot court competition.

1.2 Any other activity of ELSA that aims at providing law students and young lawyers with practical skills, closer contact with legal professionals or that allows them to use their legal knowledge in a practical activity, such as simulations of any kind, shall be also considered an AA event.

~~1.3 Academic Activities are international when attended by participants that have different national and legal backgrounds and who arrive in the country of venue primarily for the purpose of taking part in the international event.~~

~~1.4 Academic Activities are national when attended by participants from two or more cities from the same country.~~

~~1.5 Academic Activities are local when attended by participants from the same city, unless there is only one Law Faculty in the respective country, in which case the event shall be considered as national.~~

~~1.6 All participants of an Academic Activity should receive a certificate or diploma that certifies their active participation on the referred event or project.~~

~~Policies concerning AA projects~~

Cologne 7th April – 14th April 2013 In
 force
 AA 01/13-I
 Amendments: AA 02/14-I

1. Academic Activities projects

1.1. Essay Competition

~~1.1.1 An Essay Competition is an organised event in which law students and young lawyers compete through their essays on a specific given topic. It aims at preparing the participants for the specialised forms of written communication that are required within the legal profession.~~

~~1.1.2 The AA officer shall assure that the essay competition has a relevant legal topic in accordance with the scope of the association, a recognised jury, and a comprehensive set of rules.~~

~~1.1.3 In the assessment of the essays the jury shall be guided by factors such as clarity, conciseness, persuasiveness, critical thinking and conformity with the objective standards that have evolved in the legal profession.~~

~~1.2. Legal Research Group~~

~~1.2.2. — A legal research group is a group of law students and young lawyers carrying out a research on a specified topic of law with the aim to make their conclusions publicly accessible.~~

~~1.2.3. — The AA officer shall assure that the legal research group has an outline including its aims, timeline, guidelines for the written report and guidelines with the tasks of the participants and other parties involved. The outline should include examples of former legal research groups.~~

~~1.2.4. — The AA officer shall assure that the legal research group includes the following: (a.) a coordinator, preferably the VP AA of the organising group; (b.) at least one academic coordinator, responsible for the Academic Framework; and (c.) an academic advisor, responsible for the academic quality of the final report or outcome of the research.~~

~~1.2.5. — While considering the outcome of the legal research, the AA officer shall take special measures to find a solution to make the final report or results public.~~

~~1.3. Law Review~~

~~The law review is a legal publication consisting of contributions from students, practitioners and academics. The law review should publish contributions of the highest academic standard. Students should be responsible for the editing of the content, style and referencing. The law review should serve as a platform for ELSA members to strengthen their legal writing skills and to publish their contributions.~~

~~1.4. Legal Debate~~

~~1.4.1. — A legal debate is discussion of a particular subject of Law. It normally consists of a Panel participants, with a majority of students. The Debate is controlled by a person acting as a moderator, and watched by an audience.~~

~~1.4.2. — A legal debate can be any kind of simulation of an assembly or committee of an international or national institution organised in accordance to the appropriate rules.~~

~~1.4.3. — The AA officer shall take measures to involve ELSA members in debating activities. Debating is a skill that teaches not only critical thinking, but also allows law~~

~~students and young lawyers to engage with current affairs, improve their communication skills and hone their analytical abilities.~~

~~1.5. Legal Course~~

~~1.5.1. — A legal course is an interactive formation that aims to deepen practical knowledge, to develop skills to supplement the academic curriculum and to ensure an early contact with the legal world.~~

~~1.5.2. — A legal course should consist of a minimum of six hours divided into at least three sessions.~~

~~1.5.3. — A legal course focuses on practical skills that are not acquired through a pure study of substantive law but which are necessary in order to carry out a legal profession.~~

~~1.6. Lawyers at Work Event~~

~~1.6.1 — Lawyers at work events (L@W events) are an opportunity for law students and young lawyers to receive career information from those working in various professions which are open to law graduates. L@W events aim at allowing law students and young lawyers an inside view into the legal profession.~~

~~1.6.2 — The AA officer shall assure that the L@W event provides students and young graduates with the opportunity to understand the different career opportunities that are open to law students at the end of their studies.~~

~~1.6.3 — The AA officer shall assure that the L@W event aims at providing ELSA members with the opportunity to meet experts in the various professions related to law studies, or which are at least open to law graduates even if they are not directly law related careers.~~

~~1.6.4 — The AA officer shall consider organising L@W events in the form of job fair, career day, visit to law firms and institutions or information sessions.~~

~~1.7. Studies Abroad Projects~~

~~1.7.1 — Studies abroad projects are informative events about different possibilities of studying abroad as well as reception activities for incoming foreign students.~~

~~1.7.2 — The AA officer shall organise events aimed to involve and integrate international students.~~

~~1.8 — Other AA projects~~

~~1.8.1 — Any project or event in ELSA that aims at providing an interactive and practical experience to the participants or any other activity fulfilling the definition of article 3.3. of the Statutes of ELSA.~~

2. Responsibilities in AA projects

~~2.1 — General responsibilities~~

~~2.1.1 — Promote ELSA's network as a platform for legal writing and support the establishment of essay competitions and law reviews.~~

~~2.1.2 — Promote ELSA's network as a platform for legal research and support the establishment of legal research groups.~~

~~2.1.3 — Promote ELSA's network as a platform for debating and support the establishment of legal debates, of any legal or institutional related simulations and moot courts. The AA officer shall take measures to involve ELSA members in debating activities.~~

~~2.1.4 — Promote ELSA's network as a platform for developing practical skills and a closer contact with the professional world and support the establishment of legal courses, lawyers at work events and other kind of practical activities.~~

~~2.1.5 — The AA officer shall create an outline for the AA project including aims, topic, timeline and guidelines for participants.~~

~~2.1.6 — The AA officer shall cooperate with the Marketing officer in the development of a promotion strategy for the AA projects.~~

~~2.1.7 — The AA officer is responsible for the regular development of the AA projects.~~

~~2.1.8 — The AA officer is responsible during the development of any AA project for the compliance with the external relations regulations that can be found in this Decision Book, BEE Part.~~

~~2.2 Responsibilities of the Local Groups~~

~~2.2.1 — Promote the participation of law students and young lawyers and engage in the organisation of AA projects.~~

~~2.2.2 — Submit information about outline, topic, rules, timeline, structure, awards and supporters and promotional material to the National Group.~~

~~2.2.3 — Support AA projects with the presentation of their conclusions and send their outcome to the National Group.~~

~~2.2.4 — Submit, in due time prior to the event, an AA Event Specification Form to the AA officer in the
—— National Board, when the event is national, and to the International Board when it is international.~~

~~2.2.4 — Submit an AA Event Evaluation form to the AA officer in the National Board and to the International Board.~~

~~2.2.5 — Support and promote the AA projects organised by the National Group and ELSA International.~~

~~2.3 Responsibilities of the National Groups~~

~~2.3.1 — Provide necessary materials and information on how to organise AA projects to the Local Groups.~~

~~2.3.2 — Collect information about AA projects organised by the Local Groups and pass it on to ELSA International.~~

~~2.3.3 — When organising AA projects themselves National Groups shall act according to the responsibilities of the Local Groups.~~

~~2.3.4 — Support and promote the AA projects organised by ELSA International.~~

2.4 Responsibilities of ELSA International

2.4.1 — Provide necessary materials and information on how to organise AA projects to the National and Local Groups, when requested.

2.4.2 — Publish online relevant information about AA projects organised by the local and national groups upon receiving the information from the groups. The decision about publishing this information shall be based on the relevance of the project to the ELSA Network.

2.4.3 — Collect the AA Specification and Evaluation Forms and archive them.

2.4.4 — The Vice President Academic Activities of ELSA International is responsible for coordinating any international AA projects organised by ELSA International, apart from Moot Court Competitions.

Policies concerning MCG

Cologne 7th April – 14th April 2013 force AA 01/13 I	In
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1. General

1.1 — A Moot Court is a simulated hearing and court proceeding in a certain area of law and aims at bridging the gap between theory and practice.

1.2 — Representing the Complainant and Respondent, students argue a fictitious case written by an expert in the area in front of a qualified Jury/Panel.

1.3 — The first stage of a Moot Court should consist of written submissions by both parties followed secondly by oral pleadings.

2. The ELSA Moot Courts

~~2.1 The ELSA Moot Court Competition on WTO law (EMC²)~~

~~2.1.1. The EMC² is a simulated hearing of the Dispute Settlement Body of the World Trade Organization (WTO). It is open to teams from all around the globe.~~

~~2.1.2. The competition consists of 3 rounds: the written rounds, the Regional Rounds and the Final Oral Round. National Groups may organise pre-National Rounds.~~

~~2.1.3. The teams represent the Complainant and Respondent to a case which is written by a WTO trade law expert on a fictitious moot problem in front of experts referred to as Panellists.~~

~~2.2 The European Human Rights Moot Court Competition (HRMCC)~~

~~2.2.1 The HRMCC is a simulated hearing of the European Court of Human Rights. It is open to teams from all ELSA National Groups and Council of Europe Member States.~~

~~2.2.2 The competition consists of 2 rounds: the written round and the Final Round. National Groups may organize National Rounds or Regional Rounds. The best 16-20 teams of the written round qualify for the Final Round to be held in Strasbourg, France.~~

~~2.2.3 The teams represent the Applicant and the Respondent to a case which is written by a Human Rights expert on a fictitious moot problem in front of experts referred to as Judges.~~

~~3. Responsibilities in Moot Court Competitions~~

~~3.1 Responsibilities of the Local Groups and the National Groups~~

~~3.1.1 Promote ELSA's Moot Court Competitions as a priority before other Moot Courts outside of ELSA by using the Marketing Materials and publishing them in all universities and ELSA Groups.~~

~~3.1.2 Gather participants and support them in order to take part in the Moot Courts.~~

~~3.1.3 Organize Local and National Moot Courts in the respective country.~~

~~3.1.4 — Organize National and Regional Rounds of the EMC² and HRMCC.~~

~~3.1.5 — Educate the members of how to organize and to promote Moot Courts.~~

~~3.1.6 — Report the organized Moot Courts in the respective National Group to ELSA International.~~

~~3.2 — Responsibilities of ELSA International~~

~~3.2.1 — ELSA International is overall responsible for the organization of the EMC² and the HRMCC.~~

~~3.2.2 — Find Case Authors, Judges and Panellists and other supporters.~~

~~3.2.3 — Publish the Case, the Clarifications to the Case and the Bench Memorandum on the respective webpage of the competition.~~

~~3.2.4 — Find National Round and Regional Round Organizers all over the globe.~~

~~3.2.5 — Ensure the proper organisation of the Final Round of the HRMCC in Strasbourg and the EMC² in Geneva together with an International Organising Committee.~~

~~3.2.6 — Find a proper way to promote the Moot Courts to externals and potential partners.~~

~~3.2.7 — Motivate and assist Local and National Groups to organize Moot Courts.~~

~~3.2.8 — Update and improve the EMC² and HRMCC.~~

Quality Standards

Cologne 7th April — 14th April 2013 In force AA 01/13 I	In
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~~1. Quality Standards concerning events' participation~~

~~1.1 Selection~~

~~1.1.1 — Only the organising group shall select the participants or delegate this selection to academical or professional figures.~~

~~1.1.2 — The selection of participants for AA International Events shall be based on concrete criteria set up by the organising group and if applicable on the academic background of the applicants.~~

~~1.2 Notification~~

~~1.2.1 — After the selection process, the organising group shall inform the applicants and their respective ELSA group.~~

~~1.2.2 — The participant shall confirm the participation before the deadline set by the organising group.~~

~~1.3 Preparation~~

~~1.3.1 — All participants should receive the necessary preparation, including:~~

~~a. — Basic knowledge about ELSA;~~

~~b. — Their responsibilities as a participant;~~

~~c. — Any other preparation that the organising group deems necessary for the academic quality of the event.~~

~~1.4 Reception~~

~~1.4.1 — The organising group shall provide the incoming participants with adequate reception and support throughout the duration of the event.~~

~~1.4.2 — The adequate reception means that participants shall:~~

- a. ~~Be picked up at the airport/train or bus; or receive detailed guidance as how to get to the place of destination.~~
- b. ~~Receive a reception package/booklet – including information about the event, in case the participant is from a foreign country additionally general information about the country and the local environment (public transportation, different services, emergency phone numbers, etc.).~~

2. Implementation of the Quality Standards

2.1 Introduction

~~2.1.1 — To ensure that we are meeting the expectations of all participants in our events, there is a need to monitor the quality of AA events.~~

~~2.1.~~

2.2. Responsibilities of ELSA International

~~2.2.1 — Ensure that the AA and MCC Policies and the AA discussion list are working properly.~~

~~2.2.2 — Publish international, IFP and Human Rights AA events on the homepage of ELSA International and update this information. This data should be sent to ELSA International by the organizing group using the AA Event Specification Form (AA ESF).~~

~~2.2.3 — Communicate with the National Groups and suggest solutions for problems and issues that arise.~~

~~2.2.4 — Evaluate all information received at international level and suggest ways to improve Academic Activities.~~

~~2.2.5 — Produce the necessary manuals, handbooks and guidelines and update outdated materials. Make sure that all these tools are available for AA officers.~~

~~2.2.6 — Collect all archived material submitted by the national boards in the ELSA AA Archive.~~

2.3. Responsibilities of the National Groups

~~2.3.1 — Ensure that all local groups are implementing and following the AA and MCC Policies as well as Quality Standards and other policies that the National Group has developed specifically for their country.~~

~~2.3.2 — Ensure that organising groups inform ELSA International about any changes of planned events.~~

~~2.3.3 — Encourage all local groups to organise Academic Activities.~~

~~2.3.4 — Ensure that all local groups promote Academic Activities.~~

2.4. Application Policies

~~2.4.1 — Every law student and young lawyer shall have the opportunity to apply for an AA event.~~

~~2.4.2 — Participants shall be selected based on objective criteria, taking into account their academic background.~~

~~2.4.3 — Applicants should get information about their responsibility as a participant as well as information about cost, visa, insurance, and all other legal requirements, if applicable to the event.~~

~~2.4.4 — Applicants and their respective ELSA Group shall be notified about the selection.~~

~~2.4.5 — Applicants or participants shall be informed of cancellation of the AA event immediately after the event was cancelled.~~

~~2.4.6 — When the applicant is not a member of ELSA the organising group should inform the applicant of contact details of the applicant's closest ELSA Group according to the applicant's contact address. Every law student and young lawyer applying for an AA event should be encouraged to become a member of ELSA.~~

~~2.4.7 — All applicants of an AA event shall possess the necessary documentation for proof of academic qualification filled in the event application form to ensure the quality of the student participant, in case the organising group requests it.~~

~~2.4.8 — In case the applicant provided false or inaccurate information in the application, the organising group has the right to reject the application. In case the applicant was already selected, the organising group can suspend the applicant.~~

~~2.5. Communication Policies~~

~~2.5.1 — Event Specification Form~~

~~2.5.1.1 — Every AA event shall be specified in the AA Event Specification Form (AA ESF).~~

~~2.5.1.2 — Every organising group shall send the complete information in the AA ESF to ELSA International and the respective National Group, at least 3 weeks prior to the event. In case the information is not complete before the publication of the promotional materials, or the organising group wants to post the event on the website, the information submitted to ELSA International should at least contain:~~

- ~~a. — Title of the event;~~
- ~~b. — Dates or at least month of the event;~~
- ~~c. — Language of the event;~~
- ~~d. — Registration deadline;~~
- ~~e. — Contact details.~~

~~2.5.1.3 — ELSA International can publish information about any AA event on the website, according to their relevance to the ELSA Network as a whole. ELSA International shall give priority to international AA events, especially the ones concerning IFP and Human Rights.~~

~~2.5.1.4 — In case there is new information about the event, or details have changed, this should be sent to ELSA International as soon as possible.~~

~~2.5.1.5 — Ensure that all local groups submit the AA ESF to ELSA International.~~

~~2.5.2 — Discussion and Information List~~

~~2.5.2.1 — The discussion and information list is administrated by ELSA International.~~

~~2.5.2.2 — ELSA International shall make sure that all national AA officers' emails are subscribed.~~

~~2.5.2.3 — It is responsibility of all national officers to maintain the discussion and information list active and to participate in discussions.~~

~~2.5.2.4 — The local officers should be given the possibility to join the international AA discussion and information list as observers upon request of the national officer.~~

~~2.6. Evaluation Policies~~

~~2.6.1 — Every participant in an AA event shall be invited, upon completion of the event:~~

- ~~a. — Fill in the Participation Form, which shall at least include the information indicated on the standard evaluation form;~~
- ~~b. — Submit the Participant Evaluation Form to the organising group.~~

~~2.6.2 — Every organizing group of an AA event shall, upon completion of the event:~~

- ~~a. — Evaluate the AA event with the participant and the partners involved in the event;~~
- ~~b. — Submit to ELSA International or via NG the AA Event Evaluation Form — IFP, Human Rights, International Event;~~
- ~~c. — Evaluation of every other event shall be submitted upon request of ELSA International.~~

~~2.6.3 — Every National Group shall:~~

- ~~a. — Ensure that all local groups are submitting the completed AA Evaluation Form, mentioned before, within 3 weeks after the AA event to ELSA International;~~
- ~~b. — Evaluate all the information received on the national level and establish a development plan for the following year in order to improve Academic Activities.~~

~~2.7. Dispute Resolution~~

~~2.7.1 — The AA and MCC Policies and Quality Standards should be implemented and referred to when in doubt of how a case should be handled.~~

~~2.7.2 — In case the organising group has problems with organisational issues of the AA event, the dispute shall be solved by reaching friendly agreement.~~

~~2.7.3 — In case the parties cannot reach a mutual agreement, the case should be referred to ELSA International and, if agreed, also for advice to the AA discussion and information list.~~

~~2.7.4 — In case of complaints by participants about low quality of an AA event, the conflict can be solved by reaching a friendly agreement between the parties involved. In case the parties cannot reach a mutual agreement amongst themselves the case can be referred to ELSA International.~~

2.8. Knowledge Management

~~2.8.1. — National Groups shall provide necessary training and information to Local Groups to organise AA events.~~

~~2.8.2. — National Groups shall ensure that all Local Groups archive material and when receiving the material, send it to ELSA International.~~

~~2.8.3. — National Groups shall create national manuals in the respective native language.~~

~~2.8.4. — National Groups shall give transition to the next national officer and also local officers who haven't received it.~~

~~2.8.5. — National Groups shall translate the most important information received from ELSA International and adapt the information to local officers and members.~~

~~2.8.6. — National Groups can require the support of ELSA International in finding the most suitable strategies to develop this ELSA area.~~

~~2.8.7. — Organising groups shall archive all the materials and results from the AA event.~~

~~2.8.8. — ELSA International shall provide necessary training and information to National Groups to organise AA events.~~

~~2.8.9. ELSA International shall archive all the information received from the National Groups.~~

Decision Book amendment concerning the AA part (01/13 I)

The International Board proposes the following to the Council:

Decisions Relating to
Academic Activities and
Moot Court Competitions
(AM)

GENERAL POLICIES IN AM	XX
POLICIES CONCERNING ACADEMIC ACTIVITIES	XX
POLICIES CONCERNING MOOT COURT COMPETITIONS.....	XX
AM QUALITY STANDARDS.....	XX
GENERAL RESPONSIBILITIES IN AM	XX

General Policies in in AM

1. Introduction

1.1 Following the aims set out in the Philosophy Statement - to contribute to legal education and to prepare law students and young lawyers for a professional life in an international environment, Academic Activities and Moot Court Competitions (AM) provide opportunities to learn about other cultures and legal systems in a spirit of critical dialogue and scientific cooperation and assist law students and young lawyers to be internationally minded and professionally skilled.

1.2 What distinguishes AM from S&C is the extraordinary focus on a practical and interactive learning experience, which is mainly aimed at improving the participants' legal skills.

2. AM Policies & Quality Standards

2.1 The AM Policies and the Quality Standards presented below constitute a comprehensive system to ensure quality and uniformity in this key area. They shall be used to facilitate the

operation of AM events and to guide the management of quality events on local, national and international level.

2.2 All local groups and National Groups facilitating AM events must abide by the AM Policies and Quality Standards. National Groups may develop additional policies and standards to the ones stated below to meet the specific needs of their countries and legal systems.

3. Focus in AM

3.1 When deciding on the topic of an AM project, officers are highly encouraged to focus on topics that relate to human rights, the current International Focus Programme or topics with clear international aspects.

3.2 ELSA's commitment to social responsibility shall be taken into account and entails awareness when organising Academic Activities and Moot Court Competitions.

4. Internationality in AM

4.1 It is a priority in AM to focus on the international character of our association. Local and national groups are encouraged to organise international projects.

4.2 In order to preserve the interest of the whole Network, permission is required for the organisation of an international AM event. Before starting the planning, local and national groups shall contact the International Board. The difference between a local, national and international event is described in the S&C part of this Decision Book in point 1.2.

4.3 Moreover, it is strongly recommended, not only for AM officers but also for all other ELSA officers, to actively recruit and include international exchange students as either participants or as organisers of ELSA activities. Supporting student mobility is an overall aim and may, in an AM context, be referred to as Studies Abroad Projects (SAP).

Policies Concerning Academic Activities

1. Academic Activities (AA) Portfolio

1.1 Focus in AA

1.1.1 The focus of AA projects is legal writing and academic competitions as defined in point 1.2 below.

1.1.2 In addition to these projects, AA officers are welcome to organise other activities that aim at providing law students and young lawyers with practical skills or that allow law students and young lawyers to use their legal knowledge in a practical way, such as interactive legal student debates or simulations of an assembly of an international or national institution.

1.2. Academic Competitions

1.2.1 An academic competition is an organised event in which law students and young lawyers compete against each other with the aim of preparing the participants for the specialised forms of skills, experience and knowledge that are required within the legal profession.

1.2.2 An academic competition can for example involve essay writing, negotiation of a contract or client interviewing. The AA officer shall assure that the academic competition has a relevant legal topic in accordance with the scope of the Association, a recognised jury and a comprehensive set of rules.

1.2.3 In the assessment of the participants, the Jury should be guided by factors such as clarity, conciseness, persuasiveness, critical thinking and conformity with the objective standards that have evolved in the legal profession.

1.2. Legal Research Group

1.2.1 A legal research group (LRG) is a group of law students and/or young lawyers carrying out a research on a specified topic of law with the aim to make their conclusions publicly accessible.

1.2.2 The AA officer shall assure that the legal research group has an outline including its aims, timeline, guidelines for the written report and guidelines with the tasks of the participants and other parties involved. The outline should include examples of former legal research groups.

1.2.3 The AA officer shall assure that the legal research group includes the following: a) a coordinator, preferably the VP LP of the organising group; b) at least one academic coordinator, responsible for the Academic Framework; c) an academic advisor, responsible for the academic quality of the final report or outcome of the research; and d) linguistic editors if the research is conducted in a foreign language.

1.2.4 The legal research group should serve as a platform for ELSA members to strengthen, in addition to substantial knowledge about the chosen legal topic, their writing, research, language and cooperation skills.

1.2.6 While considering the outcome of the legal research, the AA officer shall take special measures to find a solution to make the final report or results public.

1.3. Law Review

1.3.1 A law review is a legal publication consisting of contributions from students, practitioners and/or academics. The law review should publish contributions of the highest academic standard. Students should be responsible for the editing of the content, style and referencing.

1.3.2 A law review should serve as a platform for ELSA members to strengthen their legal writing skills and to publish their contributions.

1.6 Lawyers at Work Event

1.6.1 Lawyers at work events (L@W events) represent an opportunity for law students and young lawyers to receive career information from those working in various professions which are open to law graduates. L@W events involve a practical inside view into the legal profession and shall therefore involve interactive learning opportunities such as for example case solving, legal courses or job interview and CV trainings.

1.6.2 The AA officer shall assure that the L@W event provides students and young graduates with the opportunity to meet professionals in person and to understand the large variety of career opportunities that are open to law students at the end of their studies. It is a priority to highlight opportunities in workplaces that share the goals set forward in the Philosophy Statement.

Policies concerning Moot Court Competitions

1. General

1.1 A Moot Court is a simulated hearing and court proceeding in a certain area of law and aims at bridging the gap between theory and practice.

1.2 Representing the two opposing parties, students argue a fictitious case written by an expert in the area in front of a qualified Jury/Panel.

1.3 The first stage of a Moot Court should consist of written submissions by both parties followed secondly by oral pleadings.

2. The ELSA International Moot Courts

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

2.1.1 The EMC2 is a simulated hearing of the Dispute Settlement Body of the World Trade Organization (WTO). It is open to teams from all around the globe.

2.1.2 The competition consists of 3 rounds: the written rounds, the Regional Rounds and the Final Oral Round. National Groups may organise pre- National Rounds.

2.1.3 The teams represent the Complainant and Respondent to a case which is written by a WTO trade law expert on a fictitious moot problem in front of experts referred to as Panellists.

2.2 The European Human Rights Moot Court Competition (HRMCC)

2.2.1 The HRMCC is a simulated hearing of the European Court of Human Rights. The competition consists of two rounds: the written round and the Final Round. National Groups may organize National Rounds or Regional Rounds. The best 16-20 teams of the written round qualify for the Final Round to be held in Strasbourg, France.

2.2.3 The teams represent the Applicant and the Respondent to a case which is written by a human rights expert on a fictitious moot problem in front of experts referred to as Judges.

2.3 Specific Responsibilities of the Local and National Groups

2.3.1 Promote ELSA's Moot Court Competitions as a priority before other Moot Courts outside of ELSA by using the provided marketing materials and publishing them in all universities and ELSA Groups.

2.3.2 Gather participants and support them in order to take part in the international Moot Courts.

2.3.3 Organize National Rounds of the HRMCC and the EMC2, if needed, and Regional Rounds of the EMC2.

2.4 Specific Responsibilities of ELSA International

5.2.1 ELSA International is overall responsible for the organization of the EMC2 and the HRMCC.

5.2.2 Find Case Authors, Judges, Panelists and other supporters.

5.2.3 Publish the Case, the Clarifications to the Case and the Bench Memorandum on the respective webpage of the competitions.

5.2.4 Find National Round and Regional Round Organizers all over the globe.

5.2.5 Ensure the proper organisation of the Final Oral Round of the HRMCC in Strasbourg and the EMC2 in Geneva together with an International Organising Committee.

5.2.6 Find a proper way to promote the Moot Courts to externals and potential partners.

5.2.7 Update and improve the EMC2 and HRMCC.

AM Quality Standards

1. Standards Concerning the Participants

1.1 Selection

1.1.1 Only the organising group shall select the participants. The organising group may delegate this selection to others with adequate academic and professional background.

1.1.2 The selection of participants for AM projects shall be based on concrete criteria established by the organising group and, if applicable, on the academic background of the applicants.

1.2.1 After the selection process, the organising group shall inform the applicants and the selected participant shall confirm their participation before the deadline set by the organising group.

1.3 Preparation

1.3.1 All participants should receive the necessary preparation, including for example:

- a. Basic knowledge about ELSA;
- b. Their responsibilities as a participants;
- d. Information about cost, visa, insurance, and all other legal requirements, if applicable to the event.
- c. Any other preparation that the organising group deems necessary for the academic quality of the event.

1.4 Reception

1.4.1 If the nature of the event suggests so, the organising group shall provide the incoming participants with adequate reception and support throughout the duration of the event.

1.5 General Application policies

1.5.1 Every law student and young lawyer should have the opportunity to apply for an AM event. This is a general starting point and exceptions may occur if specific circumstances require a more narrow group of participants.

1.5.2 In the event of cancellation, the applicants or participants shall be informed as soon as it can be confirmed.

1.5.3 When the applicant is not a member of ELSA the organising group should inform the applicant about contact details of the applicant's closest ELSA Group. Every law student and young lawyer applying for an AM event should be encouraged to become a member of ELSA.

1.5.4 All applicants of an AM event shall possess the necessary documentation for proof of academic qualification filled in the event application form to ensure the quality of the student participant, in case the organising group requests it.

1.5.5 In case the applicant provides false or inaccurate information in the application, the organising group has the right to reject it. In case the applicant was already selected, the organising group can suspend the applicant.

1.5.6 All participants should receive a certificate or diploma that certifies their participation on the referred event or project. This does however not apply when the participation has been insignificant.

2. Communication Policies

2.1 The AM Mailing List

2.1.1 The AM mailing list has been set up to enable clarity on AM related issues and to gather input on how to improve the current AM projects. The list shall be used as a forum of discussion and for the exchange of information and knowledge. The AM mailing list is administered by ELSA International and its participants are active AM officers.

2.1.2 It is the duty of the AM officers to keep proper and on time communication with other AM officers.

2.1.3 ELSA International shall make sure that all national AM officers' emails are subscribed.

2.1.6 It is the responsibility of all national and international officers to maintain the mailing list active and to participate in discussions.

2.1.7 The local officers should be given the possibility to join the international AM discussion and information list as observers upon request of the national officer.

2.5.1.8 The same policies as stated above shall apply to other similar communication platforms, e.g the AM Facebook group.

2.2 Evaluation Policies

2.2.1 Every participant in an AM event shall be invited, upon completion of the event to submit an evaluation from to the organising group.

2.2.2 Every organizing group shall, upon completion of the AM event evaluate while taking into consideration feedback from the participant and the partners involved in the event.

2.2.3 All National Groups, in addition to ELSA International, shall evaluate all the information received and establish a development plan for the following year in order to make improvements.

3. Dispute Resolution

3.1 The AM Policies and Quality Standards should be implemented and referred to when in doubt of how a case should be handled.

3.2 In case the organising group has problems with organisational issues of the AM event, the dispute shall be solved by reaching a friendly agreement.

3.3 In case the parties cannot reach a mutual agreement, the case should be referred to ELSA International and, if agreed, also for advice to the AM mailing list.

3.4 In case of complaints by participants about low quality of an AM event, the conflict can be solved by reaching a friendly agreement between the parties involved. In case the parties cannot reach a mutual agreement amongst themselves the case can be referred to ELSA International.

4. Knowledge Management

4.1. National Groups shall ensure that all Local Groups archive materials and they shall send it to ELSA International if relevant.

4.2 National Groups are encouraged to create national manuals in their native language.

4.3 National Groups shall give transition to the next national officer and also local officers who have not received it.

4.4 National Groups are invited to translate the most important information received from ELSA International and adapt the information to local officers and members.

4.5 National Groups can require the support of ELSA International in finding the most suitable strategies to develop the AM area.

4.6 Organising groups shall archive all relevant materials and results from the AM event and ELSA International shall archive information received from the National Groups when it can be useful for future officers.

General Responsibilities in AM

1. Responsibilities of all AM Officers

1.1 The AM officer shall promote ELSA's network as a platform for the development of legal, practical skills.

1.2 The AM officer shall create an outline for the project in question including aims, topic, timeline and guidelines for participants.

1.3 The AM officer shall involve the rest of the board. Joint projects between the key areas are encouraged. The AM officer shall cooperate with the Marketing officer in the development of a promotion strategy, and with the Treasurer and the President with regards to financial matters and external relations, respectively.

1.4 The AM officer is responsible during the development of any AM project for the compliance with the external relations regulations that can be found in this Decision Book, BEE Part.

2. Responsibilities of the local AM Officer

2.1 Have the overall responsibility for all AM projects organised on local level.

2.2 Submit relevant and necessary information about the project in question to the National Group in order to facilitate cooperation.

2.3 Support AM projects with the presentation of their conclusions and send their outcome to the National Group.

2.4 Submit, in due time prior to the event, an AM Event Specification Form to the AM officer in the National Board, when the event is national, and to the International Board when it is international.

2.5 Submit an AM Event Evaluation form, or an IFP Project Report, to the AM officer in the National and International Board within 3 weeks after the conclusion of the event.

2.6 Support and promote the AM projects organised by the National Group and ELSA International.

3. Responsibilities of the national AM Officer

3.1 Ensure that all local groups are implementing and following the AM Policies as well as the Quality Standards, as well as other policies that the National Group has developed specifically for their country.

3.2 Provide necessary materials and information on how to organise AM projects to the Local Groups.

3.3 Collect information about AM projects organised by the Local Groups and pass it on to ELSA International. If changes occur, ELSA International should be informed.

3.3 When organising AM projects themselves, National Groups shall act according to the responsibilities of the Local Groups.

3.4 Support and promote the AM projects organised by ELSA International.

4. Responsibilities of international AM Officers

4.1 The VP MCC is the overall responsible person for the coordination of the Moot Court Competitions while the VP AA is in charge of all AA projects.

4.2 Ensure that the AM Policies and Quality Standards are followed and that the AM communication platforms are working properly.

4.3 Provide necessary materials and information on how to organise AM projects to the National and Local Groups. This should be done through, among others, workshops, trainings, manuals, handbooks and guidelines and by updating outdated materials and making sure that all these tools are available.

4.4 Communicate with the National Groups and suggest solutions to problems and issues that arise.

4.5 Collect, process and archive the AM Specification and Evaluation Forms, the IFP project report and other submitted materials.

4.6 Publish online relevant information about AM projects organised by the local and national groups upon receiving the information from the groups. The decision about publishing this information shall be based on the relevance of the project to the ELSA Network.

Comments:

The dynamics we see in the AA area are extremely positive. New and innovative projects emerge while existing yet less successful projects cease to exist. Although the International Board strongly encourages growth and development, it is important to define a focus in order to ensure continuity and specialization. STEP and Moot Court Competitions (MCCs) serve as inspiration, as these areas have gained in popularity, and shown high quality, over the years. With the great variety of activities in mind, it is time for AA to establish our niche. What do we want to be extraordinary good at?

This question initiated the creation of the Working Group on Focus in the AA Area. After examining the relevant section of the Decision Book (DB), it became apparent that it would be difficult to stick to the defined task of the WG. This difficulty lay in the fact that the entire section on AA was in need of revision. For that reason, the WG has considered, discussed and examined the current state of AA in light of the DB and has drawn up several amendments we would like the Council to consider.

Most proposed amendments are non-substantial, that is to say that these amendments aim at updating regulations to reflect current practices, eliminating repetitions, ensuring a more efficient and systematic reading experience and removing redundant formulations. After revision, the amount of pages has been reduced significantly. This can be attributed to the holistic approach, where related provisions are grouped together as opposed to being repeated throughout the entire document. To illustrate, a new subsection called “General Responsibilities in AM” has been introduced. In the current DB, responsibilities of officers are found in at least three different sections. The WG proposes to merge the responsibilities found in the DB to enhance reader-friendliness.

There are also some substantial amendments proposed. The DB currently in force describes 8 different AA projects in detail. Following up on the open WS on Restructuring the Key Areas held in at the ICM Bodrum, and taking other discussions held during this term in office into consideration, we suggest a more narrow focus, namely: Academic Competitions and Legal Writing. Other projects are of course still welcomed under the proposed version. As such, the amendment is symbolical and demonstrates the direction we want to go in.

The WG found that the terminology in the DB is in need for an updated. Please see the proposal above concerning the amendment of Article 3 of the Statutes for the reasoning behind this.

When reading the proposal carefully, we see that Legal Debates, Legal Courses and L@W events are mentioned, but not to the same degree as in the current DB. After careful consideration it was clear that Legal Debates and Legal Courses do not always actively involve students. And although not organized very frequently, much of the content of these events are still found in panel discussions (S&C) and trainings (IM). Regarding L@W events, we have chosen to hold on to these events. However, it is suggested to improve the academic content and the level of interactivity to be of more interest to students, as opposed to functioning as pure advertising opportunities for corporate law firms.

The Studies Abroad Projects (SAP) have increased in popularity the last year and we believe SAP represent the core values of ELSA. It is therefore difficult to remove SAP from the AA portfolio, although many SAP events tend to fall outside of the scope of AA. The proposed solution is to preserve SAP as a mindset (to always be internationally minded when organizing AA events), rather than defining SAP as an individual project in itself.

Under the “Internationality in AA” section, we have addressed the issue of international events organized at local or national level. This topic was brought up in Bodrum and it has been discussed on the mailing list. AA projects require particularly extensive preparation from participants. It is then of the utmost importance to coordinate our activities and work as one association with common, not competing, goals. International events are, in principle, strongly encouraged. Notwithstanding, international events must be communicated to the International Board that gives the green or red light. This allows the IB to support the project in question and ensure that the interests of the ELSA Network in its entirety are taken into consideration.

Furthermore, one substantial amendment has been put forward with regards to Moot Court Competitions. The International Board is currently in contact with the Council of Europe and extending participation, to non-CoE countries has been discussed. If participation will be extended to non-CoE countries, we must update the DB as it defines countries eligible for participation. We suggest to strike out the entire provision so that the question can allowing this addition to be regulated in the rules of the competition, issued by ELSA International. This provides the necessary flexibility that is important for further cooperation with the Council of Europe on this matter.

The section concerning Decisions relating to AA in the DB was revised at the Spring 2013 ICM in Cologne. One would maybe not consider revision needed after two years. The International Board did not deem a reassessment necessary prior to the WG either but once work had begun we saw no reasons for delaying the above-mentioned proposals.

Decision Book amendment concerning the S&C part (01/13 I)

The International Board proposes the following to the Council:

S&C Policies, Minimum Quality Standards and Responsibilities

2. Scientific Events

2.1 Definition

To contribute to the legal education of law students and young lawyers ELSA organises different types of scientific events. These events can be structured in different ways as set out below.

a. Seminars

A seminar is an event, which consists of several lectures about a legal topic or field of law. The topic is discussed in a plenary.

b. Conferences

A conference is an event that entails more individual participation and scientific contribution than a seminar. The topic(s) is/are discussed in workshops to finally be reported to a plenary.

It is recommended to make a short outline on the reached goals, especially with regards to scientific contribution after the event.

c. Lectures

A lecture is a discourse within a certain area of law given by a professional speaker. The topic is discussed in a plenary.

d. Panel Discussions

A panel discussion is an event where two or more experts discuss issues of a specific legal topic in front of an audience.

e. Law Schools

A law school is an annual event organised in a close co-operation with an academic or institutional partner, lasting for at least 7 days with a minimum of a 20 hours scientific programme.

- ~~i. A law school is an event lasting for at least a week with a minimum of a 20 hours scientific programme.~~
- ~~ii. If the law school is international, the quality standards for international events should be followed by the organising group.~~
- ~~iii. A law school aims to be annual.~~
- ~~iv. A law school is organised in close co-operation with an academic or institutional partner.~~
- ~~v. The scientific programme includes lectures followed by workshops, which deepen and emphasise different areas of the lecture.~~
- ~~vi. The scientific programme includes time for homework to revise the lectures and prepare for the next lessons.~~

5. ELSA Law Schools

5.1 Definition

An ELSA Law School is an international Law School that shall fulfil the requirements regulated in this section.

National events fulfilling these requirements shall not be promoted as ELSA Law Schools.

5.2 Minimum Quality Standards

5.2.1 The agenda of ELSA Law Schools shall add a social and cultural part to the scientific programme.

5.2.2 The scientific programme shall include lectures followed by workshops or any other interactive activities fulfilling the definition in Art. 3.3. of the Statutes of ELSA, which deepen and emphasize different areas of the lecture. The minimum scientific programme does not include an obligatory extra time to revise the lectures and prepare for the next lessons.

5.2.3 ELSA Law Schools shall be organised in a close co-operation with an academic or institutional partner. The partner shall supervise and guarantee the quality of the scientific programme. Academic or institutional partner shall be a Faculty of Law, public institution, law firm or any other legal entity, which is entitled to provide education, professional legal services or otherwise associate professionals in a particular field of law.

5.2.4 Working language of an ELSA Law Schools is English.

5.2.5 ELSA Law Schools aim to be annual.

5.3 Responsibilities for Quality

5.3.1 of an Organising Group

- a. To follow the Minimum Quality Standards for ELSA Law Schools and the Quality Standards for International Events.
- b. To complete the Event Specification Form for ELSA Law Schools and send it to ELSA International at least 8 months before the event.
- c. To provide all the information required by ELSA International without undue delay.
- d. To follow the maximum participation fees regulated in the Financial Management part of the Decision Book.
- e. To publish a draft scientific programme the latest with the opening of the application period.
- f. To publish the complete scientific programme at least 2 months before the event.
- g. To publish information about the accommodation the latest with the opening of the application period.
- h. To confirm applicants that their application has been received correctly.
- i. To inform applicants after the selection process, that shall end at least one month before the event, whether their application has been accepted or not without undue delay.
- j. To ensure that all participants are taken from the place of arrival or have received a detailed guidance on how to get to the place of destination.
- k. To provide all participants with a reception package including the working materials, programme of the ELSA Law School and information about the city.
- l. To grant a certificate of participation only to participants attending at least 85% of the scientific programme. In cases in which this requirement is not fulfilled, it would be upon discretion of the Organising Group to decide if the absence is justified or not.

5.3.2 of ELSA International

- a. To coordinate ELSA Law Schools.
- b. To provide support to the Organising Group upon request.
- c. To provide a joint promotion of ELSA Law Schools.
- d. To execute an adequate Quality Control.
- e. To inform the Council about the use of its executive powers.

5.4 Quality Control

5.4.1 An ELSA Law School is a complex project connected with a long period of preparation, application process, payment in advance, accommodation, meals, provision of education and other services. Therefore, it is crucial for a Quality Control to ensure that the Organising Group is in compliance with the Minimum Quality Standards.

5.4.2 The International Board, especially the Vice President for Seminars and Conferences, shall control the quality of ELSA Law Schools. This includes particularly the resolution of complaints.

For this purpose the International Board shall have a power:

- To check the revenues and expenditures.
- To check the qualification of the lecturers.
- To ask for the relevant information and clarification.
- To control the compliance with the internal regulations of ELSA.

5.4.3 In order to solve potential problems regarding the organization of ELSA Law Schools, ELSA International shall undertake a coaching role during the whole process.

5.4.4 The International Board shall solve the disputes primary by means of dialogue and preventive measures. Its executive powers shall be used only when there is no other option to protect ELSA reputation and the interests of the participants.

5.4.5 For the purposes of Quality Control, the International Board shall have, in case of a breach of the internal regulations, executive powers:

- a. To resolve and answer each complaint delivered to ELSA International.
- b. To inform the respective National Group about the attitude of the Organising Group in order for it to take the appropriate internal measures.
- c. To remove the respective ELSA Law School from the list of the ELSA Law Schools, this prevents the Organising Group involved from using the label “ELSA Law School”.
- d. To inform all National Groups about the subject matter of the case.

5.4.6 The International Board shall report to the Council the use of its executive powers. At that point the respective Organising Group might ask for a voting in order to waive the measures taken.

Comments:

The significant increase of the Law Schools during our term in office requires the efforts in terms of unification of this leading scientific project. After the ICM Bodrum ELSA International opened the Working Group consisting of members from ELSA Czech Republic, ELSA Germany, ELSA Slovak Republic and chaired by Assistant for Law Schools. The above presented proposal wants to give a clear definition of Law Schools on international level and clear and strict quality standards that should be followed and implemented by all organizing groups.

Decision Book amendment concerning the S&C part (01/13 I)

The International Board proposes the following to the Council:

Implementation of the S&C Quality Standards

2. Responsibilities of ELSA International

- 2.1 To ensure that the S&C Policies and the S&C Communication Tools are working properly.
- 2.2 To publish international, IFP and Human Rights S&C events on the homepage of ELSA International and to keep this information up to date.
- 2.3 To communicate with the national groups and suggest solutions for problems and issues that arise in S&C.
- 2.4 To evaluate all the information received and suggest ways to improve S&C.
- ~~2.5 To collect and compile the information submitted by national groups for the Study Visits Guide (SVG), and make the complete SVG available, via an online system, for all S&C officers).~~

4. Communication Policies

- 4.1 Event Specification Forms
 - 4.1.1 Every international event, every IFP and every Human Right related event or any other event of the special interest of EI S&C event shall be specified in the Event Specification Form (ESF).
 - 4.1.2 Every organising group shall send the ESF to ELSA International at least 2 months ~~40 days~~ prior to the event. The information submitted to ELSA International should contain:
 - The title of the event;
 - the dates, or at least the month, of the event;
 - the venue(s);

- the language of the event;
- the participation fee (if applicable);
- ~~T~~the registration deadline; and
- ~~T~~the contact details (group, name, e-mail, homepage for more information).

4.1.3 ELSA International can publish information about any S&C event on the website, according to its relevance to the ELSA Network as a whole. ELSA International shall give priority to international S&C events, especially the ones concerning IFP and Human Rights.

5. Evaluation Policies

5.1 Every participant in an S&C event should be invited, upon completion of the event:

- a. To fill in the Participation Form, which shall, at the very least, include the information indicated on the standard evaluation form.
- b. To submit the Participant Evaluation Form to the organising group.

5.2 Every organising group of an S&C event shall, upon completion of the event:

- a. Evaluate the S&C event with the participants and the partners involved in the event;
- b. submit the event Evaluation Form to ELSA International, or to the National Group for onward provision, for IFP, ELSA Day, Human Rights, Study Visits, international Institutional Visits, Law Schools and other ~~I~~international ~~E~~events;
- c. submit evaluation forms for all other events at the request of ELSA International; and
- d. create a comprehensive report regarding Participation Statistics to be sent to the National Group.

5.3 Every National Group shall:

- a. Ensure that all local groups submit the completed S&C Evaluation Form for international events, every IFP and Human Rights related event and for

ELSA Law Schools to ELSA International no later than 3 weeks after the S&C event to;

- b. evaluate all of the information received on a national level and establish a development plan for the following year in order to improve S&C; and
- c. provide information to ELSA International about the S&C participation statistics.

7. Knowledge Management

7.1 Responsibilities of the National Groups

- 7.1.1 Create national handbooks in the respective native language.
- 7.1.2 Provide necessary training and information to local groups on the organisation of S&C events.
- 7.1.3 Provide the ~~succeeding next~~ national officer with a transition and also any local officers who haven't received one.
- 7.1.4 Translate and adapt the most important information received from ELSA International for local officers and members.
- 7.1.5 Ensure that all local groups archive material and, when receiving the material, send it to ELSA International.
- 7.1.6 Create databases of most important events such as (international) law schools, (international) seminars and conferences, Study Visits and Institutional Visits especially speakers and background of participants.
- 7.1.7 In cooperation with BEE, update the Institutions database for future local events.
- 7.1.8 National Groups can require the support of ELSA International in finding the most suitable strategies to develop this area.

7.2 Responsibilities of ELSA International

- 7.2.1 To produce the necessary manuals, handbooks and guidelines and update outdated materials. To make sure that all these tools are available for S&C officers.
- 7.2.2 To all archived material submitted by the national boards in the ELSA S&C Archive and make it accessible to national officers.

~~7.2.3 To administrate the Speakers Database, archive the Forms and stay in contact with the Speakers.~~

7.2.3. To analyse submitted evaluation forms, provide statistic data and to properly archive them.

7.2.4 To focus on the education and training of officers in transition and archiving.

Comments:

Due current specification and evaluation system on the international level we are facing many difficulties and challenges in collecting data and with this proposal we want to define minimum activities that should be specified and evaluated in order to have figures that are actually useful. For other types of activities, at the moment, there is no realistic to expect to be specified or evaluated.

Also due insufficient online tools, the Speakers Database was abandoned and it is not in use already for several terms in office. In order not to confuse the Network and officers, we want to remove from the Decision Book all the tools that are not in use. At the same time, we want to make responsibility clear with adding the new provision to ensure consistent statistics system.

Decision Book amendment concerning the S&C part (01/13 I)

The International Board proposes the following to the Council:

Quality Standards for International Events

1. Academic Programme

- 1.1 International events should aim to comply with the main focuses of ELSA.
- 1.2 The initial draft of the academic programme should be published together with opening the application procedure for the event and the final draft at least 2 months before the event. This does not apply to Study Visits and Institutional Visits.

6. Fee

6. 1. When there is a fee for the event, the related provisions included in the FM part of the Decision Book shall be applied.

6. 2. The Organising Group has the right to request registration payments or the full fee payments in any reasonable time set before the event.

6. 3. The deadlines from the article 6. 2. Shall be announced together with the opening of the application procedure.

Comments:

As the main quality factor, the academic programme should be prioritized in all possible ways and this proposal tends to encourage groups that are organizing international events to start planning on time and to announce it at the same time when they are opening the application process.

In order to give certain level of security and to prevent participants from unjustified cancellations we want to give the right to organising groups to requests payments beforehand what is the common custom in all kind of transactions.

Decision Book amendment concerning the S&C part (SC 01/13 I)

The International Board proposes the following to the Council:

S&C Policies, Minimum Quality Standards and Responsibilities

2. Scientific Events

2.2 Responsibilities for Quality

2.3.1 of the Organising Groups

2.3.1.1 Evaluation

- a. Respect evaluation policies by completing the S&C Evaluation Form and submit to ELSA International or through the National Group.
- b. Respect Knowledge Management policies, ~~plus~~;
- c. Archive all materials and lectures given at the scientific event.
- d. Elaborate a Report to the National Group regarding participation statistics.
- e. Provide any other details related to the event that might be requested from respective National Group or ELSA International.

2.3.2 of the National Groups

- a. Ensure that all Local Groups are implementing and following the S&C Policies and Quality Standards and other policies that the National Group has developed specifically for their country.
- b. Encourage all Local Groups to organise S&C events.
- c. Ensure that all Local Groups advertise S&C events.
- d. Follow the work developed by Local Groups regarding international events.
- e. Be an active part of promoting international events during ICMs and other important events.

- f. Support the organising group in all aspects of organization of scientific events, especially in finding suitable speakers for the event.
- g. Inform ELSA International about the international event final results concerning participation statistics or any other requested details.

3. Study Visits

3.2 Minimum Quality Standards

- 3.2.1 Study Visits aim for the mutual understanding and sharing cultural experiences and are combined with an academic programme providing exchange of legal knowledge.
- 3.2.2 A Study Visit shall involve at least 5 participants per group. When it is a multilateral Study Visit, the number of participants in total shall be at least 5.
- 3.2.3 The academic programme shall have a duration of a minimum of three hours.
- 3.2.4 An agreement should be concluded between the groups participating in the study visit.
The agreement should
 - Be in written form.
 - Include the parties involved, the dates of the visit, and the responsibilities of the parties.
 - Be sent to the person responsible for managing Study Visits on international level in order to arbitrate between the parties in cooperation with the International Board if any dispute arises.

3.3 Responsibilities for Quality

3.3.1 of the Hosting Group

- a. To organise the academic programme of the Study Visit.
- b. To organise a cultural and a social programme and including sightseeing.
~~(including specific local food/customs).~~
- c. The Hosting Group should take care of ~~the~~ Accommodation and meals for the ~~P~~participants and also provide all the information required (especially VISAs, letter of invitation and other legal documents required), unless agreed otherwise by the parties.

3. 3. 4. of ELSA International

- a. To collect and compile the information submitted by national groups for the Study Visits Guide (SVG), and make the completed SVG available, via an online system, for all S&C officers.
- b. To update the Study Visit Guide (SVG) at least once during one term in office.

4. Institutional Visits

4.3 Responsibilities for Quality

4.3.1 of the Organising Groups

- a. To inform ELSA International and follow the procedure of the Institutional Relations Regulations under Decisions relating to BEE.
- b. To complete the Event Specification Form for international Institutional Visits and send it to ELSA International in a good time prior to the event.
- c. To complete the Evaluation Form for international Institutional Visits and send it to the national group and ELSA International not later than two weeks after the event.

4.3.2. of the National Groups

- a. To provide local groups with any necessary training material and information on how to organise Institutional Visits to the local groups.
- b. To ensure that the local groups submit the Event Specification Form in respect of international Institutional Visits to ELSA International in good time prior to the event.
- c. To ensure that local groups submit the ~~Event~~ Evaluation Form for international Institutional Visits no later than two weeks after the event.
- d. To ensure that the local groups follow the procedure of the Institutional Relations regulations under Decisions relating to BEE.

Comments:

Sometimes some of the organized activities might be of a special interest of ELSA International (presentation to partners, obtaining academic support, etc.) and we want to open a possibility to request additional details from any of the organizing groups.

Study Visit Agreement is a tool that not many groups are using to prevent potential dispute. By adding this provision, we want to encourage more groups to using it and making clear to whom should it be submitted and when the groups can invoke the clauses from it.

Other amendments are in light with bringing more clarity in the areas of Study Visits and Institutional Visits.

Decision Book amendment concerning the STEP Procedure of the STEP part (STEP 01/09 I)

The International Board proposes the following to the Council:

STEP Procedure

2. Applicants

2.1 General Regulations

Only members of ELSA can apply for STEP.

1. Application

- a. Applicants can only apply for a STEP traineeship by using the Forms provided by ELSA International and filling them out in English. Additionally, they must provide the necessary diplomas, certificates, recommendations of professors or similar valid documents to verify the qualifications stated within the Application Forms.
- b. Applying for and participating in STEP is free of charge.
- c. Local Groups are responsible for receiving the Application Forms and other documents as well as for checking the validity of the information given.
- d. There is no guarantee of being matched to a traineeship when an application is submitted.

2. Matching

- a. ELSA International shall revise all applications and match them to the most suitable traineeships. Applicants can be matched to more than one traineeship at the same time up to the maximum of three traineeships at each matching process.
- b. During the Matching process ELSA International shall take the following criteria into account:
 - i. Only Legal and Language Skills shall be matched.
 - ii. ELSA International shall forward the applications with the highest matching rates.
 - iii. With exception to (ii), if there is only a low number of applications for a Traineeship or if there are only applications with low matching rates, the best applications among these shall still be forwarded to employer with a remark explaining the circumstance.
 - iv. The applicant's preference list shall not affect the Matching.
 - v. Poorly written applications shall be sorted out. A CV or a Motivation Letter is to be considered poorly written if the form, structure, grammar, political

correctness, politeness, information content, style or length do not correspond to the usual standards

- c. There shall be no contact from the applicant to the employer before the selection is made or before the employer contacted the applicant first.
- d. ELSA International shall send the Application Forms of the matched trainees to the respective National Group and the National Group forwards the Application Forms to the respective Hosting Groups.

3. Selection

- a. The employer shall select the trainee.
- b. The employer shall inform the Hosting Group about the selection and the Hosting Group shall immediately forward this information to ELSA International.
- c. The employer shall inform the Hosting Group about the selection results at least five weeks prior to the start of the traineeship. If this time-frame is not adhered to the trainee shall be entitled to postpone starting the traineeship for a time, equivalent to that of the employer's delay.

2.2. Specific Regulations

In exceptional cases members of an external organisation may only apply for STEP in accordance with an agreement signed between ELSA International and the external organisation. The application procedure, the quota for applications from non-ELSA members and all other conditions shall be defined by the International Board in each case. The quota for applications from non-ELSA members shall be set in a manner that will not harm the interests of ELSA members applying for STEP.

Comments:

Strategic Goals 2018 set up several focuses concerning STEP among which:

- ELSA shall strive to have a diversity of employers within STEP
- ELSA International shall extend the STEP offer to traineeships outside of Europe
- ELSA shall increase the number of STEP traineeships in the entire Network by at least 15% on a yearly basis.

The realization of these goals largely depends on the successful cooperation of ELSA International with the regional law students' organisations outside Europe. There were negotiations previously conducted by ELSA International with several external organisations which have shown both sides' interest in a win-win cooperation within STEP. ELSA International expects more similar to this cases in future and believes this is the potential start for the STEP globalization.

To acquire new traineeships/STEP hosts outside Europe, ELSA is supposed to suggest something equal in return to assisting external organizations. Very often such organisations are interested in exchange of traineeships that would mean allowing non-ELSA members to apply for STEP. ELSA

International believes this is a fair condition for potential global partnerships within STEP which would not only open new horizons for ELSA members but will increase the value of STEP as of the bigger scale cultural exchange and youth mobility project. Therefore we suggest authorising ELSA International to allow the limited number of non-ELSA members applying for STEP traineeships under the conditions of separate agreements with external organisations.

Decision Book amendment concerning the Annex part

The International Board proposes the following to the Council:

ANNEX III: PARTICIPATION FEES for ELSA Law Schools

The participation fee for ELSA Law Schools shall be indexed with the inflation rate of the Euro, as stated by the European Central Bank, every 1st of January. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the participation fee as calculated the year before, up to two decimal points.

The maximum participation fees are:

Non-favoured countries:

€ 265 for the first seven days of the ELSA Law Schools

€ 38 for each additional day of the official programme of the respective ELSA Law School

Favored countries:

€ 235 for the first seven days of the ELSA Law Schools

€ 33 for each additional day of the official programme of the respective ELSA Law School

The maximum extra fees are:

Gala Balls or Gala Receptions: € 50

Transfer from/to expectable point of arrival: € 30

Extra Nights: € 45

Other special services: one fourth of the total participation fees

The Annex III will be applicable for the Law Schools organized in the term 2015/2016.

Comments:

To further unify ELSA Law Schools it is necessary to have special regulations for this special event and also to have a more concrete definition of what the participation fees cover and what not. Charging a fixed amount for the whole event (normally seven days) gives more certainty to the participants – and the OC. Everyone knows transparently what will be charged and also with this proposal we are trying to narrow the possibility to charge extra fees as a hidden costs and to provide guidelines to OCs to focus on the real content – the academic programme.

Additionally, at the moment informing of the Network about indexation of the fees is regulated in the “Responsibilities” part. We feel that this regulations should be included in the its relevant context here in the “Fees” section.

NATIONAL GROUPS

Statutes amendment concerning article 11

ELSA Denmark proposes the following to the Council:

Organs

Article 11 – Council

11.2 Summoning of Council

The Council shall meet twice a year, in spring and in autumn, at a time fixed by the International Board. Extraordinary meetings can be requested by the International Board or by at least one-third of all the Members.

The Council shall be summoned by means of written invitations sent by the International Board to all Members, Observers, Auditors, and any person appointed by the International Board or Council to carry out a specific task at least ~~twenty-eight~~ forty-two days before the opening of the Council Meeting in question.

Comment

Currently ELSA International has to send out the invitation for the International Council Meeting at least 28 days before the opening of the meeting. At the same time the deadline for sending in proposals is 35 days before the opening of the Council Meeting cf. Standing Orders article 5.2. Since these regulations are contradicting we suggest to change Statutes article 11.2 to 42 days which gives the national boards at least a week to make and send in proposals.

Standing Orders amendment concerning article 4

ELSA Denmark proposes the following to the Council:

The Council

Article 4 – Council Meeting Host

4.1 The International Board in cooperation with the elected host is responsible for choosing the date and for the organisation of each Council Meeting. The Council shall however elect a Council Meeting host responsible for the practical organisation of the Council Meeting. Dates of the Council Meeting shall be between ~~March 25th and April 25th~~ the third Sunday of March and the last Sunday of April for spring Council Meeting and between ~~October 15th and November 15th~~ the second Sunday of October and the third Sunday of November for autumn Council Meeting.

Comment

At this ICM in Cluj-Napoca our final plenary is held on the 25th of April. According to our Standing Orders the Council Meeting is to be held between the 25th of March and the 25th of April, which means that we are in a position where we might have a conflict with our own Standing Orders if the final plenary lasts past midnight April 25th. This proposal will solve this issue.

At the same time we propose to change the way we define the periods between which we have the Council Meetings. We find it odd to have exact dates when we always plan our Council Meetings from Sunday to Sunday. Therefore we propose to have a definition that we believe is more fitting.

It is not our purpose to change the current periods for International Council Meetings. We believe that the chosen Sundays are the most precise in accordance with the current periods.

Standing Orders amendment concerning articles 4 and 17

ELSA Denmark proposes the following to the Council:

The Council

Article 4 – Council Meeting Host

4.5 An election of a Council Meeting host shall be taken by means of an absolute majority of votes, ~~including abstentions in accordance with Article 11.4 of the Statutes.~~

The International Presidents' Meeting

Article 17 – Procedure of the International Presidents' Meeting

17.5 Election

The Council shall elect a Presidents' Meeting host responsible for the practical organisation of the Presidents Meeting.

The election of the winter Presidents Meeting shall take place at the spring Council Meeting and the election of the summer Presidents' Meeting shall take place at the autumn Council Meeting.

An election of a Presidents Meeting host shall be taken by means of an absolute majority of votes, ~~including abstentions in accordance with Article 11.4 of the Statutes.~~

Comment:

Since ELSA International is proposing to change the Statutes article 11.4 we propose this amendment to the Standing Orders. The two articles will no longer be in accordance with the Statutes article 11.4, but at the same time we still want these decisions to be made with an absolute majority. This is why we only propose to change the last part of the sentences and not to remove these exceptions completely.

Standing Orders amendment concerning mass election procedure to the articles 7 and 20

ELSA Czech Republic and ELSA Switzerland proposes the following to the Council:

The Council

Article 7 – Council Meeting Voting Procedure

7.1 The voting procedure shall be as following:

- (i) The Chair asks the Council for arguments in favour and against a proposal and any proposed amendments thereto.
- (ii) If any amendments are proposed, the Chair asks the Council to vote on the amendments, 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.
- (iii) The Chair asks the Council to vote on either the original proposal or the amended proposal, depending on whether any amendment was accepted. The Chair asks for votes in favour, the votes against and abstentions. The Chair announces the result of the voting process.
- (iv) If there are two or more proposals on the same issue and neither of them obtains an absolute majority in the first vote, the Chair may ask for a new vote on the two proposals that obtained the most votes.
- (v) The Chair may reverse the voting procedure on non-disputed or procedural votes. The Chair asks for votes against and for abstentions. The Chair announces the result of the voting process.

7.2. Secret Voting

Voting in Council shall be carried out by written and secret vote (ballots according to 7.4) whenever there is an election, an observership application, a membership application, demotion, expulsion, relief of responsibilities or any one voting delegate requests a secret vote. In all other cases voting in Council shall be carried out by a show of hands.

Whenever secret voting takes place, counting of votes shall be conducted publicly by the Chair and the tellers.

Only one delegate per each national group is allowed to be present in the room during the counting of votes. The delegates allowed to watch the counting of the votes have to stay in silence and cannot disturb the counting procedure.

7.3 When voting, the Members shall be allowed to split their three (3) votes as referred to in Article 11.5 of the Statutes

7. 4. Ballot sheets

7.4.1 Secret voting shall be done using official ballot sheets handed out by the International Board only. The International Board hands out one Ballot sheet per vote. If several different votings/elections are printed on the same sheet of paper, they still must be seen as separate ballot sheets.

7.4.2 Ballot sheets are invalid if

- a- they are not signed or handed out by the International Board
- b- contain insulting remarks
- c- are not filled out by handwriting
- d- it is unclear, which alternative is voted for

7.4.3 The Tellers count the votes in this way:

- a- sum of all votes in favour
- b-sum of all votes against
- c-sum of all abstentions
- d-number of invalid ballot sheets

7.4.4 The Tellers write down the result in two copies and forward one of them to the Chairs. The Chairs may then ask for recounting, should there be a narrow result. If not, the Chairs announce the result to the Council.

7. 5. Mass Election Procedures

7.5.1 Mass Election procedures are election procedures for when several equal positions are to be covered by a number of candidates which exceeds the number of available positions (e.g. Nominations Committee, Auditors, Council guests etc.).

7.5.2 Mass Elections shall take place using ballot sheets, in accordance with the following rules:

- a. Article 7.4.1. (general ballot sheet rules)
- b. The possibility to vote for every person, who has been properly nominated. The person needs to be clearly determined on the ballot sheet through name or other remarks (e.g. which delegation is the person part of etc.).

- c. The number of candidates written on a ballot sheet may not exceed the number of available positions. No candidate may be mentioned more than once on the same ballot sheet.

7.5.3 Ballot sheets are invalid under the same criteria as in article 7.4.2. Furthermore a single ballot entry within the ballot sheet is invalid if

- a- it is unclear which candidate is voted for, or a name of a non-candidate was written down.
b- a name of a candidate is already written on the ballot sheet once. This further mentioning of a candidate will be striked out and ruled invalid.
c- the number of candidates written on the ballot sheet is exceeding the number of available positions; names will be striked out from below until equality between the number of candidates and available positions is reached.

7.5.4 The Tellers (if their election is done under this procedure, then the Chairs) count the votes in this way:

- a- sum of all votes each candidate receives
b-number of empty ballot entries on a single ballot sheet (abstentions)
c-number of invalid ballot entries on a single ballot sheet (Article 7.5.3 a, b and c)
d-number of invalid ballot sheets (Article 7.4.2)

7.5.5 Candidates, who reach an absolute majority in the sense of this article are elected. Absolute majority in this sense means the sum of all valid ballot entries (The sum of 7.5.4 a and b) divided by the double of the number of available positions. The resulting number is rounded up to the next full number. Should more candidates reach an absolute majority than the number of available positions, relative majority, meaning the higher number of votes, prevails. In case of a draw, the winner is decided by lot.

The Tellers write down the result in two copies and forward one of them to the Chairs. The Chairs may then ask for recounting, should there be a narrow result. If not, the Chairs announce the result to the Council.

If not enough candidates reach an absolute majority, another round of elections is due for the remaining positions, in accordance with article 7.5.6 et seq.

7.5.6

- a- If there is only a single position vacant after the previous round of elections, the next round of elections shall take place in accordance with the election procedure under article 12 of the Standing orders for the remaining candidates from the previous round.

b- If there is more than a single position vacant after the previous round of elections, the next round of elections functions in a fashion similar to the first round, with the possibility to nominate new candidates, and the absolute majority remains the same as it was determined for the first round.

7.5.7 If, after a round of elections according to 7.5.6 lit. b

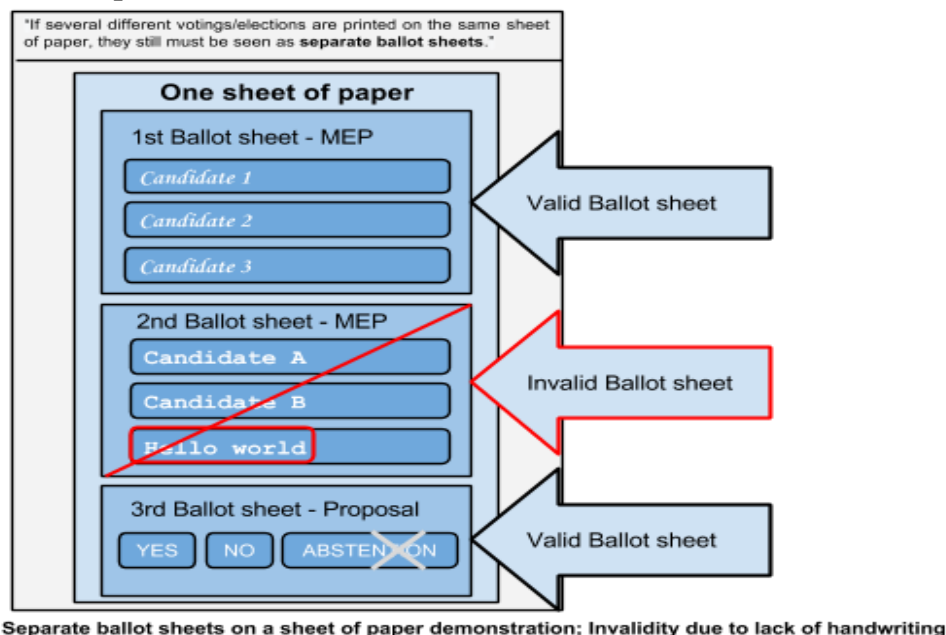
a- at least one candidate was elected in the previous round, but there are still available positions, another round of elections according to 7.5.6 is due.

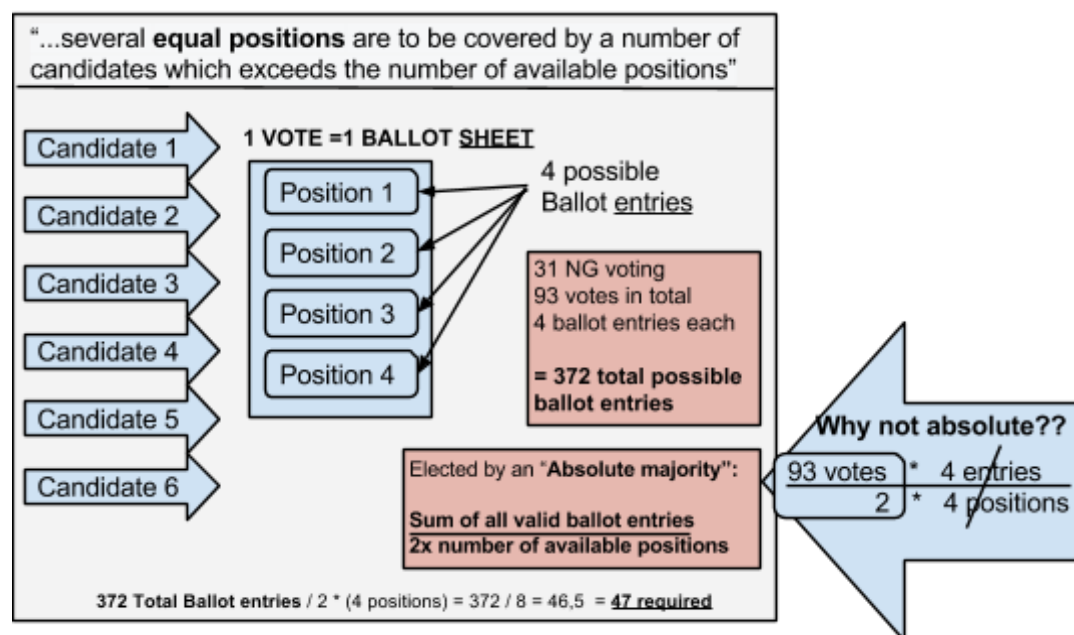
b- still no candidates reach an absolute majority for the remaining positions, further elections are postponed until the next Council Meeting, unless the Council decides to have another round of elections as set out in 7.5.6 lit. b.

Article 20 – Audit

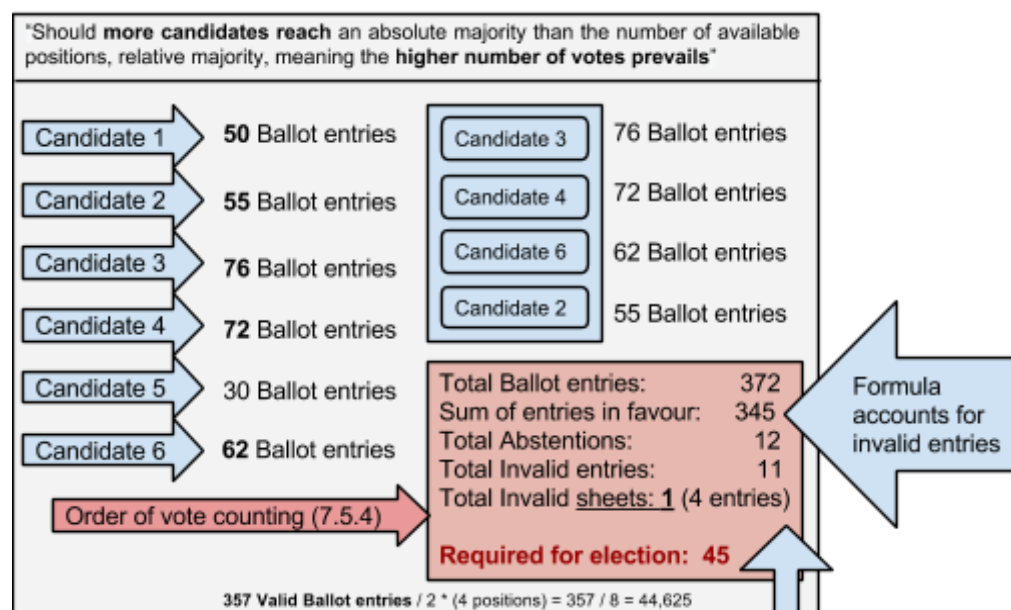
20.1 The auditors as referred to in Article 16 of the Statutes of ELSA are hereby called Internal auditors of ELSA and shall be elected according to the electoral procedure of the International Board (unless there are more candidates than available Internal auditory position - in such cases Mass Election Procedures under Article 7.5. will be used), but will not be required to provide an action plan. 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.

Visual explanations:

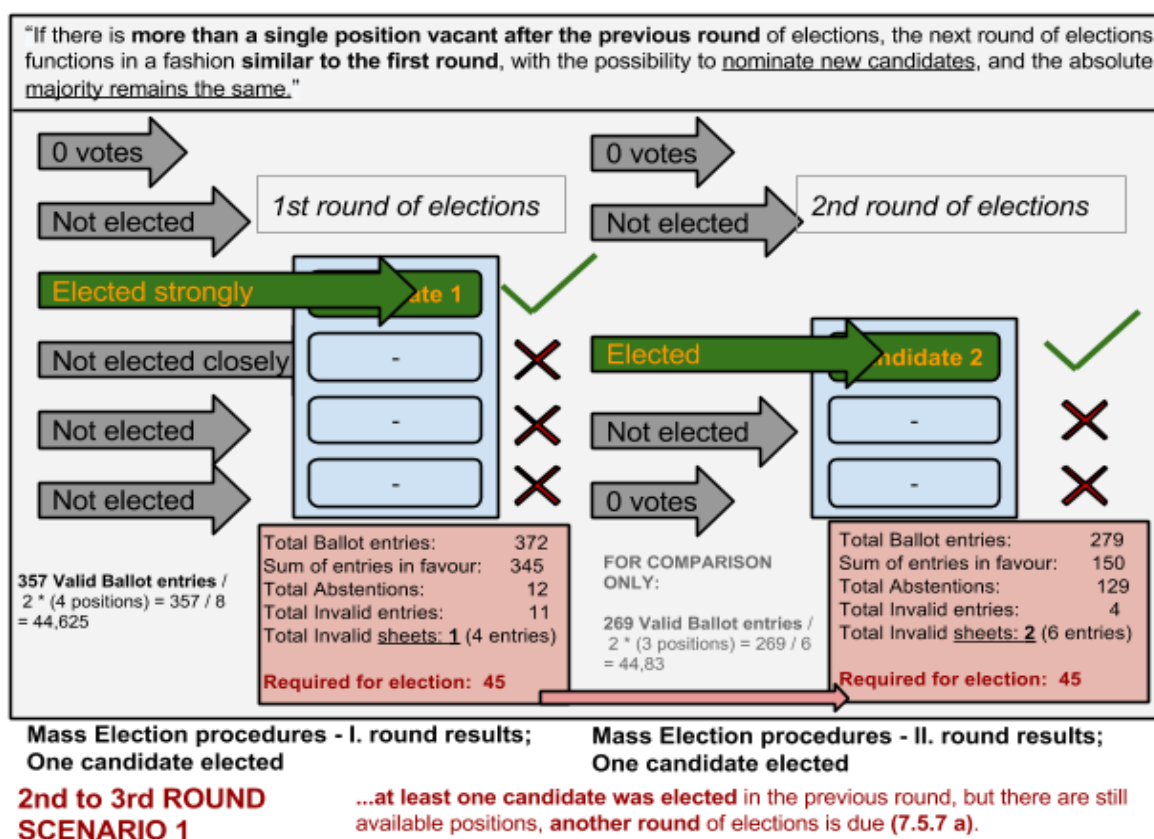


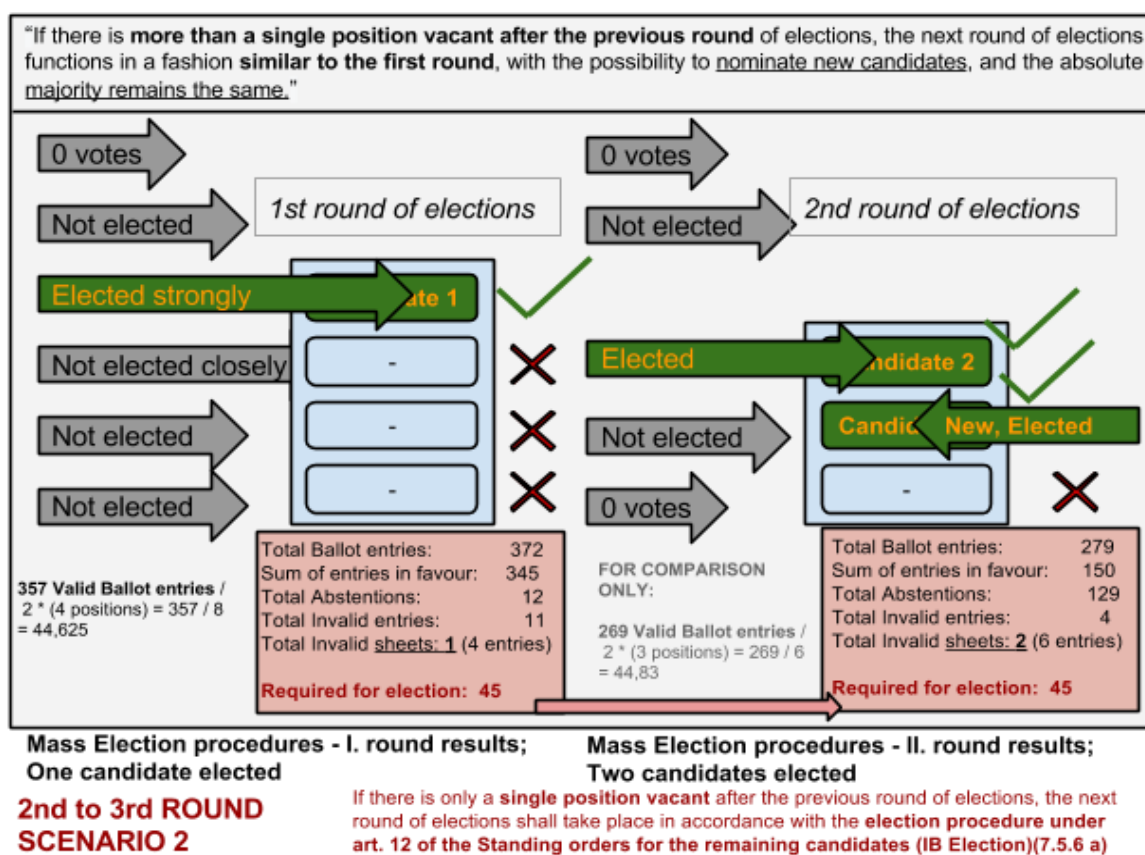


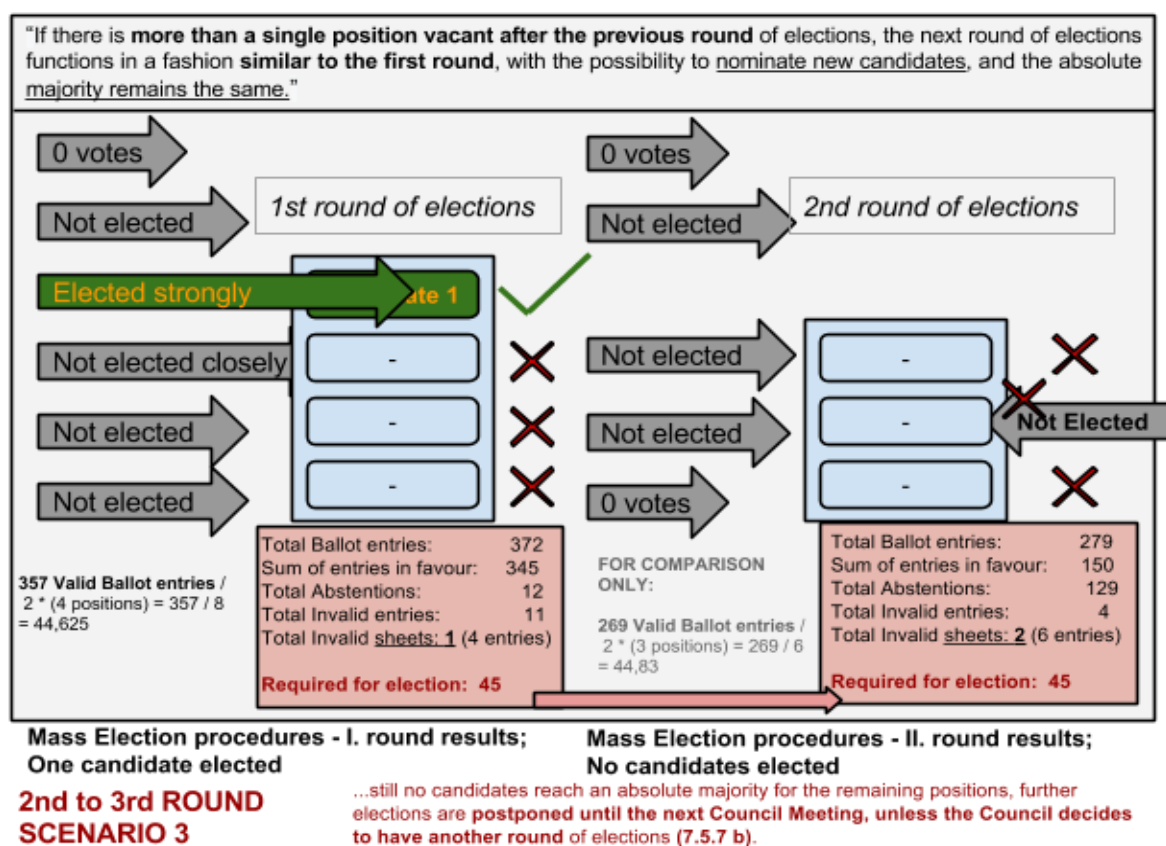
Mass Election procedures - I. round layout

Mass Election procedures - I. round results;
More candidates reaching absolute majority

Plain Absolute M. would only account for invalid sheets
= 4 entries every time







Commentary:

This Proposal closes the gap in the Standing orders for elections with several equal positions and multiple candidates running for them. In ELSA votings are done with having the position to be filled at the center of the voting procedure and not the actual ability of the candidates to get elected. Furthermore, all equal positions should be elected at the same time and not one after another, since, especially if the candidates would be put into focus of the elections, the ones voted upon first would have an advantage in the election procedure.

Finally drafting a ballot sheet with the current templates used by ELSA International is incredible hard. If the current voting procedure could be made the only available option to proceed with voting, ("in favour of candidate b for one position, in favour of candidate c for one position and against all the remaining candidates" or "in favour of candidate b for one position, for one position abstaining on all the candidates and for one position against all the candidates"). This would mean the following combinatorics of all the voting possibilities:

For 3 candidates and 2 positions and the possibility to abstain or vote against all or a certain amount of candidates 12 different options are needed.

For 4 candidates and 3 positions 32 different options are needed.

Especially during the final plenary (that started one month earlier than scheduled) of the last ICM more candidates were applying for the position of the council guest, than there were available positions. The chairs, including IB, and several participants couldn't figure out how to adapt the current voting procedure to the arisen problem, and intensive brainstorming for several hours made it clear, that regulations for this situation are needed. Similar problems came up for the election of the nomination committee at ICM Opatija and ICM Bodrum - at ICM Opatija in a strange voting procedure 3 candidates prevailed, and the election was heavily influenced by the order in which the candidates have been voted upon. At ICM Bodrum, the nominating National Group was asked by the chair to withdraw their nomination, in order to facilitate the voting procedure.

As Regulations on the usage of ballot sheets were missing in general, and not only needed for basic secret voting but in particular for the Mass Election Procedures, they have been drafted as well. The Cantonal election law of the Government of Zurich was used as a template to create the regulation on ballot sheet and the voting procedure.

As the Proposal will affect the elections on the auditor positions, changes to art. 20 of the standing order were necessary as well.

Finally, the method of how invalid or partly invalid ballot sheets should be counted has been an issue for a long time. For many National Groups the elections are one of the most important parts of an ICM, and it only seems strange if the voting procedure through ballot sheets is not regulated at all.

Decision Book amendment concerning Institutional Relations of the BEE part (01/08 I)

ELSA Turkey proposes the following to the Council:

Institutional Relations

5. Participation in Events organised by International Institutions

5.6 All applicants shall provide ELSA International with the necessary documentation, as specified in the guidelines for the selection, to prove their academic qualification and ELSA background as stated in the application. The necessary documentation shall include a signed and sealed letter prepared by the Local or National Board or the Executive Committee of the alumni organisation of ELSA, indicating the membership of the applicant.

Comments:

As stated in the previous Article (5.5), the applicant shall be a member of ELSA or its alumni organisation. To avoid false declarations of membership by the applicants, amongst other documentation for application, letter indicating the membership shall also be demanded. The letter shall be signed and sealed. The authority to issue such letter shall be the Local or National Board for ELSA members and the Executive Committee of the alumni organisation of ELSA for the members of this alumni organisation.

Decision Book amendment concerning Institutional Relations of the BEE part (BEE 02/09 II)

ELSA Spain proposes the following to the Council:

Institutional Relations

6. Reporting Institutional Relations

6.1 All approaches to international institutions shall be formulated in a registration sheet by the ELSA Group and shall be sent to ELSA International within four weeks since the approach was realised.

6.2 The registration sheet shall be provided by ELSA International.

6.3 The registration sheets shall be available for any Group interested in approaching the same institutions, following articles 2, 3, and 4.

6.4 As an exception to the previous article, in the case of an approach with the sole purpose of an Institutional ~~Study~~ Visit to an International Institution, informing the Vice President for Seminars and Conferences of ELSA International about the contact and the communication shall be sufficient.

6.5 If a National Group approaches a national institution outside of its country for the sole purpose of an Institutional ~~Study~~ Visit, it shall inform the Vice President for Seminars and Conferences of the National Group from the country where the institution is located about the contact and the communication.

Comments:

At ICM Cologne the S&C part of the Decision Book went into major changes, one of them being the new term “Institutional Visit”, referring to the activities formerly known as “Institutional Study Visits”. For some reason, this change was not applied in the BEE part of the Decision Book. Therefore, we suggest remedying that mistake for the sake of consistency.

Decision Book proposal concerning the IM part (02/06)

ELSA Denmark proposes the following to the Council:

Responsibilities for Quality Management

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.

Comment

Keeping in mind the nature of ELSA it is important that our written material and official publications are written in a correct and proper way in line with the high level of professionalism we want to exhibit. With this proposal we hope to devise the easiest way to go about this, without further burdening the position of Secretary General, by introducing the concept of a proofreading team. Similar to the current teams in ELSA International in organisation and function, their task will be to review and proofread most written communiqués and publications of ELSA International. In our opinion the proposal itself has been formulated sufficiently vague, which allows the IB enough elbowroom in regards to the practical issues such as appointment and organisation of the team.

Decision Book proposal concerning the FM part (01/07 I)

ELSA Denmark proposes the following to the Council:

Event Fees

1. Maximum Participation Fee for Statutory Meetings and International Internal Meetings

The maximum participation fee for both International Statutory Meetings and International Internal Meetings shall be charged as provided in Annexes I and II to the FM part of the Decision Book.

The maximum participation fees for favoured and non-favoured countries shall be calculated and charged per person per night.

The participation fee shall include:

- the academic programme;
- accommodation;
- meals;
- transportation to and from workshops and plenaries;
- administrative costs

The extra fees which are not directly linked to participation in workshops and plenaries have to be specified and disclosed to the Network together with the application forms for the meeting. The amount charged in extra fees shall only be used to cover the given activity exclusively and cannot be used to cover any other expenses listed in maximum participation fee, extra fees or extraordinary fees. The extra fees cannot exceed a fixed limit. The limits shall be as following:

- social programme – 20 €
- gala ball – 50 €
- sightseeing – 20 €
- transportation to and from airport – 30 €

If any extraordinary additional charges are imposed, they shall be disclosed to the Network together with the application forms for the meeting.

Comment:

There have been several incidents over the previous years where the participants at both International Statutory Meetings and International Internal Meetings have been charged extra fees for transportation to and from either workshops or plenaries. It is our opinion that such transportation should be covered by the maximum participation fee, which is regulated in section 1, 1st paragraph, as the transportation is necessary for the delegates participation in the decision making activities of the above mentioned meetings.

It is further our opinion that there is a need to regulate the extra fees that are being charged at the International Statutory Meetings and International Internal Meetings in our network. This proposal does not only intend to regulate how much organizers can charge, but also how the organizers can use the income from the different fees. We believe that it is important for the participants to know that the fees they have paid actually cover the activities they signed up for. Extra fees should not be a way for organizers to increase the general income they get per participant, but an opportunity for the organizers to offer additional non-academic activities to the participants.

The overall aim of our international internal meetings and council meetings should be that all members can afford to participate on equal terms. There is however also a need to ensure that most members can afford to host an International Statutory Meeting or an International Internal Meeting. The maximum amounts should therefore be flexible enough to give leeway for the organizers, but remains reasonable and affordable for the participants. The need for flexibility is the reason why we still think that it is necessary to give room for extraordinary fees. These extraordinary fees can however not include a raise in the fee of any of the above-mentioned specified extra fees. The idea is that such extraordinary fees should include visas, deposit requirements, unforeseen expenses etc.

Decision Book proposal concerning the Definition of STEP (01/09 I)

ELSA The Netherlands, ELSA Germany and ELSA Norway propose the following to the Council:

Preamble

STEP is one of the key areas of ELSA International. It provides traineeships to law students and young lawyers and aims to contribute to legal education and to foster mutual understanding by finding traineeships abroad, receiving trainees and evaluating the procedures.

STEP enables law students and young lawyers to gain first-hand experience of the substantive and procedural law as well as the culture of another country. STEP gives the trainee increased knowledge of a particular legal system or an area of law, thus strengthening the professional skills of the trainee. As important as the academic and professional skills are, the improved language abilities and the experience of another culture that the trainee gains while participating in STEP are invaluable.

Comments:

This part is currently regulated under STEP Procedure 1. Traineeships, 1.1 Definition, the order does not really reflect the content of this section. The content does not provide any definition of the term traineeships. It generally defines STEP. Therefore it should be located in the Preamble.

Decision Book amendment concerning the Structure of STEP (01/09 I)

ELSA The Netherlands, ELSA Germany and ELSA Norway propose the following to the Council:

STEP Procedure

1. Structure of STEP

1.1 Administration

ELSA International is responsible for carrying out the STEP Programme. National and Local Groups provide support for ELSA International in the STEP process.

1.2 STEP Cycles

STEP Procedures are divided into two cycles. The STEP Cycles consist of five sections that are called Job Hunting, Student Hunting, Matching, Reception and Evaluation. One STEP Cycle contains a Job Hunting Deadline, a Date for the Launch of the Traineeships, an external Student Hunting Deadline, an internal Student Hunting Deadline, a deadline for matching results and a deadline for the selection results. The dates for each Cycle shall be announced to the network by ELSA International within the first four weeks of their term.

1.3 Definitions

a. Job Hunting

Job Hunting is the period of obtaining the traineeships by ELSA International, National and Local Groups.

b. Launch of the Traineeships

The Launch of the Traineeships describes the publication of STEP traineeships on an online platform. This platform shall be provided by ELSA International.

c. Student Hunting

The term Student Hunting refers to the acquisition of applicants for the issued traineeships. The application is processed through an online platform provided by ELSA International.

d. External Student Hunting Deadline

e. The term External Student Hunting Deadline refers to the deadline for the submission of all student applications.

f. Internal Student Hunting Deadline

The term Internal Student Hunting Deadline describes the internal administrative deadline. Upon this deadline the National and Local Officers shall ensure a high level of quality in regards to the applications submitted through the respective National or Local Group.

g. Matching

Matching compasses the rating of the applicant to the issued traineeship. Matching is processed by ELSA International.

h. Reception

Reception describes the period in which the Hosting Group prepares for hosting and actually hosts the trainee.

i. Evaluation

The traineeship has to be evaluated by the trainee and the employer within four weeks after the end of the traineeship period.

Comments:

1. Implementing Structure of STEP

Currently the Decision Book is missing a part which defines the structure of STEP. The structure of STEP can only be understood if one reads every single part of the STEP procedure and the concerning STEP responsibilities. However even then the Decision Book does not reveal any regulation about the most important component of STEP which is the STEP Cycle.

2. Concerning 1.1 Administration

Currently there are no clauses which define the structure of the STEP administration. It should be defined, that ELSA International is responsible for carrying out the programme. This reflects the current situation; all decisions concerning the programme and main parts of STEP are held on international level. Main administrative parts of the programme such as the Publication of Traineeships, the Online Application System, Matching, Evaluation and other substantial tasks are fulfilled by ELSA International. The National and Local Groups only support ELSA International by finding Traineeships, advertising the Traineeships and fulfilling their duty's concerning Reception.

Any decision concerning STEP procedure or responsibilities have to be implemented on the international level. During the cycles ELSA International fulfils all administrative tasks and only directs tasks to national groups concerning the procedure. Every single administrative task somehow involves ELSA International in the current process.

Generally Local and National Groups are limited to their respective country or local area, the unified procedure is currently carried out by ELSA International as described above. This should be stated in the Decision Book in order to clarify and facilitate the procedure to new officers

3. **Concerning 1.2 STEP Cycles**

The STEP Cycles are not mentioned in the current Decision Book, they are only mentioned in the STEP Handbook. STEP Cycles are the main tools to define the current STEP procedure, all procedures in STEP always resolve in it being submitted to ELSA International Therefore they should be defined and mentioned in the Decision Book. This passage describes the current deadlines involved in the cycle as stated in the STEP calendar.² This calendar is currently announced by ELSA International at the beginning of their term.

4. **Concerning 1.3 Definitions**

The in 1.2 mentioned deadlines also shall be defined in the Decision Book. This ensures that one understands the meaning of these STEP terms. The definitions are currently only stated in the Handbook.

² http://files.elsa.org/STEP/STEP_Calendar_2014_2015.pdf

Decision Book amendment regarding the Update of the STEP Procedure Section (01/09 I)

ELSA The Netherlands, ELSA Germany and ELSA Norway propose the following to the Council:

STEP Procedure

2. ~~1.~~ Traineeships

~~1.1~~ Definition

~~STEP enables law students and young lawyers to gain first hand experience of the substantive and procedural law as well as the culture of another country. The traineeships can take place in any law related area: law firms, courts, public institutions, banks, in-house legal departments, consulting firms, international organizations etc. STEP gives the trainee increased knowledge of a particular legal system or an area of law, thus strengthening the professional skills of the trainee. As important as the academic and professional skills are, the improved language abilities and the experience of another culture that the trainee gains while participating in STEP are invaluable.~~

~~2.1~~ ~~1.2~~ General Regulations

a. ~~1.~~ Placement

The traineeships can take place in any law related area.

- b. ~~4.~~ Traineeships have a minimum duration of two weeks and a maximum duration of two years. Traineeships can only begin eight weeks after the External Student Hunting ~~application~~ deadline has passed.

c. ~~2.~~ Issuing a traineeship

Employers can only issue a traineeship by filling in the Traineeship Specification Form provided by ELSA International. ELSA International has the right to make amendments in the Traineeship Specification Form or to make a separate agreement with an employer according to the STEP Procedure section of the Decision Book. In this instance ELSA International:

- i. ~~a.~~ Shall inform the National Groups about the amendments in the Traineeship Specification Form or the separate agreement;
- ii. ~~b.~~ Shall send the information to the National Groups before the agreement is signed;
- iii. Shall provide the National Groups with the draft of the amendments or the separate agreement.

d. ~~3.~~ Internationality

STEP-traineeships are international which refers to the exchange aspects of the ~~definition under the Art. 1.4 preamble~~ of the STEP Part in the Decision Book. Exchange students or international postgraduate students may apply in the country where they do their exchange or postgraduate studies.

e. ~~4.~~ Compensation

Traineeships have to be paid. The compensation shall cover the general living costs during the time of the traineeship.

2.2 ~~2.3~~ Specific Regulationsa. Unpaid traineeships

- i. ~~a.~~ Notwithstanding ~~I-Nr. 2. 2.1 d.~~ traineeships may be unpaid if the National or Local Group provides the trainee with accommodation and, if possible with food, or if they provide the compensation themselves.
- ii. ~~b.~~ Notwithstanding ~~I-Nr. 2.2.1 d.~~ traineeships may be unpaid if the employer issuing the traineeship mainly employs volunteers to reach its aims or is prohibited to pay the trainee by law. In these cases the National or Local Group shall try to fundraise a suitable compensations and/or accommodation.
- iii. ~~c.~~ Notwithstanding ~~I-Nr. 2. 2.1 d.~~ traineeships in international institutions may be unpaid at the discretion of ELSA International if the benefit for ELSA members outweighs the lack of payment.

b. ~~4.4~~ Traineeships within institutions

- i. ~~a.~~ Institutions are international governmental or non-governmental organisations or bodies thereof.
- ii. ~~b.~~ Traineeships within institutions are always considered as international regardless of who applies.
- iii. ~~c.~~ Traineeships within political fractions e.g. political parties shall not be accepted.

c. ~~4.5~~ Searching for Traineeships

- i. ~~a.~~ Each Group, whether Local or National, can only search for traineeships within its own federal state or country. Otherwise, the consent of the Local and National Group of the country the traineeship is located in is required.
- ii. ~~b.~~ ELSA International can search for Traineeships or contact externals according to the regulations in the BEE part of the Decision Book (“External Relations/2.Procedures”)

3. 2.Applicants Application Procedure**2.1 General Regulations**

~~Only members of ELSA can apply for STEP.~~

3.1 ~~4.~~ Application

- a. Only members of ELSA can apply for STEP.
- b. ~~a.~~ Applicants can only apply for a STEP traineeship by using the Online Application Forms provided by ELSA International. and filling them out in English. ELSA International receives all applications through an online platform provided by ELSA International. The application has to be filled out in English. Additionally, ~~they~~ the applicant must provide the necessary diplomas, certificates, recommendations of professors or similar valid documents to verify the qualifications stated within the Application Forms.
- c. ~~b.~~ Applying for and participating in STEP is free of charge.
- d. ~~c.~~ Local Groups are responsible for receiving the Application Forms and other documents as well as for checking the validity of the information given.
- e. ~~d.~~ There is no guarantee of being matched to a traineeship when an application is submitted

3.2 ~~2.~~ Matching

- a. ~~ELSA International shall revise all applications and match them to the most suitable traineeships. Applicants can be matched to more than one traineeship at the same time up to the maximum of three traineeships at each matching process. The applications will be matched to the preferred traineeships of the applicant. The applicant can only state three traineeships as a preference. Applicants can be matched to more than one traineeship at the same time, up to the maximum of three traineeships at each matching process.~~
- b. The matched applications shall be announced to the National Groups within two weeks after the Internal Student Hunting Deadline. The matched Applications shall be forwarded by the National Groups to the hosting Local Group.
- c. During the Matching process ELSA International shall take the following criteria into account:
 - i. Only Legal and Language Skills and shall be matched.
 - ii. ELSA International shall forward the applications with the highest matching rates.
 - iii. With exception to (ii), if there is only a low number of applications for a Traineeship or if there are only applications with low matching rates, the best applications among these shall still be forwarded to employer with a remark explaining the circumstance.
 - iv. The applicant's preference list shall not affect the Matching.
 - v. Poorly written applications shall be sorted out. A CV or a Motivation Letter is to be considered poorly written if the form, structure, grammar, political correctness, politeness, information content, style or length does not correspond to the usual standards.
- d. There shall be no contact from the applicant to the employer before the selection is made or before the employer contacted the applicant first.

- e. ELSA International shall send the Application Forms of the matched trainees to the respective National Group and the National Group forwards the Application Forms to the respective Hosting Groups.

3.3 ~~3.~~ Selection

- a. The employer shall select the trainee within the Deadline for Selection Results provided by ELSA International.
- b. The employer shall inform the Hosting Group about the selection results. The Hosting Group shall immediately forward this information to ELSA International and the responsible National Group.
- c. The employer shall inform the Hosting Group about the selection results at least five weeks prior to the start of the traineeship. If this time-frame is not adhered to the trainee shall be entitled to postpone starting the traineeship for a time, equivalent to that of the employer's delay.

Comments:

1. Removing former 1.1 Definition

This change refers to the proposal regarding the Preamble of the STEP Part of the Decision Book. The examples shall not be implemented into a regulation, they should be clarified through the handbook.

2. Changing the numeration of this section

In the current version there are two types of Arabic numbers. The numeration changes are necessary to improve the clarity. Furthermore the crossed out 1.4. and 1.5 were numeration mistakes, the contents should be under the headline “specific regulation”, they should not be each an own headline on the same numeration level.

3. Adding 2.1 a. Placement

This sentence has been removed from the former definition and has been not implemented in the Preamble since the content is a general regulation.

4. Updating 3.1 d. Internationality revision

This is the update of the revision implemented in this section. The former revision is presented in the proposal regarding the preamble.

5. Updating 2.3 a. i. ii. iii.

The Revisions have been updated due to changing the numeration.

6. Removing former 2.1 Applicants and renaming it to Application Procedure

The Term Applicants does not reflect the content of this section; this section describes detailed procedures of the application procedure, which does not only involve applicants.

7. Updating 3.1 a.

The clause states a regulation for application and should be considered as “a.”.

8. Updating 3.1 b.

Online Application has been introduced; this has not been updated in the Decision Book. This clause describes the current procedure. Furthermore a grammatical change has been made. Also diplomas are introduced as a necessary proof for the Educational Level.

9. Updating 3.2 a.

The first sentence does not reflect the current situation. It has been removed and updated. Currently the applicant states the three preferred Traineeships he wants to apply for; he can be matched to all three of them.

10. Adding 3.2 b.

This deadline describes the current matching time schedule, as stated in the calendar.³

11. Editing 3.3 a.

The Deadline for Selection Results refers to the Structure of STEP proposals. It has been introduced to implement the current procedure.

³ http://files.elsa.org/STEP/STEP_Calendar_2014_2015.pdf

Decision Book amendment concerning Internationality in STEP (01/09 I)

ELSA The Netherlands, ELSA Germany and ELSA Norway propose the following to the Council:

STEP Procedure

2. Traineeships

2.1. ~~1.2.~~ General Regulations

~~d.~~ ~~3.~~ Internationality

~~STEP-Traineeships are international which refers to the exchange aspects stated in the of the definition under the Art. 1.1 Preamble of the STEP Part in the Decision Book. Whether exchange aspects of the STEP Programme are fulfilled, is defined by the applicant's study address stated in the Online Application Form. Notwithstanding the previous sentence~~
~~Exchange students or international postgraduate students may apply in the country where they do their exchange or postgraduate studies. They cannot apply for a Traineeship in the Country they took or are taking their degree.~~

Comments:

We would like to propose clarification of the STEP-internationality definition and how the aspect should be determined in practice. STEP is about exchange but the determination of the word Internationality and the exchange aspect has not been clear in the Decision Book and practise: either it happened because VP STEP knew the applicant personally, or even in some cases applications are not checked for this particular requirement. That is why it is time to make it more clear how STEP officers should determine whether internationality requirement is fulfilled or not. We believe this should be done by looking at the study address of an applicant. The reason for this is that ELSA is international. The aspect of people moving to study abroad is not only part of this internationality; it also reflects the grown European culture and the political growth of the European Union. The exchange aspect does not reflect only cultural exchange; it therefore should not be restrictive to people who did move for study already and who already are committed to this aspect. To conclude this is the most practical way of checking the internationality.

Decision Book amendment concerning the Educational Level in STEP (01/09 I)

ELSA The Netherlands, ELSA Germany and ELSA Norway propose the following to the Council:

STEP Procedure

2. Traineeships

2.2 Specific Regulations

a. Educational Level

Traineeships are categorized by their required Educational Level. Educational Levels are undergraduate, graduate bachelor, graduate master and postgraduate. The employer states within the publication of the traineeship which level he issues the traineeship for.

b. a. Unpaid traineeships

.
. .
.

3. Application Procedure

3.2. Matching

- c. During the Matching process ELSA International shall take the following criteria into account:
- vi. ~~Only~~ Legal and Language Skills and Educational Level, shall be matched. Applicants with the required Educational Level are matched with the same priority as those with the higher Educational Level.
 - vii. ELSA International shall forward the applications with the highest matching rates.

- viii. With exception to (ii), if there is only a low number of applications for a Traineeship or if there are only applications with low matching rates, the best applications among these shall still be forwarded to employer with a remark explaining the circumstance.
- ix. The applicant's preference list shall not affect the Matching.
- x. Poorly written applications shall be sorted out. A CV or a Motivation Letter is to be considered poorly written if the form, structure, grammar, political correctness, politeness, information content, style or length does not correspond to the usual standards.

Comments:

We would like to propose amendments on the Educational Level in STEP Procedure. This is one of the central criteria STEP traineeships are categorized by. This is also how Applications are sorted. That is why it is important to have the regulation in the Decision Book.

1. Adding 2.2 a. Educational Level

Employers want trainees with the stated Educational Level. They are in favour of getting trainees with higher educational levels, but this is not the requirement they initially went for. Also the employer should state which educational level he really needs for the Traineeship.

2. Changing 3.2. a. i.

If an applicant applies for a Traineeship with a certain Educational Level he expects to actually have a chance, since he is meeting the stated requirements. If more applicants with a higher Educational Level are matched, the applicants with lower Educational Level are not matched in the current procedure since they are considered to be less qualified. This leads to dissatisfaction on applicants side, if they are still suitable for the traineeship considering their Educational Level and their Legal Skills. Subsequently, this solution gives equal priority to all Educational Levels.

Decision Book amendment concerning the contracts between ELSA and the Employer in STEP (01/09 I)

ELSA The Netherlands, ELSA Germany and ELSA Norway propose the following to the Council:

STEP Procedure

2.2 Specific Regulations

b. Searching for Traineeships

Each Group, whether Local or National, can only search for traineeships within its own federal state or country. Otherwise, the consent of the Local and National Group of the country the traineeship is located in is required. If the traineeship is obtained by a Local or National Group, the conclusion of the contract with the employer is under responsibility of ELSA International.

Comments:

Currently the legal situation is not clear considering contracts between ELSA and STEP employers. With the implementation of the Online Application Form provided by ELSA International, it is natural that the Application is a contract between ELSA International and the Applicant. The Traineeship Specification Form which is a contract between ELSA and STEP Employers has been handled by Local Groups and National Groups concluding and signing these contracts. Therefore there are at least three legal persons involved. This leads to confusion of who is actually responsible for concluding the contracts.

The Traineeship Specification Form provided by ELSA International has the layout of ELSA International; furthermore it is stated as a contract between ELSA and the employer with potential fines.⁴ Moreover, with regard to the second contract, the Trainee Acceptance Form states that this second contract is a formal agreement between ELSA and the employer.⁵ This does not include Local Groups, who cannot actually fulfil the contracts; they are not mentioned in the contract. In addition, there is the opportunity for ELSA International to make amendments to contracts without the actual involvement of the Local or National Groups (STEP Procedures 1. Traineeships 1.2 Nr 2. in the current Decision Book).

⁴ http://files.elsa.org/STEP/STEP_Traineeship_Specification_Form.pdf

⁵ http://files.elsa.org/STEP/STEP_Trainee_Acceptance_Form1.pdf

Furthermore the employer does not want to publish a Traineeship to the local members. He wants to publish on the platform of ELSA International. Even further, the Local Group cannot provide the applicants, which are bound to ELSA International through the Online Application Form and the applicants are yet ELSA members of other National Groups and their Local Groups.

Furthermore this proposal can restrict the liability of Local and National Groups to employers and applicants if there are legal issues, such as the mentioned one in the proposal regarding data protection to the STEP part of the Decision Book. If the Local or National groups would conclude Traineeships on their own behalf, the nature of STEP would not be reflected, since they could be seen as legally acting by themselves in STEP. Therefore ELSA International has to conclude the Contract between ELSA and the employer.

Decision Book amendment concerning Legal Skills in STEP stated in the Online Application Form (01/09 I)

ELSA The Netherlands, ELSA Germany and ELSA Norway propose the following to the Council:

STEP Procedure

3. Application Procedure

3.1. Application

b. Applicants can only apply for a STEP traineeship by using the Online Forms provided by ELSA International. ELSA International receives all applications through an online platform provided by ELSA International. The Application has to be filled out in English language. Additionally, the applicant must provide the necessary diplomas, certificates, recommendations of professors or similar valid documents to verify the qualifications stated within the Online Application Forms. ~~Application Forms.~~ As an exception to the previous sentence, the applicant can state the level of Legal Skills which the applicant will have achieved by the moment of conducting the traineeship.

Comments:

We would like to propose the regulation on which level of Legal Skills should be reflected.

It has been a long-time practice that applicants can state the level of Legal Skills they expect to achieve by the time of the Traineeship. We believe that this practice should be stated in the Decision Book.

The reason for having such a clause is the timing of Cycles: from the moment of applying to the traineeship and until it actually takes place, at least 6 months go by. It is very possible that, in the meantime, an applicant can acquire new Legal Skills, as well as improve others.

Having a clause “as an exception” shows that an applicant cannot state “future” Legal Skills to each and every alternative, but only to some of the legal disciplines.

Decision Book amendment regarding Links in STEP applications (01/09 I)

ELSA The Netherlands, ELSA Germany and ELSA Norway propose the following to the Council:

STEP Procedure

3.2 Matching

v. Poorly written applications shall be sorted out. A CV_or a Motivation Letter is to be considered poorly written if the form, structure, grammar, political correctness, politeness, information content, style or length do not correspond to the usual standards. Links to websites within the CV or the Motivation Letter are not permitted.

Comments

Links to websites should be excluded since they contain information which is not submitted in the Online Application Form, such as photographs or other content. This leads to an extension of the information that can be submitted, which leads to idealistic and legal issues.

Photos cannot be permitted due to labour legislations in some countries. Idealistically, we should not allow the people to extend the allowed characters, since such practises give applicants with links an advantage compared to applicants who stick to the form.

Decision Book amendment concerning the Update of the STEP Responsibilities (01/09 I)

ELSA The Netherlands, ELSA Germany and ELSA Norway propose the following to the Council:

STEP Responsibilities

The International, National and Local Groups of ELSA shall promote all available traineeships while also searching for new ones.

1. ELSA International

1.1 ~~3.4~~ ELSA International has to provide the Network with up-to-date forms.

1.2 ~~3.2~~ ELSA International shall provide the Network with contracts for the employer containing the clauses specified below

- a. ~~4.~~ Stating that the issued duration and compensation contained within the Traineeship Specification Form are binding.
- b. ~~2.~~ Obligating the employer to guarantee that all the information stated is correct.
- c. ~~3.~~ Obligating the employer to provide the trainee with relevant material before the traineeship begins, if prior preparation is required on a specific topic.
- d. ~~4.~~ Obligating the employer to sign the Trainee Acceptance Form within two weeks.
- e. ~~5.~~ Obligating the employer to complete the Evaluation Form and send it to the Hosting Group.
- f. ~~6.~~ Obligating the employer to provide adequate and secure working conditions in accordance with respective labour law.
- g. ~~7.~~ Implementing the regulations contained within the Penalty System.

1.3 ~~3.4~~ ELSA International shall match the applications to the most suitable traineeship.

1.4 ~~3.5~~ ELSA International shall submit the matched applications together with the Traineeship Acceptance Form to the respective National ~~and Local~~ Group.

1.5 ~~3.6~~ ELSA International shall inform the applicant, who has been selected and provide the applicant with the Traineeship Confirmation Form and the Traineeship Evaluation Form. Upon receipt and completion of the Traineeship Confirmation Form ELSA International shall forward it to the hosting and sending National Groups.

- ~~1.6 3.7.~~ ELSA International shall inform all National Groups about the matching results.
- ~~1.7 3.8.~~ ELSA International shall provide support to the Network in regards to the STEP procedure.
- ~~1.8 3.9.~~ ELSA International shall directly send the STEP Certificate to the trainee directly.
- ~~1.9~~ ELSA International shall provide the Sending Group, the Hosting Group and their respective National Groups with the evaluation results.
- ~~1.10 3.3~~ ELSA International shall administrate a digital archive and statistics for the Network, consisting of:
- ~~a. 4:~~ The traineeships being issued (name of the employer plus date of cooperation);
 - ~~b. 2:~~ The traineeships being cancelled (name of the employer, date of cooperation and cancellation, reason of cancellation and conclusion);
 - ~~c. 3:~~ The traineeships realised (name of the employer plus date of cooperation);
 - ~~d. 4:~~ The Evaluation Forms of both the companies and the trainees;
 - ~~e. 5:~~ The number of applicants for each traineeship;
 - ~~f. 6:~~ The number of applicants in general in each year;
 - ~~g. 7:~~ The number of traineeships being issued in each year;
 - ~~h. 8:~~ The number of traineeships being realised in each year;
 - ~~i. 9:~~ The number of traineeships being cancelled in each year;
 - ~~j. 10:~~ The number of applicants withdrawing their application in each year;
 - ~~k. 11:~~ The number of trainees cancelling their traineeship in each year;
 - ~~l. 12:~~ The statistics for each year run from August 1st to July 31st.

~~3.4 ELSA International shall match the applications to the most suitable traineeship.~~

~~3.5 ELSA International shall submit the matched applications together with the Traineeship Acceptance Form to the respective National and Local Group.~~

~~3.6 ELSA International shall inform the applicant, that he/she has been selected and provides him/her with the Traineeship Confirmation Form and the Traineeship Evaluation Form. Upon receipt and completion of the Traineeship Confirmation Form, ELSA International shall forward it to the Hosting National and Local Group.~~

~~3.7 ELSA International shall inform all National Groups about the matching results.~~

~~3.8 ELSA International shall provide support to the Network in regards to the STEP procedure.~~

~~3.9 ELSA International shall directly send the STEP Certificate to the trainee.~~

~~3.10 ELSA International shall provide the Sending Group, the Hosting Group and their respective National Groups with the evaluation results.~~

2 National Groups

- 2.1 ~~4.~~ National Groups shall ensure that all Local Groups comply with and perform their responsibilities within STEP.
- 2.2 ~~2.~~ National Groups shall provide all necessary training and information about STEP to the Local Groups.
- 2.3 ~~3.~~ 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.

3 ~~4.~~ Local Groups

The Sending and Hosting Group shall explain to the applicants their role as representatives of ELSA.

3.1 ~~4.4~~ 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. ~~4.~~ 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.
- b. ~~2.~~ The Hosting Group shall provide adequate support to the employer issuing a traineeship, e.g. they should maintain continuous communication with the employer to inform them about any updates in the process.
- c. ~~3.~~ The Hosting Group shall provide the Contracts provided by ELSA International. ~~however~~, they are permitted to translate the document into their respective language. The Hosting Group shall also be permitted to change or add paragraphs in the paragraph due to legal necessities.
- d. ~~4.~~ Upon request, the Hosting Group shall provide the employer with further information on the applicants, subject to the law of the hosting country and, if applicable, in line with the privacy law policy of the European Union.
- e. ~~5.~~ The Hosting Group shall ensure that the employer receives the Trainee Acceptance Form together with the matched Student Application Forms provided by ELSA International. Once the employer has completed the Trainee Acceptance Form, the Hosting Group must immediately forward it to the National Group and ELSA International.

- ~~f.~~ 6. The Hosting Group shall provide the selected trainee with proper preparation before and adequate reception and support throughout the duration of the traineeship. Adequate preparation consists of providing the trainee with, at a minimum, the following:
- ☐ information about the host country and city
 - ☐ general information about the employer
 - ☐ contact details of the Hosting Group and the employer
 - ☐ advice and assistance in applying for necessary documentation and legal papers (visa, work and residence permit, insurance and other requirements)
 - ☐ assistance in finding suitable accommodation in accordance with the trainee's preferences and economic capacity.
- g. 7. The Hosting Group shall provide the trainee with possibilities for cultural learning and community involvement e.g. giving access to local ELSA-events, organising socializing events, involving him/her in daily ELSA-work.
- ~~h.~~ 8. The Hosting Group shall ensure access or at least assistance in accessing the internet during the traineeship.
- i. 9. The Hosting Group shall periodically evaluate the traineeship with the trainee and the employer. At the end of the Traineeship, the Hosting Group shall provide the employer with the Evaluation Form and the trainee with the Traineeship Evaluation Form.
- j. 10. The Hosting Group shall inform ELSA International and the applicants about the cancellation of a traineeship immediately after notification by the employer.

3.2 ~~1-2~~ Sending Group

Sending Group means the Local Group or the National Group that the selected trainee belongs to.

- a. ~~1.~~ The Sending Group shall assist applicants in completing the ~~Student Application Forms~~ Online Application Form.
- b. 2. The Sending Group shall ensure in good conscience that the information filled in by the applicant is correct and complete.
- c. ~~3.~~ The Sending Group shall ensure that the details of the trainee's arrival are sent to the ~~h~~Hosting Group two weeks in advance.
- d. ~~4.~~ The Sending Group shall remind the trainee to look after necessary and valid documents for the traineeship (these include but are not limited to; visa, residence and work permit, valid passport, insurances and so forth).
- e. 6. The Sending Group shall immediately inform ELSA International if the applicant has to cancel his/her application.
- f. ~~5.~~ The Sending Group shall immediately inform ELSA International if the trainee has to cancel his/her traineeship.
- g. 7. The Sending Group shall immediately inform the applicants that have not been selected.

4 Applicants/Trainees

4.1 Applicant

- a. ~~4.~~ Each applicant guarantees that all information stated within the application process is correct and factually accurate and he/she has written proof of it.
- b. ~~2.~~ The applicant shall accept the traineeship he/she is selected for unless he/she withdraws in accordance with the Penalty System section below.

4.2 Trainee

- a. ~~4.~~ The trainee shall acquire and prepare all necessary valid documents and legal papers in preparation of the traineeship.
- b. ~~2.~~ The trainee shall attend the preparatory meetings and events of his/her Sending Group.
- c. ~~3.~~ The Trainee shall be responsible for transportation expenses to and from the traineeship, as well as acquiring the necessary documentation and legal papers.
- d. ~~4.~~ The trainee shall maintain communication with the Hosting Group during the traineeship as well as with the Sending Group before and after.
- e. ~~5.~~ The trainee shall complete the Traineeship Evaluation Form within 4 (four) weeks after the traineeship has ended and submit it to ELSA International.

Comments:

1. The Numeration has been fixed.
2. We want to place the order of the groups in order of hierarchy. This improves the clarity of this section and reflects the hierarchy in STEP.
3. 3.2 e and f have been swapped due to a lack of clarity of the section. Potential cancellation of the application does take place before the potential cancelation of the traineeship.
4. Former 3.2- 3.10 have been deleted since these sections were moved in order of hierarchy.
5. In 3.2 a Online Student Application form is implemented.

Decision Book amendment regarding Data Protection in STEP (01/09 I)

ELSA The Netherlands, ELSA Germany and ELSA Norway propose the following to the Council:

STEP Responsibilities

The International, National and Local Groups of ELSA shall promote all available traineeships while also searching for new ones.

2. ELSA International

4.3 ELSA International has to provide a protected online platform for the online application form and matching process which meets the legal data protection requirements of respective member countries and which is in line with the privacy law policy of the European Union. ELSA International has to adjust the procession of personal data to legal data protection requirements of respective member countries and which is in line with the privacy law policy of the European Union. ELSA International shall minimize the processors of personal data assigned by ELSA International. The protection data of applicants is the highest principal of the online application process. Highly sensible personal data, such as passport numbers, validation date, issue date of a passport shall not be gathered until it is necessarily required by the employer from the selected applicant.

4.4 ~~4.4~~ ELSA International has to provide the Network with up-to-date forms.

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Comments:

1. Background information concerning a potential data leak

In the last STEP Cycle ELSA International forwarded links to all respective National Groups, where the employer can access his matched applicants.

With the link sent by ELSA International you could access any information of any applicant (also passport numbers) and there was the possibility to access other traineeships applicants by typing into a field simply another traineeships number. This link has been disabled a day after ELSA Germany contacted ELSA International and passport numbers have been deleted from the employer interface. From that point there were links with only the access to the traineeship the link was sent to. There possibility exists, that the links

were sent to some employers, or where accessed by other persons. ELSA International declared that this was a coding mistake and assured that this incident will not happen again.

A similar incident happened before in terms of ELSA Online and the drastic consequences for STEP. After the incident, the number of applicants and traineeships drastically decreased. Apart from legal consequences, this is the biggest threat. If applicants and employers lose the trust as it happened before STEP and ELSA will suffer serious damage. A programme which is not able to protect the data of applicants is not professional and therefore the loss of trust would be even more harmful the second time.

Legally this process can resolve into substantial liability to every legal entity involved in STEP.

The Data Protection Directive (95/46/EC)⁶ the principal EU legal instrument for the processing of personal data. The member states of the European Union all have enacted their own data protection law in accordance with Directive 95/46/EC. Other non-European Union member countries have also adopted the content of Directive 95/46/EC in a similar way. As an example we will explain the legal situation in Germany, which can be transposed to any other EU member country, since there are similar fines and legal consequences in accordance to Directive 95/96/EC.

According to the BDSG (German Federal Data protection Law Code)⁷ handing out sensitive data to unauthorized third parties is fined with up to 50.000 €, failing to report to the competent authority, is fined up to 300.000 € for the relevant organization and imprisonment for up to two years for the responsible individual. An access for other employees or other individuals is not stated in the terms of participation nor could be because this being a violation of one of the main principles of data protection, the principle of data reduction and data economy.

There is also a relevant possibility that National Groups as a legal entity could be independently fined from ELSA International if an authority would take notice of the situation or an employee is willing to claim antitrust compensations. This depends on the point whether National and Local Groups can be legally seen as an own office with own competences in the STEP process or not. Furthermore persons processing the data might be held responsible for this incident personally. According to section 43 (2) & (3) BDSG ELSA Germany could be fined with an administrative offence up to 300.000 € for sending data, not necessary for the application process (such as the passport data) to third parties (such as the employers).

⁶ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:31995L0046:en:HTML>

⁷ [http://www.coe.int/t/dghl/standardsetting/dataprotection/National%20laws/GERMANY BDSG 11 June 2010 de eng.pdf](http://www.coe.int/t/dghl/standardsetting/dataprotection/National%20laws/GERMANY_BDSG_11_June_2010_de_eng.pdf)

As mentioned above practices violating this directive and domestic law can lead to serious harm to ELSA and STEP. It is necessary that also the processors are limited in accordance to the security aspect of the Directive 95/46/EC Section VIII Article 17. There should also be guidelines which handle the handling of personal data between data processors and ELSA International. Furthermore protection has to be introduced to the servers of ELSA International in accordance with Directive 95/46/EC Section VIII Article 17. There is also the need for an update of the terms of participation for STEP according to Directive 95/46/EC Section IV Article 10.

2. Implementation of Data Protection in STEP

This passage states the content of the legal consequences connected to violation of domestic law and European Directives. It ensures that the protection of the data of the ELSA members applying for STEP is the highest principal of the online application process and that we as ELSA take these issues seriously. It furthermore obligates ELSA International to ensure appropriate protection of their online application servers.

Decision Book amendment concerning notifications of applicants in STEP (01/09 I)

ELSA The Netherlands, ELSA Germany and ELSA Norway propose the following to the Council:

STEP Responsibilities

1. ELSA International

- 1.7. 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 automatic email notification.

Comments:

Currently the Sending Groups are responsible for informing unsuccessful applicants. This leads to several problems. Firstly, applicants from a Local Group or National Group who are not actually participating in STEP and do not have the human resources to cover sending all rejected applicants a message are unsatisfied with the programme, since they do not get a notice under the current regulation. With the proposed regulation and the current practise, where the application is online, everyone can apply even if the National Group or Local Group is not participating in STEP. This leads to avoidable dissatisfaction with STEP. Technically the system already sends out automatic emails when the applicant submits the application to ELSA International by filling out the Online Application Form. This can be extended to the applicants. We acknowledge that practical implementation of this proposal is subjected to developing the IT-solution for sending out automatic notifications to only unsuccessful applicants. The selected applicants should still be contacted with a personal email, including that they have been selected.

Decision Book amendment concerning contract changes between ELSA and the employer in STEP (01/09 I)

ELSA The Netherlands, ELSA Germany and ELSA Norway propose the following to the Council:

STEP Responsibilities

2.4 The National Groups shall provide the contracts provided by ELSA International to Local Groups, however, they can be permitted by the International Board to translate the document into their respective language. The National Groups can also be permitted to change or add paragraphs to the contracts exclusively due to legal necessities.

3.1 Hosting Group

~~c. The Hosting Group shall provide the contracts provided by ELSA International. However, they are permitted to translate the document into their respective language. The Hosting Group shall also be permitted to change or add paragraphs in the paragraph due to legal necessities.~~

Comments:

The current option for Local Groups to change the contracts with the employer is not practical. This can lead to a lot of different contracts with no control of National Groups or ELSA International. Therefore this option should be moved to the National Groups. The changes such as translation or change of contracts have to be permitted by ELSA International. This refers to the Proposal concerning the contracts between ELSA and the employer.

Decision Book amendment concerning ANNEX II: Participation Fees (Updated January 2015)**ELSA Austria proposes the following to the Council:**

The participation fee for ICMs and IPMs and the S&C Maximum Participation Fee shall be indexed with the inflation rate of the Euro, as stated by the European Central Bank, every 1st of January. The amount shall be rounded to the nearest natural number. The basis for indexation shall be € 37 for non-favoured and € 33 for favoured countries starting from May 2015 ~~the participation fee as calculated the year before,~~ up to two decimal points.

The maximum participation fees for the year 2014 were:

Non-favoured countries: € 33 (rounded up from 33,35)

Favoured countries: € 29 (rounded up from 28,9)

The forecasted inflation rate for the calendar year of 2014 by the European Central Bank (ECB) was announced upon the publishing of the fourth quarter report of 2014. It was estimated at 0.5% (http://www.ecb.europa.eu/stats/prices/indic/forecast/html/table_hist_hicp.en.html).

Therefore, the new maximum participation fees for the calendar year 2014 will be as following:

Non-favoured countries € 33

$(33,35 * 0,5 / 100 = 0,170,17 + 33,35 = 33,52 = 33$ (rounded to the nearest natural number)

Favoured countries € 29

$(28,9 * 0,5 / 100 = 0,14 0,14 + 28,9 = 29,04 = 29$ (rounded to the nearest natural number)

Comments:

Due to the situations in different countries it gets harder and harder for western and northern European countries to organise such events. The raise of the participation fee would encourage more Local Groups to think about organising more international events, which is in our spirit to have events all over Europe.

Example: Let's take an ICM with 350 people attending. Everybody would have to pay € 21 more in participation fees for the whole week. But there would be € 7350 more for the organising Local Group.

INPUT PAPERS

ELSA INTERNATIONAL

Input Paper on the arbitration Clause of ELSA by Assistant for Jurisdiction of ELSA International

The current wording of the Arbitration Clause within the Statutes of ELSA International is the following:

“Any dispute or difference arising out of or in connection with these Statutes shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as may be currently in force.”

(<http://www.uncitral.org/pdf/english/texts/arbitration/arb-rules-revised/arb-rules-revised-2010-e.pdf>)

This Arbitration clause stipulates that instead of state court proceedings, internal disputes of the association should be dealt with through arbitration. As arbitration usually is much faster than litigation, and ELSA officers don't stay in office for many years it makes sense to have an arbitration clause.

In arbitration, it is possible to have either an institutional arbitration or ad-hoc arbitration, depending on the chosen arbitral rules. Institutional arbitration, being a proceeding organised by a non-governmental institution (e.g. the ICC in Paris, the WIPO in Geneva, CAS in Lausanne for sports arbitration) and thus well-established is, however, usually expensive due to the expert status and experience of the arbitrators, along with the associated administrative costs.

On the other hand, the ad-hoc arbitration proceeding's only costs are that which have to be paid to the arbitrators. Should the arbitrators refrain from compensation, the proceeding itself is generally free of charge. The UNCITRAL Arbitration Rules, which were chosen at previous ICMs are such Ad-hoc arbitration rules. This sole fact does not constitute the cheapest possible choice for dispute resolution itself, as ELSA could potentially have various forms of disputes, although it should be an efficient choice for most cases.

However, what this arbitration clause currently is missing is a choice of the seat of arbitration, which should not be mixed up with the venue of arbitration. The venue of arbitration means the geographical location, where the proceeding will take place (in which hotel, in which city/country), where the witness will be heard etc. It does not have any legal impact and is mostly chosen due to travel costs (similar the Jurisdiction of the venue of an ICM does not have any impact on the legal form of ELSA International). On the contrary, the seat of arbitration determines the lex arbitri applicable to the proceeding - the law of which country governs the procedural law. If for example Vienna is chosen as seat of arbitration, then the Austrian arbitration act would apply (see http://www.viac.eu/images/documents/en/ZPO_Schiedsrecht_2014_en_im_VIAC_Layout.pdf).

Even though the arbitral rules determine many details of the proceedings, mandatory provisions within the lex arbitri prevail over the arbitral rules. Furthermore, the process of award appeal, enforcement of awards, and state court support & interference heavily relies on which lex arbitri applies/which seat of arbitration is chosen.

In the case of ELSA International, no seat of arbitration has been chosen in our arbitration clause ex ante. For such cases there is, however, a provision of art. 18 para 1 of the UNCITRAL rules (not to get distracted by the vague wording “place”, the UNCITRAL rules do unfortunately not clearly distinguish between seat and venue of arbitration). This ultimately means, that the arbitrators themselves can choose, which law should apply to the proceedings every time they handle a new case - not giving ELSA the possibility to prepare in advance for the newly applicable law or have continuity with several proceedings dealt under the same law.

For the said reasons it is essential to have a seat of arbitration chosen within the statutes - the choice of law shall also affect the speed of the final decision - not to mention, that such regulation could avoid having the arbitrators choose a random law, which would cause apparent problems to further proceedings. Good and recommendable choices for a seat of arbitration where the average time for a final decision by the court of appeal is rendered fast are

Switzerland (less than 5 months)

https://www.swissarbitration.org/sa/download/IPRG_english.pdf

and Sweden (less than 15 months)

<http://swedisharbitration.se/wp-content/uploads/2011/09/The-Swedish-Arbitration-Act.pdf>.

And while the change of this article of the statutes is not currently the most urgent thing to do, changing it at one of the next ICMs, or doing so as soon as the jurisdiction is moved is advised and highly recommended.

For comparison of different seats of arbitration, feel free to use the following link
<http://globalarbitrationreview.com/know-how/topics/61/jurisdictions/>

NATIONAL GROUPS

Input paper from ELSA Denmark, ELSA Finland and ELSA Norway on restructuring of key areas

There has for some time been a debate about restructuring the key areas, and lately, renaming them. We are of the opinion that the debate about renaming the key areas is not solving the main problem: the way that our key areas are structured, and furthermore, how our organisation is structured.

The intention of this input paper is to point out problems in the structure of ELSA. We do not wish to suggest detailed ideas of solving the issues we face, but wish to start a discussion on said issues. We have no intention of suggesting specific solutions at this point, but wanted to present a background to the Network. In order to open up for investigation and analysis of the problems we see (e.g. are these problems present in the whole Network? etc.), in the following are some conclusions regarding the issue of key area restructuring.

Firstly, perhaps the main problem with our organisation, and the root to many of the issues officers in ELSA face today, is that we have one-year terms. There is a lack of continuity. This is, to some extent, unavoidable. A board works for one year, and will and should always have *their* goals and aims for the year. For example, a goal in the OYOP could be to focus on the Law Review.

The thing we would like to point out is that the number of different projects within the key areas is causing our lack of continuity. Every year a board may wish to focus on something different and in the long-term development of the organisation our projects are not as good as they could be. We are trying to reach too broadly, to do too many projects at the same time.

Let us illustrate through a metaphor:

A new restaurant is opened. The new chef creates a menu of 20 dishes. A year goes by, and he is good at making these dishes. The restaurant is now famous for some of its dishes. The next year he quits, and a new chef is appointed. He sees the menu, and although he is a good chef, he is not as good at making all the different 20 dishes. He wants to bring the restaurant forward, and so he focuses on making some of the dishes even better and to learn to make them even better. He succeeds, the next year the dishes that he focused on are better. But, he then quits, and another chef is appointed. He sees the dishes the previous chef focused on, and admits they are good, but he believes that they need to focus on some other of the 20 dishes, that didn't get a focus this year. He also adds a totally new dish, because he thinks it's a good idea. At the end of this year, the chef has improved the dishes he chose to focus on, but the dishes the previous chef focused on have not been improved, rather, they have been the same.

Another related problem is the lack of long-term-thinking. Because of one-year terms, we think in one-year cycles. That is natural. But what if we could think 2 or 5 years down the line? Yes, we have Strategic Goals. But we want to express that rather than be satisfied with what the SGs say, we, as the Network, need to think more and better of how we can improve our organisation beyond our one year. Otherwise, the goals and aspirations of officers of one specific year easily get lost when the new officers take over with their own projects.

This issue is one of the mind-set. We can try to fix fundraising or our corporate identity, but the core problem is the core structure of ELSA. If we are more aware of how the basics of ELSA limits us, we can try to deal with these core issues and the symptoms (names of key areas, fundraising etc.) will be solved as part of dealing with the core issues.

When it comes to the problem of having too many projects to choose from within the key areas, this creates a lack of uniformity and universal focus. We need to look at what our goals are. This all leads back to our vision. How do we aspire to our vision in the best way possible? What is the structure we should have and projects that we should arrange in order to best enable ELSA to reach our common vision? (This relates to the issue of ELSA's Human Rights Profile). Does an approach of trying to develop a large amount of projects at the same time and with different focuses every year do this? Is our focus universal enough towards human rights and enabling of young lawyers, are our projects at the best level of uniformity as to working towards our vision? Do all our different projects work towards the same goal, and do they work towards our vision?

Another symptom is the workload that the amount of different projects leads to. The workload is always changing within the key areas, depending on what the chosen focus is. This leads to officers in some years having a much heavier workload than perhaps expected, due to changing focus within the local, national or international sphere of ELSA.

Lastly on this point, we would like the Network to consider the question of why we actually have the structure we do, within the key areas. Does it make much sense to have up to four board positions within the key areas, when VP STEP and MCC have specific and limited projects, and AA and S&C do not? There is no point continuing with the same structure if we do not know why we have different arrangements of our key-area board positions. STEP is perhaps the best functioning position, it is concrete and limited and the size of the workload can generally be estimated on beforehand. We should strive after this within all our key areas.

Secondly, we are of the opinion that the titles of some board positions do not describe what the content of the area is. This goes especially for AA and S&C. This is a problem both internally and externally. Internally, we might not know what the difference between AA and S&C is. One can pinpoint it to a certain extent, but it is a problem. This leads to the external problem: How can we, as ELSA, act professionally towards externals when we do not know ourselves, what the difference

between AA and S&C is? Is it a random allocation of events within meaningless titles? Any project could be seen as an academic activity, whereas S&C is more than just seminars and conferences. Anyhow, we feel that the names cause many problems; but that perhaps the bigger issue is that we do not know what the actual difference between the areas is, or what we want the difference to be.

Another related issue is the title of “Vice President”. This is mostly a problem externally, as it is confusing for new officers and potential sponsors. It seems that including VP in the title might just make our titles unnecessarily complicated to understand, and hence our board structure difficult to understand externally.

Thirdly, we feel that ELSA is not working as efficient as possible towards our vision. Directors sometimes do more work than board members. The problem is that it is not always clear what the roles of the board members are: Are they the ones that organize the events themselves? Or are they the ones that administrate the directors within their area? Maybe they are just the administrators of the sub-groups within their areas, e.g. the board member is VP AA, and he administrates the group of people working with MCC, the group with L@W, the group for the Negotiation Competition etc. The question of *what the board members’ role are* is not clear. This creates confusion, hence lack of efficiency.

Fourthly, we see motivation as a key issue. The abovementioned problems and/or symptoms of the underlying problem lead to inefficiency, heavy and imbalanced workload, and at last, a halt in motivation. The structure and efficiency of our human resources is vital to the motivation of our officers. Of course, lack of motivation may be triggered by a lot of different reasons. But we cannot, as a Network, change personal reasons that might be reasons for lack of motivation in a specific board. What we can do, is to make the organisation of our organisation as clear and easy to understand as possible, so that officers will not lose motivation because of the lack of clarity and confusion.

APPLICATIONS

MEMBERSHIP APPLICATIONS

Membership application of ELSA Cyprus

INTERNATIONAL COUNCIL MEETING 19 -26 MARCH, CLUJ-
NAPOCA, **ROMANIA**

*Compiled by Constantina Markou, Secretary General
ELSA Cyprus 2014 / 2015
Nicosia, 11.03.2015*

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2. Report on the activity of ELSA Cyprus while in observer status
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DECLARATION OF COMMITMENT

Ever since its creation some years ago, ELSA Cyprus has strived to introduce the ELSA spirit into the society of young lawyers in Cyprus, to make a substantial difference through practical actions as directed by ELSA International, and to achieve tangible results.

This mission has not been free of difficulties for this newly emerging branch, which has no sustained financial support from sponsors or a secured space to conduct its activity. However these adversities have been surpassed through the dedication of the National Board and they have not hindered the considerable success that ELSA Cyprus has had in implementing the ELSA values and guidelines.

It can definitely be stated that in the short time ELSA Cyprus has been active on the island, it has gone a long way into offering so much to law students and young lawyers: exciting international opportunities, free and accessible events that inform and improve their professional competences, and the chance to interact with other cultures and with the Cypriot legal environment.

ELSA Cyprus pledges its commitment into continuing and furthering this positive effect and to do so with the same excitement and passion as it has done up until today.

REPORT ON THE ACTIVITY OF ELSA CYPRUS WHILE IN OBSERVER STATUS

Here is an overview of the highlights of ELSA Cyprus activity in key areas during observer status.

ACADEMIC ACTIVITIES, SEMINARS, CONFERENCES

2013 has been the year with the most important highlights for academic activities and ELSA Cyprus. In the pretext of the Media Law theme of the International Focus Programme ELSA Cyprus organized a visit to the Deputy for the Protection of Personal Data with the purposes of a) getting further acquainted with the workings of the office of the Deputy b) discuss the topic of offence through the internet, social sites and spamming and c) pose questions regarding court decisions related to media law. The event was received very positively by our members who fervently remarked on the interesting topic.

The ELSA Cyprus branch had the great honour of being among the 21 countries taking part in the “No Hate Speech Movement”, a campaign of great dimensions organized by the Council of Europe (CoE). In doing so, ELSA Cyprus brought together a research group that worked under the topic “Online Hate Speech”, the resulting research of which was presented together with that of the other national branches by the CoE at the Online Hate Speech Conference in Oslo, Norway in December 2013.

Other local actions which centered at informing and educating young lawyers included visits to the Supreme Court and the attending of trials at the Court and seminars such as “Law at Work”, which focused on the opportunities young lawyers have right after graduating from university (topics of analysis included the challenges of the legal profession, Greek and Cypriot law). In the Academic Activities area alone, may be the most important achievement has been the launch of the National Moot Court Competition of Greek Substantive Civil Law, which was very successful and encouraging for our future moot courts even though substantial difficulties were encountered.

The area of academic activities was in close cooperation with other areas and especially that of seminars and conferences. From this cooperation the following events resulted:

- i) Information sessions for the general introduction of ELSA Cyprus (four within the academic year 2013- 2014);
- ii) Creation of a short video in the context of the ELSA day 2014 on the protection of personal data;
- iii) Preparation of a questionnaire to find out the preferences of our members in terms of events and activities;
- iv) Welcoming our STEPpers, as well as the President of ELSA International who visited Cyprus in 2013;
- v) Establishing contacts with ELSA Romania by connecting in the context of a personal visit of the VPAA;
- vi) Organizing the seminar “CV and Personal Interview” by the internationally known business counselor Michael Walters;
- vii) Setting the groundwork for the launching of the ELSA Cyprus online magazine;
- viii) Supporting the presence of ELSA Cyprus at the Exposition of Career & Entrepreneurship 2014;

ix) Strengthening ties with important supporters such as the University of Nicosia, Michael Walters and JCL Cyprus (NGO for young Cypriot entrepreneurs).

STEP PROGRAMME

The 1st Stepper, of ELSA Cyprus was Ms Karin Otterheim. Her traineeship was a great success, since the Law Office of Mr Theodoulou decided to have a stepper per year due to the great performance of Ms Otterheim. Ms Otterheim was really excited with her traineeship as well and she gave us the following feedback:

"I have had the great opportunity to be a STEP-trainee at Law Office of Dr Christos A. Theodoulou in Cyprus. The traineeship has been an unforgettable memory that has provided me with knowledge and experiences that I could not have gained solely during my studies.

As a trainee I was assigned tasks sometimes different from what I am used to, but the good support and engagement from the firm made every day fun and interesting. I learned a lot and if I could, I would do it all over again!

The time in Cyprus and at the firm has given me new knowledge within Intellectual Property Law but also knowledge about Cyprus; politics, culture, the history etc., which I believe are just as valuable. My expanded interest and knowledge in Intellectual Property Law has also given me new ideas on topics for my upcoming master thesis.

Cyprus has a very genuine, friendly and welcoming atmosphere, something I appreciated a lot! Everywhere I went I was greeted by the locals with a smile and was offered their help. This is one of the things that I miss the most!

The five weeks in Cyprus provided me with experiences highly valuable and that I believe will be useful in many situations in the future.

Thank you Cyprus, ELSA Cyprus and Law Office of Dr Christos A. Theodoulou!

Best regards,

Karin"

In the next job hunting period, Mr Theodoulou decided to cooperate again with ELSA Cyprus and we welcomed in Cyprus Ms. Lenka Michalkova from the Czech Republic. Ms. Michalkova and the Law Office of Mr Theodoulou had both great cooperation, and Mr Theodoulou decided to continue his cooperation with ELSA Cyprus.

The next job hunting period, we had an offer from traineeship from the Law office of Mr. Charis Kyriakides LLC. They welcomed Ms. Verena Gschweidl from Austria in August 2014, for a month. Ms. Gschweidl said that he had a great time in Cyprus and at the office of Mr Kyriakides, and the Law office of Mr Kyriakides said that he will continue the cooperation with ELSA Cyprus.

Student hunting for STEP was the most successful programme for having new members at ELSA Cyprus. During the hunting periods, STEP information sessions were organized in various cafeterias near Universities, mostly in Nicosia. Many young people (students, trainee lawyers and junior lawyers) attended in order to learn more about ELSA Cyprus, become member and apply for STEP.

Most recently and for the month of March 2015 ELSA Cyprus has welcomed our new STEPper Lisa Lederer from Austria who will complete her traineeship in Larnaca. At the moment we continue our cooperation with the two legal offices that support STEP traineeships and are networking to establish cooperation with more offices.

MARKETING

The promotion of our vision of a just world of respect for human dignity and cultural diversity with making ELSA Cyprus well known nationally has been our top marketing priority. PowerPoint presentations about ELSA and the benefits of being a member have been organized at every university, and this practice has become ordinance. Besides face to face promotional practices, ELSA Cyprus developed its Facebook page and upgraded its social network through LinkedIn and Twitter to have more frequent communication with our members and also potential members. But students and young lawyers haven't been our only target group in terms of promotions: professors have been increasingly engaged to our vision by joining many of our events and actions. For example, Assistant Professor of civil and administrative procedural law Nicolas Koulouris, Lecturer of civil law Eyripidis Rizos, and Assistant professor of private law Philippe Jougleux from European University of Cyprus had participated as judges at the first National Moot Court of Greek civil law which was held in May 2014.

Moreover, there have been movements towards establishment cooperation with other non-governmental organization in order to expand the image of ELSA Cyprus. Our overall promotion is based to national and international events of ELSA and we have created a special mutually promotional tactic with ELSA Greece since many of law students in Cyprus are from Greece and it is possible for them to participate in both national event. Overall the Marketing team was promoting all the events of ELSA's (moot court, lectures, STEPs, Internships, visits to the Supreme and District Court of the Republic of Cyprus and Ombudsman's Office, international and national competitions and legal writing opportunities) through social networks and also via e-mails to our mailing list.

Our VP of Marketing has managed to maintain our image stable through the transition period by systematically posting about ELSA generally and our events especially. As a result we have managed to significantly increase our recognition. Also in order to promote the cohesion of our Board and our professional profile we have attended two significant scientific events (National Criminal Law conference and the Symposium of Restructuring of Enterprises) where we had the chance to discuss with scientists and present our association.

Another main goal was to achieve cooperation of other non-governmental actors which could help us to promote our work through their already existing network and in that aspect we collaborate with the Hellenic Student Association of European University of Cyprus. Moreover we have taken actions in order to increase offered sponsorship by law firms by sending informative mail about our organization and about how anybody could benefit by taking part in our effort. Our webpage

is at the final stage of updates and is expected to be completely renewed very soon. This is another tool in our hands, not only because is another way to communicate our effort but also is a way to attract more sponsors by offering the possibility of advertising through our site.

In order to continue to increase the ELSA identity we have planned the following: getting in touch with the local Bar Associations proposing a collaboration which will include a mutual forwarding of our events b) creating of a local group of ELSA at Neapolis University in Paphos c) establishing as our corporate partner and sponsor the European University of Cyprus which is a member of the Laureate International Universities, a leading worldwide network of quality and innovative institutions of higher education. To this extent we plan to promote their postgraduates programs in International Commercial Law, Private Law and Public Law.

Our VP Marketing hopes that at the upcoming ICM where she will meet with the Vice President of Marketing on the International Board and also other VP Marketers, she will manage to implement a form of market research in the near future. This will allow ELSA Cyprus to discover exactly what our members want from us, and their perception of ELSA as a whole. This will allow us to target our resources and promotion towards our members more efficiently and to establish solid transition training for future VPs for Marketing. This will include complete packs that they will receive which will contain all the basic promotional materials, helpful guides, possible areas to look into and lists of any contacts to help them begin their term with basic knowledge and ability and allow them to build and develop their own practices quickly.

REPORT ON THE ORGANIZATIONAL STRUCTURE OF ELSA CYPRUS

ELSA Cyprus disposes of a full board according to its Statutes and Standing Orders, as follows:

President:	Diane – Louise Constantinidou
Secretary General:	Constantina Markou
Treasurer:	Kyriakos Tikkas
Vice President for STEP:	Ioanna Athinodorou
Vice President for Academic Activities:	Antonis Kyriakou
Vice President for Seminars & Conferences:	Eugenia Tarani
Vice President for Marketing:	Lamprini Ksenou

LOCAL GROUPS

ELSA Cyprus does not have any local groups. However these circumstances may soon change, following requests by UCLAN University students in Paphos for the creation of a local group. Following discussions with the interested party, it has been mutually agreed that interested students will become active with ELSA Cyprus and get familiarized with its workings. The National Board will then be able to transfer its knowledge for the creation of a local group.

MEMBERS

Currently, ELSA Cyprus counts 20 members. The number is expected to grow significantly during the upcoming months through presentations to newcomer students and more cities and universities than before.

ADMINISTRATION AND COMMUNICATION

For the moment ELSA Cyprus does not have its own office facilities, therefore the Board Meetings take place wherever possible, every two weeks. Members are informed in its activity through Facebook, email and our newsletter. The official language of ELSA Cyprus is Greek.

RECOGNITION – EXCLUSIVITY

ELSA Cyprus has not yet attained a legal personality, and is now undergoing the process to be recognized by the state as a non – profit association. It conducts its activities in the Republic of Cyprus. The Republic of Cyprus became a Member of the United Nations in 1960 (Resolution 155) and of the European Union in 2004.

The Board hereby declares that it is the only ELSA group in Cyprus, and no other association on the island claims to be a member or observer of ELSA, or its Cypriot branch.

STATUTES AND STANDING ORDERS

The Statutes and Standing Orders are not yet legally in force in Cyprus. However, the process for their adoption and the official creation of ELSA Cyprus is underway, expected to be completed within 2015.

CHAPTER 1 - NAME AND OFFICIAL SEAT

1. The association to be known as “European Law Students’ ELSA Cyprus – Cyprus branch” is hereby created.
2. ELSA Cyprus has domicile and office in Nicosia at Panepistimiou 1 Aglantzia, (secretariat of the Department of Law of the University of Cyprus) Nicosia, Cyprus.

CHAPTER 2 – VISION, AIMS AND MEANS TO FULFILL THEM

1. ELSA Cyprus has the aim of promotion, establishment and development of common understanding, cooperation and personal contacts among law students and young lawyers from different areas.
2. Furthermore, ELSA Cyprus has the purpose of promoting understanding of foreign legal systems and international relations through the examination of different legal rules and international law, as well as through personal contacts and the acquisition of personal experience, so that law students and young lawyers are equipped for their professional career in an international environment.
3. Vision of ELSA Cyprus is a just world in which there is respect for human dignity and cultural diversity.
4. ELSA Cyprus aims to contribute to legal education and to promote common understanding and the social responsibility of law students and young lawyers.
5. To provide opportunities to law students and young lawyers to learn about other civilizations and legal systems in a spirit of critical dialogue and scientific co-operation, as well as to aid them to be internationally minded and professionally skilled.
6. To encourage law students and young lawyers to act for the good of society.
7. In order to reach its aims, ELSA Cyprus’s main fields of activity are:
 - i. Student Trainee Exchange Programme (STEP): Gives the opportunity to law students and young lawyers to gain work experience in a foreign legal system while learning about other cultures.
 - ii. Seminars and Conferences (S&C): involving the acquisition of knowledge through exposure to professionals and foreign cultures.
 - iii. Academic Activities (AA): ELSA Cyprus is to broaden legal knowledge through guided practical activities.

CHAPTER 3 – MEMBERS

1. The following may be regular members of ELSA Cyprus:
 - i. Students from law schools in Cyprus;
 - ii. Any student who is enrolled in a law department outside Cyprus but is a resident of Cyprus at the given moment;
 - iii. Any law graduate under 30 who is a resident of Cyprus and is a post-graduate law student, or exercises the legal profession, or is inscribed to the Cypriot Legal Council

For the purposes of the present article, “law school” is understood as a department of a higher education institution with such a study curriculum that its graduates may be inscribed to the Register of lawyers who exercise the profession in the Republic of Cyprus according to the Law of Lawyers Chapter 2, as amended.

2. Rights:

- i. All regular members may take part in the Council Meetings where they may voice their opinion, vote on topics subjected to public voting, and elect the National Board. Every regular member may take part in events of ELSA Cyprus and enjoy all rights derived from them.

3. Duties:

- i. Regular members have the obligation to comply with the present Statutes and Standing orders and the customary regulations, the decisions of the Assembly and the National Board, to give their contribution, to take part in the Council Meetings and, as far as possible, to help the National Board and aid in the fulfillment of ELSA Cyprus’s goals.
- ii. In the framework of the normal workings of ELSA Cyprus regular members may express their critique to the organs of ELSA Cyprus for its acts and omissions.
- iii. Every regular member has the right to vote, given that it fulfills its economic obligations. Every member’s voting right amounts to one vote.
- iv. Every regular member has the obligation to provide the annual membership fee of 20 euro. The annual membership fee may, by decision of the National Board, increase after three years since its last increase. Resignation or deletion of a member does not dissolve its responsibility of members to provide delayed membership fees. The National Board reserves the right to impose additional monetary fees for other services (e.g. subscription to magazines).

4.

- i. A Regular member which delays the payment of the membership fee for a period of twenty months is erased from the list of members following a decision from the National Board and after it has been warned, first by letter and subsequently by a notice on the board of announcements of ELSA Cyprus.

- ii. A member which has been erased from the list of members in the aforementioned way may renew its membership after it has paid all due amounts before and after its re-inscription.

5. A member automatically and directly stops being a member of ELSA Cyprus if such member

- i. Requests to end its membership in a written manner from the National Board;
- ii. His membership is ended according to this document and by decision of the National Board;
- iii. Fails to renew its membership after its expiration;
- iv. In any way stops fulfilling its obligations deriving from Chapter 3 of this document.

6. The expulsion of a member is decided in the Council Meeting during quorum as laid out in Chapter 7, article 2, and the majority as laid out in Chapter 2, article 6. The expelled member must be notified for its expulsion a month in advance.

7. An expelled member can re-inscribe to ELSA Cyprus by decision of the Assembly.

8. Instead of a definitive expulsion, as in paragraph one of this article, the National Board may suspend a member’s membership, thus making that member inactive for a defined period or until it complies with a defined condition (e.g. payment of membership fee)

9. By decision of the National Board, these penalties are mandatory whenever a member infringes the principles and purposes of ELSA Cyprus and/or acts in a manner opposite to them and/or its

behavior is such that places the member outside the ELSA Cyprus and. Or the member does not fulfill its obligations deriving from the present document:

- i. verbal reprehension;
- ii. written reprehension;
- iii. temporary deletion;
- iv. permanent deletion.

The member will have right to appeal against the penalty in a subsequent normal or extraordinary Council Meeting.

CHAPTER 4 – RESOURCES

1. The sources of funding of ELSA Cyprus are as follows:

- i. the annual membership fee or other contributions from members;
- ii. all kinds of donations, inheritance or subsidies in cash or in any other form, with the reservation that such subsidies will not be accepted if they are linked to reservations opposing the goals and principles of ELSA Cyprus or do not otherwise fall within its interests;
- iii. income from whatever property (immovable or movable) that ELSA Cyprus may acquire;
- iv. other income that may arise from the action of ELSA Cyprus which does not go against the present document and customary regulations or the aims of ELSA Cyprus;
- v. other contributions which the Council Meeting may approve after proposal of the National Board in order to face urgent economic needs.

2. Every member of ELSA Cyprus must pay the annual fee of right to membership, determined by the National Board.

3. All income sourced for the benefit of ELSA Cyprus or from payment to ELSA Cyprus must be handled by the Treasurer.

4. In reservation to the following article, the Secretary General of ELSA Cyprus is responsible for the management of members together with the Treasurer and they are jointly responsible for the collection of the membership fee of regular members.

CHAPTER 5 – REPRESENTATION

1. ELSA Cyprus is represented in its relations with third parties by the President or any other member of the National Board and in court by its Secretary General.

CHAPTER 6 – MANAGEMENT

1.

- i. ELSA Cyprus is managed by a seven-member National Board, elected for a term of one year.
- ii. The National Board is elected by the regular Spring Council Meeting by a secret voting and a simple majority of voters. The number of choice indications on the ballot sheet (e.g. crosses) must not exceed the number of members of the board together with substitutes.
- iii. Candidates not elected to the National Board continue to be runner-ups according to the number of votes each received.

- iv. The National Board is the highest executive organ and presides over the activities of ELSA Cyprus in the two regular Council Meetings.
- v. Elections are inspected by the Nomination Committee which comprises of two members elected by the Assembly before the elections. Before the elections, the Secretary General must submit to the Committee the list of members that have the right to vote and be voted according to this document. The Committee will ratify the list and move on to elections based on that list.
- vi. Members must submit their objections as to the validity of the Election Committee within 3 days to the President of the Board. Regarding the validity of the elections, the objections must be submitted to the Elections Committee. Failure to object either to the validity of the Council Meeting or that of the elections of the Board equals the acceptance of the validity of the Assembly or the elections according to the procedures that are provided for in this document and the customary regulations.
- vii. Its purpose is to realize the decisions of the Council Meeting, promote the aims and the effectiveness of ELSA Cyprus, represent ELSA Cyprus and assure that everything works according to the present document, the customary regulations, orders and policies that are formed by ELSA International.

2. The National Board is composed by the:

- i. President
- ii. Secretary General
- iii. Treasurer
- iv. Vice President for the Promotion of the ELSA Cyprus (Marketing)
- v. Vice President for Academic Activities
- vi. Vice President for Seminars and Conferences
- vii. Vice President for the Student Trainee Exchange Programme (STEP)

3. The President of the National Board, or in case of his absence, one of the Vice Presidents as indicated by the President:

- i. represents ELSA Cyprus in Court;
- ii. convenes Board Meetings of the National Board, regulates in cooperation with the Secretary General the daily agenda and presides over the National Council Meetings and over the Board Meetings of the National Board, which he/she may interrupt or terminate;
- iii. is responsible for the external relations of the ELSA Cyprus;
- iv. signs together with the Secretary General important documents, the minutes of the Board Meetings of the National Board and signs together with the Treasurer the payment bills;
- v. oversees the management of the treasury and of the Treasurer and is jointly responsible with the Treasurer for any negligence, omission, or failure to fulfill duties;
- vi. oversees and regulates the application of the present document, customary regulations, and the decisions of the Council Meetings and the National Board;
- vii. is responsible for the general coordination of ELSA Cyprus, the planning and guidance of the work of the Council Meetings and of the National Board.

4. The Secretary General:

- i. safeguards the stamp of the ELSA Cyprus and the list of members; keeps the minutes of Board Meetings of the National Board and the Council Meetings; compiles, writes and - together

with the President - signs mail, publicizes it and assures that it gets sent; represents ELSA Cyprus as mentioned above; safeguards registers, files and folders for the various topics and informs through all means of communication members and friends of ELSA Cyprus on its course and action.

5. The Treasurer:

- i. maintains in complete order the related books; is personally responsible for the money entrusted to him/her; hands out and signs the receipts; completes all payments in the name of the National Board and prepares the state of the treasury before each regular Council Meeting;
- ii. deposits to a bank and/or cooperative credit institution chosen by the National Board any amount of money in his hands, but may maintain reasonable amount of cash necessary for the conduct of ELSA Cyprus daily transactions.
- iii. The Treasurer is replaced by a member of the National Board as decided by the National Board itself when he/she is absent or unable to be present.

6. Vice Presidents are responsible for the general coordination and management of their respective sectors of activity:

- i. Vice President for Marketing
Manages public relations; looks for funding; deals with the general promotion of the ELSA Cyprus.

- ii. Vice President for Academic Activities:

Collects academic material through which the ELSA Cyprus may take part in international publications of ELSA International; assures that every academic activity promotes the work experience of young lawyers and law graduates; provides information for studies in European universities, moot courts, legal research, publications in newspapers or magazines.

- iii. Vice President for Seminars and Conferences:

Organized seminars and conferences that help members gain knowledge through exposure to professionals and foreign cultures.

- iv. Vice President for the Student Trainee Exchange Programme (STEP):

Informs the members of ELSA Cyprus on opportunities for traineeships offered by ELSA International; informs ELSA International on opportunities for traineeships offered by national bodies; is the link between the potential trainees and traineeship in every way, such as by doing the necessary research, organizing meetings with the members interested and all other actions that facilitate the process.

7. The National Board meets regularly every 3 weeks and extraordinarily whenever this is deemed necessary.

8. The National Board must realize its first meeting 10 days after the day of its election. If the yearly service of the previous National Board has not finished, this Board Meeting takes place after the end of the yearly service of the previous National Board.

9. An extraordinary Board meeting of the National Board is convened when demanded by the President or 3 of its members. No decision may be taken if less than 3 members are present at the Board Meeting.

10. A member of the National Board may be expelled from the Council Meeting through a majority of 2/3 of votes, if that member infringes the present document, customary regulations, or the Statutes and Standing Orders and customary regulations of ELSA International or the interests of ELSA Cyprus.

11. The President chairs over Board Meetings and in his/her absence, the Secretary General or the eldest member of the National Board present presides. Decisions of the National Board are taken

by simple majority, excluding those topics which concern personal issues, whereby decisions are taken through secret voting without the presence of the individual concerned.

12. A member of the National Board who wishes to resign may submit this in writing to the board, which immediately calls the resigning member to explain verbally his/her reasons for resignation. Every resigning member can, within 8 days from the day of submitting their resignation letter, retract their decision. In any other case, the resignation is considered final.

14. Where two or more positions in the National Board are vacant a Council Meeting is called in which new members of the board are elected for the remainder of the service of the resigned members.

CHAPTER 7 – COUNCIL MEETINGS

1. The Council Meeting is the highest decision – making organ of ELSA Cyprus and its decisions are binding. They are distinguished as regular, extraordinary and statutory.

2. The regular Council Meeting is called two times a year during the months of October – November and April – May, after the International Council Meetings of ELSA International. Quorum is considered the presence of half plus 1 of regular members who have fulfilled their duties towards ELSA Cyprus.

3. The regular Council Meeting necessarily has in its daily agenda the following topics which are read out at the beginning of each such session.

- i. Election of a four – person Chair Committee
- ii. report on the actions of the National Board;
- iii. any other report or minutes are submitted to the National Board;
- iv. topics concerning members as provided for in the present document;
- v. Election of a two-person Election Committee
- vi. Election of a new National Board, in the Spring Council Meeting
- vii. Economic Report of the retiring National Board, in every regular Spring Council Meeting.

4. The date of convention of the regular Council Meeting or other conferences is determined by the National Board and notified to the members 15 days before through a written invitation. This invitation includes the day, time, daily agenda and location where the conference will take place.

5. Every member has the right to submit to the Council Meeting any topic for discussion.

6. The decisions in Council Meetings are always taken by a simple majority of those present except when relevant legislation provides otherwise, and it is done by the raising of one's hand or verbally unless the Council requests differently, whereby a secret voting occurs.

7. An extraordinary Council Meeting is convened from the National Board or when it is requested by 2/5 of the members. Quorum is considered the same as for regular Council Meetings.

8. The present document may be amended under the conditions in article 9 below.

9 For any amendment of the purposes of the ELSA Cyprus (Chapter 2) the consent of $\frac{3}{4}$ of all the members is necessary.

10. All regular members who have fulfilled their duties and paid their membership fees before the Council Meeting have the rights to vote and be voted for its official positions, as well as for the National Board. Members of ELSA Cyprus who have not settled their membership do not have the right of presence and participation to the Council Meetings.

CHAPTER 8 – AUDIT (A16 STATUTES)

1. The auditing of accounts of ELSA Cyprus is effected by an auditor appointed by the Council.

2. The auditor has complete freedom to review all relevant books and documents and to audit them in light of the provisions of the present document.
3. The auditor is responsible for the auditing of the books and accounts and must submit the audited accounts along with his/her essay to the twice yearly Council meetings

CHAPTER 9 – GENERAL PROVISIONS

1. ELSA Cyprus has its own stamp in rectangle shape which includes the word “ELSA” in the middle and “Cyprus” below it, as seen below.
2. Every notification publicized on the bulletin board of ELSA Cyprus according to the provisions of the present Charter will be considered as duly disclosed to members after 7 days.
3. The National Board of ELSA Cyprus decides on the participation or non-participation of ELSA Cyprus in any event. The National Board has the power to establish teams/ assistants / directors if it so decides to be useful, for the realization of the purposes of ELSA Cyprus.
4. Whenever it is deemed necessary and to the interest of ELSA Cyprus, the National Board decides on the acquisition of movable or immovable or any other property or may conclude a loan of up to 10.000 euros for the attainment of the purposes enumerated in Chapter 2.
5. Any issue not provided for in the present document is regulated according to internal regulations issued by the National Board within the context of the general principles of the present document and according to the Law.

CHAPTER 10 – DISSOLUTION

1. The ELSA Cyprus is dissolved for the following reasons:
 - i. By decision of the extraordinary or regular Council Meeting with 2/3 of the inscribed members present and by majority of 3/4 of those present at the Council Meeting.
2.
 - i. In case of dissolution of ELSA Cyprus its mobile and immobile property is sourced to charity institutions or wherever the Council decides.
 - ii. It is PROVIDED that the aforementioned property may in no way be allocated to members or a member of ELSA Cyprus.
 - iii. It is PROVIDED that in case of dissolution of ELSA Cyprus, any debts must be paid off and any responsibilities must be settled by it.

CHAPTER 11 – TRANSITIONAL PROVISIONS

1. The present document regulates the functioning of ELSA Cyprus.
2. For any topic not provided for under the present document, a decision is taken by the regular or extraordinary Council Meeting by simple majority and the decision is in force from the day if its approval.
3. Decisions of the Council Meeting may only be cancelled by decisions of the Council Meeting.
4. The present document comprises of 11 chapters.

OBSERVERSHIP APPLICATIONS

Observership Application of the initiative group from Russian Federation

TO: the International Board (IB) and International Council (IC) of the European Law Students' Association

Dear Delegates to the ICM,
Dear Members of the International Board,

We, the Board of Initiative Group of ELSA Russia, are applying for Observer Status of ELSA International.

We hereby declare:

- to commit to the aims and activities of ELSA
- to comply with the Statutes and Standing Orders of ELSA International
- to guarantee the future representation of ELSA by our Initiative Group being conducted seriously, respectfully and with dignity
- to accept all obligations and responsibilities referring to the Observer status

Our application is fully supported by our members and partners, who hereby, together with the board, commit to taking any and all steps to establish a durable and functional National Group able and wiling to represent the values of ELSA in Russia.

The Russian Federation, 15th of March 2015

Zaluzhnaia Dariia,
On behalf of the Board

List of Annexes:

1. Statutes of Initiative group of ELSA Russia and Standing Orders (English – compatible with the Statutes and Standing Orders of ELSA International)
2. Consolidated Activity Report of the Initiative Group of ELSA Russia
3. Declaration of Commitment to the aims and activities of ELSA and the will to become a member of ELSA
4. Report on the Organizational Structure of Initiative Group of ELSA Russia
5. Report stating the status of recognition of Russia and that there is no current member or observer of ELSA present in Russia

STATUTES AND STANDING ORDERS OF THE INITIATIVE GROUP FROM RUSSIAN FEDERATION

Adopted by XV(extraordinary) National Council Meeting of ELSA Russia

Minutes Nr. 1

28.01.20012

Chairman of the meeting

Vasilyeva S.A.

Secretary of the meeting

Kovalenko E.N.



The European Law Students' Association
RUSSIA

Statute of the interregional Association
“The European Law Student’s Association “ELSA Russia”
(new edition)

Kaliningrad
2012

Preamble

We the members of the interregional Association “The European Law Student’s Association “ELSA Russia” in order to reach the following goals:

- to create non-political, independent, non-profit-making association on the principles of legitimacy, democracy, voluntariness, publicity, equality and self management,
- to intend generally the strengthening of interregional and international co-operation and personal contacts between law students and young lawyers,
- to promote a legal education and raise a legal culture,
- to contribute in an scientific, professional and another type of exchange between law students and young professionals,
- to realize itself as a part of youth movement of Russia and world

have adopted a Statute of the interregional Association “The European Law Student’s Association “ELSA Russia”.

1. General provisions.

1.1. The interregional Association “The European Law Student’s Association “ELSA Russia” (hereafter-The Association) is an Association of non-governmental organizations.

1.2. The full name of this organization in Russian language is “the interregional Association “The European Law Student’s Association “ELSA Russia”. An abbreviated name of Association in Russian language is ‘The interregional Association “ELSA Russia”. The name of Association in English is “ELSA Russia”.

1.3. The Association is a non-political, independent, non-profit-making association.

1.4. The Association recognizes the Statute of ELSA International, supports the aims of ELSA International and is the only one organization, which represents ELSA International in Russia.

1.5. The Association operates pursuant to the current legislation of Russian Federation, this Statute and adopted in accordance with it acts of the Association.

1.6. The Association acts within the territory of Russian Federation.

- 1.7. The Association has a round seal with the full name of the Association in Russian language, letterhead stamp, blanks and a brand mark.
- 1.8. The Association is liable for all debts within vested estate. The Association is not responsible for any debts of its members. The members are subsidiary liable for all debts of the Association.
- 1.9. The Association obtains the corporate entity after a state registration.

2. Aims and activity of the Association

- 2.1. The Aims of creation and activity of the Association is to promote interregional and international co-operation and personal contacts between law students and young lawyers from different states and legal systems in the sphere of education, science and practice. The ELSA Network helps to reach this aim. And The Association coordinates their activity in Russia.
- 2.2 The Association's main fields of activity are:
- 2.2.1. Academic Activities (AA) - activity in the scientific field- organizing of the scientific competitions, Study Visits and Trainings for the members of Local Groups;
- 2.2.2. Seminars & Conferences (S&C) – arrangement of the Seminars and Conferences;
- 2.2.3. The Student Trainee Exchange Programme (STEP) – organizing of the Student's exchange with the aim to obtain professional skills (Traineeships);
- 2.3. Set out in the point 2.2 core activities can be broadened by another type of activities to reach the aims of the Association.
- 2.4. To reach above mentioned aim the Association is able to do any activities in accordance to the Russian law and current Statute.

3. Membership

- 3.1. Participation in the Association can be in two forms: as an Observer or a Member.
- 3.2. The Observer of the Association can be non-governmental organization, which supports this Statute and aims of Association, carries out activities to reach the aim of the Association and called ELSA *name of the city, where the local group is situated* (for example ELSA Saint Petersburg). The Observer is a candidate to become a member of the Association.
- 3.3. To obtain a Status of the Observer a non-governmental organization should apply at the National Council Meeting (hereafter- the Council) and submit a copy of a local Statute and another documentation of the NGO according to the current Russian law and this Statute.

3.4. The Status of the Observer is considered as obtained, if it is approved by Council with a two thirds majority. Regulations about the Observer should be adopted by the National Council Meeting.

3.5. The Members of the Association are the Observers, which were in the Status of Observers for at least one year and the application for membership is approved by the Council with a two thirds majority.

3.6. The Founders of Association are the members of the Association after its founding.

3.7. To apply for a Membership status the Observer group should submit an application to the Council. In the application should be expressed the absolute consent with the aims and activity of the Association, recognition of this Statutes and decisions of the current Board upon granting an Observership status. Copy of the Statutes of the Observer should be verified by the President of “the Observer”, list of current members of the Observer group, Minutes of joint meeting of members of the Observer about the election of National Board and about the decision to apply for a membership status should be attached to the application.

3.8. Secretary General of the Association includes the question about adoption of a new Member in an Agenda of the National Council Meeting.

3.9. National Council shall consider the application and make a decision whether to approve or refuse the membership of non-governmental organization, after presenting by group their activity reports and all the documents to the Council in order to notify the applicant within ten days from the date of publication of the Minutes of the Meeting of the National Assembly.

3.10. The Secretary General shall maintain a Register of the Association. All issues concerning the Register of the Association are controlled by the National Board.

3.11. The Association's members undertake to pay the membership fee in the amount and manner prescribed by the Council in the Regulations on admission and membership fees of local groups.

3.12. Association members maintain their independence and legal personality.

3.13. Members may be expelled from the Association if their actions (or inaction) contradict the Statutes of the Association, Decisions of the governing bodies of the Association, adopted in accordance with the Statutes. The decision to expel from the Association is to be adopted by the National Assembly on the prior recommendation of the National Board. Organization to be expelled from membership is not exempted from the payment of the membership fee in proportion to the time of the organization being in the status of a member.

3.14. In case of delay in payment of membership fees for more than six months, a member of the Association automatically receives an Observer status.

3.15. An Observer organization can stay no longer than for a year, after which in the case of non-payment of the required fees, it shall be expelled from the Observers.

4. Rights and obligations of members of Association

4.1. All members have equal rights and duties.

4.2. Members have the right to:

- Participate in the activities of the Association;
- Participate through their representatives in the National Assembly with the right to vote;
- Make suggestions for improving the activity of the Association;
- Elect the governing and auditing bodies of the Association;
- Get the full information on the activities of the Association;

4.3. Members of the Association shall:

- Comply with the Statutes of the Association and adopted in accordance with its acts of the Association;
- Execute the decisions of the National Assembly, governing and auditing bodies of the Association, in accordance with the law and the Statute of the Association;
- Make regular contributions and other specified contributions in accordance with the decisions of the National Assembly.

5. Governing and auditing bodies of the Association

5.1. The governing bodies of the Association are:

- The National Council Meeting of the Association;
- National Board of the Association;

5.2. The Auditing bodies of the Association is the Auditor General of the Association.

5.3. The National Council and National Board meetings can be conducted on the Internet (e.g. via Internet-conference). In such cases, all questions of National Assembly and National Board meetings are governed by the Regulations on the use of Internet conference for National Assembly and National Board meetings.

6. The National Council Meeting

6.1. ELSA Russia National Council Meeting is the highest governing body of the Association shall be convened at least once a year, and is authorized when at least half the members groups of the Association are present.

6.2. Every member has the right to be represented in the National Council Meeting of not more than 7 representatives, appointed by the decision of the supreme governing body of the member.

6.3. On the National Council Meeting each member has one vote on any issues, regardless of the number of its representatives present.

6.4. Regular National Council Meeting shall be convened by the Secretary General annually in accordance with the decision of the previous meeting.

6.5. Extraordinary Meeting of the National Council Meeting can be convened at the request of the Board; or at least half of the members of the Association.

6.6. The procedure for convening and organizing and conducting the Meeting of the National Council Meeting is specified in the Regulations, approved by the National Council Meeting;

6.7. The competence of the National Council Meeting includes the following issues:

- The adoption of the Statutes of the Association, the introduction of any changes and additions;
- The adoption of the Rules of the National Council Meeting, the introduction of any changes and additions;
- The election of the members of the National Board;
- Defining the principles of formation and use of the property of the Association;
- Early termination of office of a member (s) of the National Board and / or the Auditor, the National Board re-election and / or the Auditor;
- Decision on the reorganization and liquidation of the Association;
- The admission of new members;
- Exclusion of members from its membership;
- Approval of the financial plan (budget) of the Association for the year;
- Define the size of the order and the period of payment of membership dues and contributions of observers, as well as other payments for the benefit of members of the Association;
- Decision not inconsistent with the provisions of the Statutes of the National Council Meeting, the National Board and the Auditor;

- Hearing and approval of the annual report of the National Board and the Auditor, and other policy and accounting documents of the National Board and the Auditor;
- The decision to create separate divisions of the Association, the provisions thereof;
- Taking a decision concerning the Association's joining to unions and associations of non-commercial organizations, as well as establishment of non-commercial organizations in accordance with the aim and goals of the Association;
- Determination of date and place of the next Meeting;
- Confirmation of Association's symbolics and attributes;
- Exercising of other powers which are necessary for functioning of the Association and not contrary to Russian legislation.

6.8. Meeting in accordance with general rule takes decisions by simple majority following the procedure and order established by rules and regulations of the National Assembly.

6.9. Decisions in respect of amending the Association's Statute, reorganization and liquidation, enrolment of new members, expulsion are taken by qualified majority of two-thirds of Association's representatives participating in the Assembly.

6.10. Agenda of the Assembly is formed by the Secretary General on the basis of submitted in time proposals of the Council and the Association's members.

7. National Board

7.1. Association's National Board is a permanently active governing body of the Association. Members of the Association's National Council are elected by the Council.

7.2. The Council is comprised of 7 members: the President (the President of the Association's National Council); Secretary General; Treasurer; Vice-President for Marketing; Vice-President for Academic Activities; Vice-President for Seminars and Conferences; Vice-President for Students' Trainee Exchange Programme.

7.3. Only members of local groups which are the part of Association's members may be a member of the Council. In the absence of President, Secretary General presides at the Board Meetings.

7.4. Council is competent to decide in the following matters:

- exercising of the general direction of Association's activities in the periods between the National Council Meeting.
- preparation and holding of the Meeting, calling upon an irregular Meeting;

- provision of implementation of Council's decisions and control over their implementation;
- submission to the Council an annual report of Association's activities for approval, other program and related documents;
- giving a recommendation to the Association's Meeting on question of enrolment of new Association's members;
- appointment and dismissal of Association's Directors;
- imposition of certain tasks on the members of Council and the Association's Directors;
- distribution of competence of lacking member of the Council or appointment of Directors and Assistants instead of withdrawn one, including cases of withdrawal of Council member from membership of local groups which are part of the Association;
- composition of the Supervisory Board and taking part there;
- taking other decisions which are necessary to reach the aims of the Association, provision its permanent functioning, including adoption of regulations not contrary to legislation in force, the Statute and decisions of the Meeting.

7.5 Meeting of the Council is legitimate, if 2/3 of its members including the President or the Secretary General are present.

7.6. Council takes decisions, if more than a half of present members voted in their favor. Meetings of the Council are called on initiative of the President or Secretary-General, but not less frequently than one time per 3 months.

7.7. Irregular Meeting of the Council may be called on initiative of one of its members.

7.8. President has competence in the following matters:

- to lead of the Association, including acting in the name of the Association and in its interests without power of attorney.
- to call for and preside at the Council Meetings, lead of its activities;
- to represent of the Association in cooperation with other organizations, foundations and bodies, including state government bodies of Russia and other states with right to sign agreements by the Association's seal;
- to sign of decisions of the Meeting and the Council with seal of the Association;
- to sign financial documents, if the Council decides so, in the framework of the financial plan / budget of the Association.

7.9. Secretary General has competence in the following matters:

- to fulfill the duties of the President in its absence, if there is a power of attorney given by the decision of the Council;
- to preside at the session of the Association's Council in the absence of the President;
- to keep of Registry of members and Registry of Association observers;
- to represent of Council and Association in interaction with the Association members;
- to prepare of the Meeting and informing of members and observers of the Association of its holding;
- to make agenda of Meeting in accordance with rules and regulations of the National Assembly;
- to call meetings of the Council and informing members of the Council of its holding;

7.10 Treasurer has competence in the following matters:

- to keep financial documentation of the Association;
- to sign of financial documents, if there is such a decision of the Council, in the framework of financial plan / budget of the Association's activities;
- to submit of book-keeping, tax and other reporting documents in relevant state bodies;
- to submit of reports to the Council and Meeting concerning financial situation of the Association.

7.11 Competence and fields of activities of the Vice-President for Marketing, Vice-President for Academic Activities, Vice-President for Seminars and Conferences and Vice-President for Students' Trainee Exchange Programme is determined by the Meeting in the rules and regulations of the National Board.

7.12 Council may appoint Directors as an officers of organization for the term of its functioning. Only members of non-commercial organizations who are members or observers of the Association may be appointed as directors. Directors conduct their activities in accordance with orders of the Council and accountable to the Council.

7.13. Council may form the Association's Supervisory Board which is observant and consultative body consisting of persons who are not members of non-commercial organizations which are part of the Association. Supervisory Board acts on the basis of the rules and regulations adopted by the Council.

7.14. Auditor is elected by the Assembly from among the members of the non-governmental organization, which is part the Association on the rights of membership for one year and can not be Council member.

7.15. Auditor shall conduct an annual audit of the financial activities of the Association a month before the Assembly, and may (not more than twice) conduct additional audits during the year. As a result of the annual audit Auditor provides Assembly with the annual report, on the results of additional sends a report to Members and Observers of the Association.

7.16. In case of violations of financial expenditures of the Association Auditor makes appropriate submission to the Council to correct violations and has the right to demand the convening of the Extraordinary Meeting.

8. Property and Entrepreneurship

8.1. The association can own any property necessary for the material security of the Association.

8.2. Sources of property of the Association shall be:

- Membership fees, fees from observers, and other charges of members for the benefit of Association;
- Voluntary contributions and donations from individuals and businesses, including having a special character (grants);
- Income from operations (including research and publishing), and activities carried out by the Association in accordance with its purposes;
- Others that are not prohibited by the law, both in cash and in-kind form.

8.3. Material resources of the Association spent on achieving objectives of the Association in accordance with the decisions of the Council in the framework of the financial plan (budget) of the Association.

8.4. The Association may carry out activities to generate revenues exclusively to pursuit the objectives of the Association.

9. Reorganization and Liquidation of the Association

9.1. Reorganization and liquidation of the Association are made under the decision of the Council in accordance with the Statute.

9.2. Property of the Association after its reorganization proceeds to legitimate assignees.

9.3. Property of the Association during its liquidation, after satisfaction of the established legal order of creditors, donated for the purposes determined by the decision of the Assembly on the liquidation of the Association or by a court decision, entered into force.

10. CHANGES to the Statute

10.1. Changes and additions to the Decision Book of Association shall be made by the Assembly, in accordance with paragraph 6.7. and 6.8. of the Statute.

10.2. Changes and additions to the Decision Book of Association shall become effective upon approval by the National Assembly of the Association.

11. Final and Transitional Provisions

11.1. Issues not regulated by this Statute shall be governed by the current legislation of the Russian Federation as well as by the governing bodies Association.

11.2. Association:

- Annually informs the entity that made the decision on the state registration of the Association, on the continuation of its activities with the provision of necessary information;
- Provides at the request of the body that made the decision on the state registration of the Association, and in accordance with applicable law decisions of the governing bodies and officials of the organization, as well as reports on their activities;
- Invites to the events organized by the Association representatives of the body that made a decision on the state registration of the Association;
- Assists the representatives of the body that made a decision on the state registration of the Association, to become familiar with the activities of the Association and its compliance with its laws of the Russian Federation.

11.3. The original members of the Council and the Auditor are determined by the decision of the founders.

**CONSOLIDATED ACTIVITY REPORT OF THE BOARD INITIATIVE GROUP
FROM RUSSIAN FEDERATION**

Initiative Group of Russian Federation has a long story trying to be officialy a part of ELSA Family. Since 2013 we are trying to renew our local groups around the country and have ELSA Russia back into Family.

Since 2013 Initiative Group of ELSA Kaliningrad began to work on the development of , firstly, local group and later cooperation with other students from other cities of Russian Federation, national initiative group of ELSA Russia.

Now, we are cooperating between four local groups – namely speaking :

**ELSA Kaliningrad,
ELSA Moscow (MSU),
ELSA Saint- Petersburg,
ELSA Kazan.**

During their activity 4 local groups on behalf of national initiative group of ELSA Russia had organized the following events:

1. English Conversation Club twice a week since October 2013 – ELSA Kaliningrad.
2. English Club- (on weekly basis, each Tuesday and Thursday), 2 groups-improving just English and professional skills – ELSA Kazan
3. October 2013 – “Introduction to Commercial Arbitration” –lectures by Professor M.Blechman (Harvard Law School, Partner, NY) – visiting Professor at the Immanuel Kant Baltic Federal University, Kaliningrad, where ELSA Kaliningrad helped to organize and supported during two weeks of classes. – ELSA Kaliningrad
4. November 2013 – International Conference on Accession Russian to the WTO and cooperating with EU-Countries - ELSA-Kaliningrad was a Coorganizator of the Conference.
5. December 2013 – Workshop “ How to write a successful CV?” – organized by ELSA Kaliningrad
6. December 2014 – Parlament debats : Euthanasia – legal aspects- yes or no? – organized by ELSA Kaliningrad
7. December 2013 – Round table “ How to be a successful lawyers?” – organized by ELSA Kaliningrad/ ELSA Alumni were speakers.
8. November-January 2014 - Meeting and attending court pleadings at the Arbirttrazh (Commercial) Court of Kaliningrad Region and Leningradskiy District Court – ELSA Kaliningrad
9. May 2014 – Registration ELSA Kaliningrad in the Ministry of Justice as a legal entity.
10. October 2014 – round table
11. December 2014 – round table ELSA Kazan girl

12. February 2014 – Study-visit ELSA Kaliningrad and ELSA Marburg – members of ELSA Kaliningrad visited Marburg and Karlsruhe.
13. 19th of February- establishing of ELSA Kazan. (welcome words from the President of ELSA the Netherlands Loes Van der Graaf and former President of ELSA Austria Matthias Gangl)
14. 24th of March 2014- Project Meet Professional - meeting with Brice Dickson (professor of International and Comparative Law at the School of Law, Queen’s University Belfast) – ELSA Kazan
15. 25th of March- Round table “ Questions of International Law”, Institute of International and European Law – ELSA Kazan
16. 1st of April 2014- Scientific-Practical Conference of Faculty of Law, KFU, section of International and European Law – organization issues by ELSA Kazan
17. 28th of May - Round Table with Hanz Johajim Nothelfeir – ELSA Kazan
18. 7th-14th of July 2014 - Course of Lectons of Alan Uzelazza (Croatia) and Elizabeth Silvestri (Italy) – ELSA Kazan participated
19. August 2014 – III International Summer Law School “Future Lawyers: Essential Skills to Success” – organized by Law Institute of Immanuel Kant Baltic Federal University and ELSA Kaliningrad.
20. 24-25th of September 2014- International Conference (210th Anniversary of KFU) “Juridical Science and Education in the 21st century” – ELSA Kazan coorganizator : also open lecture by Professor Kruessmann(Graz University, Austria) and open lectures by Professor W.Simons (visiting Professor of Tartu University, Estonia) – ELSA Kazan organized and deal with Hosting issues
21. September 2014 (during the whole month) -presentation of ELSA to the 1st year students – organized by ELSA Kazan
22. September 2014 – Study-visit ELSA Kaliningrad and ELSA Marburg –members of ELSA Marburg visited Kaliningrad and met ELSA Kaliningrad.
23. 13th-24th of October 2014- open lectures of Thomas Djersild “Corporative Law”, ELSA Kazan participated
24. 24th of October 2014- event-party of ELSA Kazan
25. 29th of October 2014- team-building event for ELSA Kazan members
26. 31th of October 2014- Halloween by ELSA Kazan (mafia play)
27. October 2014 – Study Visit between ELSA Skopje (Macedonia) and ELSA Moscow (MSU)
28. October 2014 – NCM of Initiative Group of Russian Federation in Moscow. ELSA Kaliningrad, ELSA Moscow (MSU) and ELSA Saint-Petersburg. Election of National Board Members : President ELSA Russia, SG ELSA Russia, Director for Human Rights ESAL Russia and Director for External Relations ELSA Russia.
29. October 2014 – Delegation of Initiative Group of Russian Federation to the ICM Bodrum.
30. October 2014 – Preparing documents for the Registration ELSA Moscow (MSU) as a legal entity.
31. October-December 2014 - Learn Languages with ELSA St. Petersburg Educational mailout with legal English topics – organized by ELSA St. Petersburg

32. October-December 2014- Creating of the mailing list of with opportunities for law students – ELSA St. Petersburg
33. 7th of November 2014 – Regional Round of ICCC (International Client Consulting Competition) – ELSA Kazan participated
34. November 2014 – Legal Assistance day for School Students in collaboration with Ministry of Justice – ELSA St. Petersburg
35. November 2014 – Training for Freshers of ELSA Moscow (MSU) organized by ELSA Moscow (MSU)
36. 26th of November 2014 – ELSA Day organized by ELSA St.Petersburg
37. 26th of November 2014 - ELSA Day - round table “ Legal Status of the Ukrain’s Migrants at the territory of Kaliningrad Region and Russian Federation. What will happen with the ownership in Ukraine? Which rights and benefits do migrants have in Russian Federation?” – organized by ELSA Kaliningrad
38. 9th -12th of December 2014-winter school on Islam Law / ELSA Kazan coorganizator
39. December 2014 – Visit of members ELSA Kazan to the Moscow State University and ELSA Moscow (MSU)
40. 25th of December 2014- ELSA X-mas party organized by ELSA Kazan
41. January 2015 – Legal Research Group on Social Rights / national group of ELSA Russia (ELSA Kaliningrad – ELSA Moscow-ELSA Saint-Petersburg together)
42. 17th-18th of February 2015-open lectures of Pascal Policastro - ELSA Kazan participated
43. 5th of March 2015- open lecture of Executive Partner of PWC Russia-David Grey – ELSA Kazan participated
44. March 2015 – NCM of Initiative Group of Russian Federation in Kazan. Meeting of all local groups - organized by ELSA Kazan.
45. 19th of March 2015- Institutional Study Visit –Parliament of Tatarstan Republic – organized by ELSA Kazan
46. 20-22 March 2015 – Study-Visit ELSA St.Petersburg and ELSA Geneva – members of ELSA Geneva are going to visit ELSA St.Petersburg
47. April 2015 – International Students Law Conference (ISLaCO) – ELSA St. Petersburg is going to coorganize.
48. June 2015- summer school on human rights (upcoming)

DECLARATION OF COMMITMENT TO THE AIMS AND VALUES OF ELSA

ELSA Russia has begun its activities in 1991 year. For many years we have prepared many young students for professional life, academic achievements, international environment and networking. We faced our difficulties carefully and renewed for further effective cooperation and recognition. Thereby, ELSA Russia declares the recognition and commitment to the vision and purpose of European Law Students' Association.

Honored and motivated we express our will to become an ELSA Observership Member and join ELSA big family.

REPORT ON THE ORGANIZATIONAL STRUCTURE OF INITIATIVE GROUP FROM RUSSIAN FEDERATION

National Council Meeting of ELSA Russia held on 17-18th of October 2014.

1.Board members:

President – **Olga Korotkova (till March 2015)**

Secretary General – **Elizaveta Gaganicheva (till March 2015)**

Vice-President for Academic Activities-

Vice-President for Seminars and Conferences-

Vice-President for Marketing-

Director for External Relations – **Dariia Zaluzhnaia**

Director for Human Rights- **Alfiya Sailaubayeva**

N.B.- for more information regarding Initiative Group of ELSA Russia, please contact:

Former President ELSA Kazan and ELS-Member **Lenara Klimovskaya**
l.klimovskaya@gmail.com

and

President ELSA Kaliningrad, Director for External Relations ELSA Russia – **Dariia Zaluzhnaia**
zaluzhnaya.dariia@gmail.com

2. Local groups

ELSA Russia is composed from 4 local groups - ELSA Kaliningrad, ELSA Moscow (MSU), ELSA Saint-Petersburg and ELSA Kazan.

3.Membership and Funding

There is no fee for membership in ELSA Russia, all financial support (for hosting events) is provided by our sponsors, also each local group is supported by administration of local Universities. There is open membership for all local law-students. ELSA Russia works on sharing and providing knowledge about ELSA in other regions, where Association does not exist, as well.

4. Administration and Communications

ELSA Russia is independent, non-governmental organization, which has in its structure 4 local groups in different regions. ELSA Russia acts under Russian Legislation: Constitution of RF, Federal Acts and Local Legal Acts.

Office of ELSA Russia is situated in Moscow.

National Board has its meetings twice a year (National Council Meetings) and weekly meeting (via video-conference session, social networks). The official language of ELSA Russia is Russian, working languages are Russian and English.

REPORT OF STATE RECOGNITION AND EXCLUSIVITY OF ELSA RUSSIA

- a. ELSA Russian operates without an official status of a non-governmental organization (under Russian law registration as a non-governmental organization on a nation level requires a certain number of the delegation presented in subjects of the Russian Federation; at the present time the required number of the delegation hasn't been achieved).
- b. ELSA Russian is composed from 3 Local Groups – ELSA Kaliningrad, ELSA Moscow, ELSA Saint-Petersburg.
- c. ELSA Kaliningrad, ELSA Moscow, ELSA Saint-Petersburg are non-governmental organizations. ELSA Kazan is affiliated to the Kazan Federal University.
- d. The Russian Federation is a sovereign state, a member of the United Nations, the Council of Europe.
- e. ELSA Russia declares that it is the only ELSA organization in the Russian Federation. No other organization or associations within the territory of the Russian Federation are a Member or Observer of ELSA.

Observership Application of the initiative group from Moldova

To The International Council and the International Board of the European Law Students' Association

**OBSERVERSHIP APPLICATION**

Observership Application from the initiative group from Republic of Moldova

To the Board of ELSA International,

The Initiative Group from Republic of Moldova expresses its will to become an Observer National Group at ELSA International. Since there is no existing observer of ELSA present in the Republic of Moldova, nor any other ELSA group, we have taken the initiative to establish one.

ELSA Republic of Moldova National initiative Group was formed at, and is supported by the Moldova State University from Chisinau, Republic of Moldova. ELSA Republic of Moldova currently is composed of three Local Groups – in Chisinau, Balti and Cahul.

We, the undersigned, support completely the vision, purpose and methods of ELSA International and the ELSA organisation as a whole and we comply with its Statutes & Standing Orders.

On behalf of the initiative group from Moldova,

President, **Gabriel DIACIUC**

Secretary General, **Sanda SANDU**

Treasurer, **Radu COTOROBAI**

Vice-President for Academic Activities, **Victoria EȘAN**

Vice-President for Seminars and Conferences, **Maxim MACOVEI**

Vice-President for the Student Trainee Exchange Programme, **Dan NICOARĂ**

Vice-President for Marketing, **Mariana MADAN**

Vice-President for Human Resources, **Valeriu DRĂGĂLIN**

Vice-President for Moot Court Competitions, **Alina GÎLCĂ**

07.09.2014

Chisinau, Republic of Moldova

STATUTES AND STANDING ORDERS OF THE INITIATIVE GROUP FROM MOLDOVA



The European Law Students' Association Republic of Moldova

STATUTES and Standing Orders

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

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

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

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

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

EXPRESSING that within this competence, the supreme aims of ELSA are to encourage and facilitate direct contacts and co-operation, individually and collectively, whether informally or officially, between persons from different states involved in the field of law and to promote the usefulness of foreign legal experience by expanding the knowledge and understanding of the different concepts and solutions to legal questions developed in the member states;

REAFFIRMING, moreover, that ELSA hopes to encourage initial understanding and peaceful cooperation between member states in the spirit of the final act of the OSCE Conference concluded in Helsinki;

THEREFORE the following statutes and standing orders are adopted by ELSA Republic of Moldova in order to further these above-mentioned principles and aims, in the spirit of the Statutes and Standing Orders of ELSA.

Section 1. Name, Aims and Activities.

Ar. 1. Name

The association shall be known as the European Law Students' Association – Republic of Moldova, and shall be abbreviated to ELSA Republic of Moldova.

Art 2. ELSA Philosophy

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.

Methods

- a) 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 cooperation.
- b) To assist law students and lawyers to be internationally minded and professionally skilled.
- c) To encourage law students and young lawyers to act for the good of society.

Art 3. Means

To achieve its goals, ELSA Republic of Moldova has the right to develop its three main fields of activity:

- The Student Trainee Exchange Programme (STEP) – to provide opportunities for law students and young lawyers to obtain work experience in a foreign legal system.
- Seminars and Conferences (S&C) – to acquire knowledge through its organized events in the field of seminars, conferences, public lectures etc.
- Academic Activities (AA) – to develop legal knowledge and experience from participating and organising moot courts, competitions, debates etc.

Art 4. Language

Since ELSA is an international organisation, the official language of ELSA Republic of Moldova shall be English; this, however, shall not in any way preclude the use of the Romanian language where this is necessary.

Section 2. Legal Framework

Art 5. Nature of the Association

The association is established and operates in accordance with the Constitution, the Law no. 837-XIII of voluntary associations from May 17, 1996, republished under art. IV of Law No. 178-XVI from 20 July 2007 and this Statute.

Art 6. Political position

ELSA Republic of Moldova is a public, non-profit and non-political association. ELSA Republic of Moldova will not support any political party, electoral bloc or any candidate to a position within public authorities and will not use any part of the income or property to fund them.

Art 7. Relationship with ELSA International

ELSA Republic of Moldova is a member of ELSA International. It operates under the principles and rules of the Council and the International Board of ELSA International.

Art 8. Headquarters

ELSA Republic of Moldova headquarters are located at: M. Kogălniceanu 65 street, Block 2B, of. 22, MD-2009 Chisinau, Republic of Moldova.

Section 3. Membership**3.1. Local Groups****Art 9. ELSA Republic of Moldova Members**

ELSA Republic of Moldova is composed of Local Groups of law students and young lawyers, established as an association, based in a law faculty, which promote and support the aims and activities of ELSA and meet next requirements:

- In the University of the organisation that is applying for Initiative group there is not existing Member, Observer or Initiator; and
- A written application for Initiative is submitted to the National Board in which the local organisation states that it supports the aims and activities of ELSA; and
- The local organisation submits a viability report, which shall include: potential economic resources, financing sources, available human resources and links with the faculty, that allow to develop *de facto* the aims and activities of ELSA; and
- The application for Initiative is approved by the National Board.

Initiators shall apply for Observership at the first Council Meeting immediately following their acceptance as Initiator Local Group of ELSA Republic of Moldova.

Art 10. Observers

Local organisations of law students and young lawyers, established as an association, based in a law faculty, which promote and support the aims and activities of ELSA, may become an Observer of ELSA Republic of Moldova, provided the following requirements are met:

- In the University of the organisation that is applying for Observership there is no existing Member, Observer, or Initiator; and

- A written application for Observership is submitted to the National Board in which the local organisation states that it supports the aims and activities of ELSA; and
- The local organisation submits its statutes and standing orders to the National Board and these statutes and standing orders are compatible with those of ELSA Republic of Moldova; and
- The application for Observership is approved by the National Board.

Art 11. Members

Membership of ELSA is open to Observers of ELSA Republic of Moldova that have proved to support and work for the aims and activities of ELSA providing the following conditions are met:

- The Observer can apply for membership no earlier than at the second Council Meeting immediately following the Council Meeting where the status of Observership was attained; and
- A written application for membership is submitted to the National Board in which the local organisation states the methods and means by which it has been supporting the aims and activities of ELSA thus far; and
- The Observer submits its statutes and standing orders to the National Board and these statutes and standing orders are compatible with those of ELSA Republic of Moldova; and
- The application for membership is approved by the National Board.

Art 12. Demotion

Membership can be demoted to Observership with two thirds majority vote by the Council if that Member has either:

- Not paid any of the fees or amounts due to ELSA Republic of Moldova for two consecutive Council meetings; or
- Ceased to support the aims and core activities of ELSA.

Art 13. Termination

Membership, Observership or Initiative immediately ends if:

- An Initiator did not apply for Observership or was rejected as Observer at the first Council Meeting following the acceptance as Initiator of ELSA Republic of Moldova.
- An Observer did not apply for Membership or was rejected as Member for four consecutive Council Meetings following the Council Meeting where the Observer can apply for Membership;
- A Member, Observer or Initiator notifies the National Board in writing that it wishes to terminate its Membership, Observership or Initiative;
- A Member or Observer is expelled in accordance with Article 13 of these Statutes.

Art 14. Suspension

The National Board may suspend a Local Group if it has not fulfilled its financial obligations towards ELSA Republic of Moldova. This suspension will be notified to the Local Group, which

may appeal to the Council. The suspension will be automatically lifted if the Local Group fulfils its financial obligations.

Art 15. Expulsion

A Member or Observer can be expelled from ELSA Republic of Moldova on a two-third majority vote by the Council if that Member or Observer has either:

- Violated these Statutes, the Standing Orders, decisions taken by the Council or the interests of ELSA Republic of Moldova or ELSA; or
- Not paid any fees or amounts due to ELSA Republic of Moldova for four consecutive Council Meetings; or
- Caused considerable harm to ELSA Republic of Moldova, any of its Members, Observers or Initiators, or anyone within their responsibility; or
- Ceased to support the aims and activities of ELSA or to otherwise satisfy the requirements of Article 3 above, or
- Ceased to take appropriate measures in case anyone within the Members's, Observer's or Initiator's responsibility violates this article.

Art 16. Protection clause

Admission in a Local Group, whether it is a Member, Observer or Initiator, of a physical person previously expelled by any Local Group for violating the Local, National or International Statutes, is subject to an expressed authorisation by the Council on an absolute majority vote.

3.2. Physical persons**Art 17. ELSA Republic of Moldova Local Group Members**

Membership to ELSA Republic of Moldova is open to:

- All students enrolled in any year of the course offered by the Law Faculties at any University from Republic of Moldova;
- Those graduates who have acquired a qualification from the Law Faculties from Republic of Moldova, until up to two years following graduation;
- Any graduates who are in possession of a law qualification from a faculty outside of Republic of Moldova, but who are, residing in Republic of Moldova, up to two years following the graduation.

Art 18. Termination of Membership

A member shall automatically and immediately cease to be an ELSA Republic of Moldova member if that member commits any of these:

- Tenders his/her resignation in writing to the National Board;
- Is expelled in accordance with these Statutes, following a decision taken by the ELSA National Board.

Art 19. Expulsion

1. A member who is not at the time on the National Board shall be expelled from ELSA Republic of Moldova following a decision taken by the National Board of ELSA Republic of Moldova, if that members has:
 - Violated the law, these Statutes or the Standing Orders;
 - Not complied with the decisions taken by the organs provided in these Statutes;
 - Taken actions that are contrary to the aims of ELSA Republic of Moldova, or seeks to alter the nature of ELSA and in particular its dependence on any political body;
 - Not met his or her financial obligations to ELSA for two consecutive years;
 - Caused considerable harm to the organisation or name of ELSA or ELSA Republic of Moldova;
 - Ceased to support the aims and activities of ELSA or ELSA Republic of Moldova.
2. The expulsion of a member is decided by the Council with the quorum and majority provided in article 17 and the majority in article 16. The expelled member shall be notified of his/her expulsion within one month.

Art 20. Rights and Obligations

1. Rights
 - All members are entitled to participate in Council Meeting where they are allowed to say their opinion, vote on any matter, put on vote and elect the National Board.
 - Every member has the right to vote only if fulfils his/her financial obligation. Each member can cast one vote.
 - Every member has the right to be elected as a member of the Board only if fulfils his/her financial obligations.
 - Every member has the right to participate in all ELSA projects.
 - Every member has the right to terminate his/her membership.
2. Obligations
 - Members are obliged to comply with the present Statute and Standing Orders, the individual decisions of the Council and the Board, to pay their contributions, to attend the Council Meetings and to assist the work of the Board and the achievement of the ELSA Republic of Moldova's aims.
 - Each member should pay the fee determined by the Board upon his/her registration. The Board decides the amount of the annual contribution and sets out the ways and time limits for payment. The Board may also impose fees for other services rendered.

Section 4. Organs

Art 21. Organs of the Association

1. The organs of ELSA Republic of Moldova are:
 - a) The National Council;
 - b) The National Board.
2. The office of the President of the Board is inconsistent with any other office.

Art 22. The National Council

1. The National Council is the supreme decision making organ of ELSA Republic of Moldova whose decisions are binding on the National Board.
2. The National Council Meetings are divided into ordinary and extraordinary. The ordinary Council Meetings take place twice a year after the autumn and the spring International Council Meeting of ELSA International. The extraordinary Council Meetings can be convened at the request of the Board or at least half of ELSA Republic of Moldova members.

Art 23. The National Council Meeting

1. All those who are members of ELSA Republic of Moldova, in accordance with these statutes, have the right to attend National Council Meeting, as well as to vote at the Meeting.
2. The National Board shall have the right to invite certain guests to attend the National Council Meetings.
3. National Board shall inform all members of ELSA Republic of Moldova that a National Council Meeting is to be held, by forwarding an agenda of the meeting by not later than 10 running days prior to the established date. Provided that together with the agenda of the National Council Meeting there shall also be included a call for nomination for the elections to be held during the National Council Meeting. Members shall submit objections to the validity of the Council Meeting within three days to the President of the Board and regarding the validity of the elections, the objections shall be submitted to the Elections Committee.

Art 24. The Electoral Process

1. The elections for the members of the Board are held during the spring ordinary Council Meeting. The voting system is defined as a simple majority.
2. The elections are supervised by the Elections Committee which consists of three members elected by the Council before the elections.
3. Candidacy for the elections of the Board must be submitted to the Secretary at least 14 days before the day of the Council Meeting. The deadline must be clearly stated and it may be extended until the voting begins, if this is deemed necessary.
4. Each candidate shall be given time for a short presentation to the Council regarding the post/s that such candidate is contesting. After each presentation the Council shall be given opportunity to question the candidate. Candidates standing for the same post on the National Board must leave the room during the presentation and hearing of their competitors.
5. Once all the presentations are made the Council shall proceed to vote on the various posts. The votes must be done by secret ballot on ballot sheets purposely prepared by the Secretary General of ELSA Republic of Moldova. A person will be elected to the National Board if he/she obtains a majority of the votes cast.
6. If a post on the National Board remains vacant after regular elections or a National Board Member resigns from his or her place on the National Board, the National Board may

appoint any person to carry out a specific task and will be accountable to the National Council Meeting for the activities of this person.

Art 25. Quorum of the National Council

1. There is a quorum of the National Council if at least one-third of the members entitled to vote are present, exception is for the expulsion of a member or amendment of the Statutes or Standing Orders or dissolution of ELSA Republic of Moldova where is needed a quorum of two-thirds (2/3) of the members entitled to vote.
2. If there is a lack of quorum, a new Council Meeting will take place within three days from the day of postponement. At this meeting, there is quorum regardless of how many members are present.

Art 26. Dismissal of a National Board member

A National Board member may be dismissed by a National Council Meeting by a majority of two-thirds (2/3) of the votes cast, if either:

- A) That Board member does not satisfactorily perform his/her tasks;
- B) That Board member violates these Statutes, the Standing Orders or the interests of ELSA Republic of Moldova;
- C) That Board member acts in any way that is detrimental to the name and image of ELSA as an international organisation.

Art 27. The National Board

1. The National Board is the supreme executive body of ELSA Republic of Moldova and its tasks are to carry out the decisions of the Council Meeting, to promote the aims and efficiency of ELSA Republic of Moldova, to represent it and to ensure that all is run in accordance with these Statutes, Standing Orders, guidelines and policies of ELSA International.
2. The National Board shall consist of the following posts:
 - The President
 - The Secretary General
 - The Treasurer
 - The Vice-President for Academic Activities
 - The Vice-President for Seminars and Conferences
 - The Vice-President for the Student Trainee Exchange Programme
 - The Vice-President for Marketing
 - The Vice-President for Human Resources
 - The Vice-President for Moot Court Competitions
3. The members of the National Board shall not receive a salary and will be physical persons who are members of ELSA Republic of Moldova whose mandate will be one year.
4. The National Board shall be accountable to the National Council Meeting for its actions and decision.

5. The National Board may appoint a director to carry out a specific task and will be accountable to the National Council Meeting for the activities of this person.
6. The National Board may empower one of the Board Members to form an Organising Committee for the carrying out of a particular task; that Board Member shall possess discretion in the composition of that Organising Committee and the National Board will be accountable to the National Council Meeting for the activities of this Organising Committee.

Section 5. Finance

Art 28. Sources of funding

1. The costs of running the activities of ELSA Republic of Moldova are to be funded by:
 - a) The registration fee;
 - b) The regular annual membership fee or other contributions from members;
 - c) All kinds of donations, heritage or grants whether in cash or in kind, provided however that such funds must not be accepted if they are tied to conditions contrary to the aims and principles of ELSA and ELSA Republic of Moldova or if they are otherwise not in the interests of ELSA and ELSA Republic of Moldova;
 - d) Revenue from any property (movable or immovable) that ELSA Republic of Moldova may acquire;
 - e) Any other income that may result from an activity that is not contrary to the present Statutes and Standing Orders or to the aims of ELSA Republic of Moldova;
 - f) Any special contribution that the Council may approve after the proposal of the Board in order to deal with urgent financial needs.
2. Each member of ELSA Republic of Moldova is obliged to pay an annual membership fee, established by the National Board from time to time, valid from the beginning of the academic year to the beginning of the following academic year.
3. All funds raised for the benefit of, or payable to, ELSA Republic of Moldova, shall be managed by the Treasurer. Without prejudice to the foregoing section, the Secretary General of ELSA Republic of Moldova shall be responsible for the administration of membership, and together with the Treasurer, shall be jointly responsible for the collection of membership fees.

Art 29. Accounts

1. The financial year of ELSA Republic of Moldova is from the 1st of August to the 31st of July.
2. The audited final accounts are to be presented by the Treasurer at the spring National Council Meeting and are to have been approved by the auditor who is to have been appointed by the autumn National Council Meeting.
3. The audited interim accounts covering the first six months are to be presented by the Treasurer to the autumn National Council Meeting.

Section 6. Standing Orders

Art. 30 Standing Orders

The National Council Meeting will further regulate the internal affairs of ELSA Republic of Moldova in its Standing Orders. In the event of any conflict, the Statutes are to take precedence over the Standing Orders.

Section 7. Amendment of Statutes and Standing Orders**Art 31. Amendment of Statutes and Standing Orders**

1. Any proposed amendment or addition to these Statutes or Standing Orders is to be sent to the National Board at least 21 running days before the National Council Meeting.
2. Any amendments or additions to these Statutes and Standing Orders may be made if supported by two-thirds (2/3) of the members present and voting; with the exception of this Article which require a four-fifths (4/5) majority of members present and voting in order to be amended.
3. Any amendments to these Statutes and Standing Orders come into force at the end of the National Council Meeting during which they were accepted, unless the National Council decides otherwise.

Section 8. Dissolution and Liquidation**Art 32. Dissolution**

ELSA Republic of Moldova may be dissolved by a decision approved by the two-thirds of all members of the ELSA Republic of Moldova entitled to vote, provided that such dissolution and liquidation is communicated to the International Board of ELSA in due course; in this manner ELSA Republic of Moldova will withdraw its membership from ELSA International.

Art 33. Liquidation

1. The National Council Meeting, upon a decision to dissolve ELSA Republic of Moldova, shall elect two liquidators and shall decide about the destination of the net assets and property of ELSA Republic of Moldova, if any.
2. The liquidators appointed by the National Council Meeting as specified in the Statutes, shall make an inventory of all assets, property, debtors and creditors of ELSA Republic of Moldova, claim outstanding debts and pay debts due, they shall thereafter divide the net assets and property according to the directions given by the National Council Meeting.

STANDING ORDERS

In order to clarify and explain the Statutes of ELSA Republic of Moldova, the members thereof agree to adopt the following Standing Orders:

Section 1. Termination and Expulsion

Art 1. Validity of Termination or Expulsion

In order for a termination or expulsion to be valid, in accordance with art 10, 11 and 17 of the Statutes, any person so charged must be given adequate opportunity to explain his/her acts and to reply to any allegation made against him/her.

Section 2. The National Council Meeting General Procedure**Art 2. Invitations to the National Council Meetings**

The invitation must clearly state the place, date and time of the Meeting as well as the issues that are to be discussed. In case the meeting is cancelled due to lack of quorum, a new place, date and time will be stated on the invitation.

Art 3. Opening the National Council Meeting

A National Council Meeting is opened by the President of ELSA Republic of Moldova, or any other person authorised by him/her to do so.

Art 4. Appointed officers at the National Council Meeting

After the opening of the National Council Meeting, the following officers are appointed:

- a) Chair
- b) Vice-Chair
- c) Two secretaries
- d) Two tellers

Art 5. Chair

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

Art 6. Vice-chair

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

Art 7. Secretaries

The role of the two secretaries is to keep the minutes of the National Council Meeting. The two secretaries are appointed by the Council and they are responsible to the Secretary General.

Art 8. Tellers

The role of the tellers of the National Council Meeting shall be to verify the number of members present and voting at any time during such meeting, to count the number of votes cast, to compare the results of the counting process and inform the Chair of the result.

Art 9. Approval of the National Council Meeting agenda

After the appointment of the officers of the National Council Meeting, the agenda as proposed by the National Board shall be approved by a majority vote by the National Council.

Art 10. National Council Meeting Voting Procedure

The voting procedure for any proposals, motions, amendments or additions to the Statutes and Standing Orders shall be as follows:

- I. The Chair shall ask for any arguments in favour or against the proposal, motion, amendment or addition and any proposed amendment thereto.
- II. If any amendments thereto are proposed, the Chair shall ask the Council to vote on the amendments. The Chair shall ask for the votes in favour, against and abstentions and shall announce the result of the vote.
- III. The Chair asks the Council to vote on either the original proposal, or the amended proposal, depending on whether any amendment was accepted and will then ask for votes in favour, against or abstentions. The Chairs shall then announce the results of the voting process.
- IV. If there are two or more proposals, amendments, motions, or an addition, regarding the same issue and none of them obtains an absolute majority in the first vote, the casting goes to the Chair.

Art 11. Secret Voting

At the request of any member present and voting at the National Council Meeting and in the cases provided in articles 16 and 19 of the Statute, a secret voting shall be taken. In all other cases, voting in the National Council Meeting will be carried out by a show of hands.

Art 12. Entry into Force

National Council decisions, including amendments to the Statute and Standing Orders come into force at the end of the National Council Meeting during which they were made, unless the National Council Meeting decides, by a two-thirds (2/3) majority of the members present and voting, to the contrary.

Art 13. Working Materials

National Council Meeting working materials, which must be read at the beginning of every National Council Meeting, are to include:

- a) National Board members' reports;
- b) Any other report or minute submitted to the National Council Meeting;
- c) All proposals, motions, amendments and additions submitted to the National Council Meeting together with the results of the voting process;
- d) Any other documents deemed to be necessary by the Secretary General, provided that in the spring National Council Meeting the working materials shall also include the Auditor's Report and the budget.

Art 14. The Minutes

The National Council Meeting's minutes are to be drawn up by the Secretary General in conjunction with the secretaries appointed by the National Council.

Section 3. The National Board**Art 15. The President of the National Board**

The President has the supreme right to represent ELSA Republic of Moldova. Where the President is to be temporarily unable to fulfil the functions of his office, he shall appoint another Board Member to fulfil next duties:

- a) Represents ELSA Republic of Moldova in court;
- b) Convenes the meetings of the National Board setting along with the Secretary General the daily agenda and presides over the National Council Meetings and the National Board Meetings, which he/she may interrupt or terminate;
- c) Is responsible for the organisation's external relations;
- d) Signs along with the Secretary General the important documents, the minutes of the National Board Meetings and the National Council Meetings and signs along with the Treasurer the paying bills;
- e) Supervises the management of the treasury and the treasurer and is jointly responsible with him/her for any negligence, omission or failure in duty;
- f) Supervises and monitors the implementation of the Statute and Standing Orders and the decisions of the National Council and the National Board;
- g) Is in charge of the overall co-ordination of ELSA Republic of Moldova, planning and direction of the work of the National Council and the National Board.

Art 16. Secretary General

- a) Handles the correspondence of ELSA Republic of Moldova, keeps the minutes and the stamp of ELSA Republic of Moldova and prepares all documents which he/she signs with the President.
- b) By all means informs the members and the friends of ELSA Republic of Moldova for its actions and progress in all events.

Art 17. The Treasurer

- a) He/she is in charge of the finances of ELSA Republic of Moldova, being responsible for bookkeeping, preparation of the accounts, any defined budget, property, payments and fund-raising.
- b) He/she is obliged to deposit the money in a bank appointed by the National Board, except for the amount needed for the current projects as the National Board will determine.
- c) In case the Treasurer is absent or unable to fulfil the functions of his office, a member of the National Board, admitted by the Board itself will replace him/her.

Art 18. The Vice-Presidents

They are responsible for the overall coordination, organisation and supervision of their corresponding area of activity.

a) Vice-President for Academic Activities

He/she collects academic material with which ELSA Republic of Moldova may participate in the international publications of ELSA International. He/she also ensures that any activity in academia that promotes the training of young lawyers and law graduates, especially providing information about studies in European universities, moot courts, legal research, publication of a newspaper or a magazine.

b) Vice-President for Seminars and Conferences

He/she organises and coordinates seminars, conferences and educational trips.

c) Vice-President for Student Trainee Exchange Programme

He/she informs ELSA Republic of Moldova members about traineeship opportunities by ELSA International and also informs the latter for traineeships offered by national agencies.

d) Vice-President for Marketing

He/she undertakes the public relations of ELSA Republic of Moldova, seeks for sponsors, the relevant information for ELSA Republic of Moldova in every direction and generally the promotion of ELSA Republic of Moldova.

e) Vice-President for Human Resources

He/she organises and coordinates recruitment and training sessions.

f) Vice-President for Moot Court Competitions

He/she organises and coordinates Moot Court Competitions in ELSA Republic of Moldova and assists international participation in such competitions.

Art 19. Appointing of Directors by the National Board

1. When appointing a person in terms of Article 19 of the ELSA Statute, the Secretary General, in the name of the National Board shall deliver a letter to the appointed person, which letter shall contain the following:
 - a) The name and surname of the appointee;
 - b) The title of the post;
 - c) A description of the tasks assigned;
 - d) The term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;
 - e) The name of the National Board member responsible for the appointee; the accountability of the National Board towards the National Council Meeting remaining unaffected.
2. Upon termination of office, appointees shall present the National Board with a written report of their performance.

Art 20. Appointment of an Organising Committee by the National Board

1. When appointing an Organising Committee in terms of Article 19 of the ELSA Republic of Moldova Statute, the relevant Board Member shall present the National Board with a

list of names and surnames of all the persons constituting this Organising Committee, together with a general description of the tasks assigned.

2. The relevant Board Member, in the name of the National Board, shall deliver a letter to the appointees, which letter shall contain the following:
 - a) The name and surname of the appointed persons;
 - b) The title of the post;
 - c) A description of the tasks assigned;
 - d) The term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;
 - e) The name of the Board member responsible for the appointees; the accountability of the National Board towards the National Council Meeting remaining unaffected.
3. Upon termination of office, appointees shall present the National Board with a written report of their performance.

Section 4. Finance

Art 21 Payment of fees to ELSA International

ELSA Republic of Moldova shall pay the fees established by the International Council of ELSA in due time.

Art 22 Budget and Audit

1. The National Council decides on the budget of the next following financial year submitted by the Treasurer of ELSA Republic of Moldova during the autumn National Council Meeting.
2. The Audit Committee shall be elected according to the electoral procedure of the National Board.

Art 23 Liquidation

The liquidators shall make an account of all assets, property, debtors and creditors of ELSA Republic of Moldova, claim outstanding debts and pay debts due. They shall thereafter divide the net assets and property, if any, equally between ELSA Republic of Moldova's members unless the National Council decides otherwise.

ANNEXES

Annex 1 – Interim Accounts of ELSA International 2014/2015

The Interim Accounts of ELSA International 2014/2015 and Annexes can be seen and downloaded on the following links:

http://files.elsa.org/FM/Interim_Accounts1415.pdf

Due to the extensiveness of the document and to maintain correctness of labelling and form they are not included as text in these Working Materials.

Annex 2 – Interim Accounts of ELSA Development Foundation 2014/2015

The Interim Accounts of the ELSA Development Foundation for 2014/2015 can be seen as Annex 2 to the Consolidated Financial Statements and downloaded on the following link:

http://files.elsa.org/FM/Interim_Accounts1415.pdf

Due to the extensiveness of the document and to maintain correctness of labelling and form they are not included as text in these Working Materials.

Annex 3 – Proposed Revision of Budget ELSA International 2014/2015

INCOME	Approved in Bodrum	Proposal in Cluj-Napoca
Finance Income		
Bank Interest	300.00	300.00
Total Finance Income	300.00	300.00
General Income		
ELS Contribution	2,000.00	2,000.00
Grants	0.00	0.00
Income from Members		
Membership Fee	23,000.00	23,000.00
Observer Administration Fee	150.00	150.00
Total Income from Members	23,150.00	23,150.00
Marketing Income		
Online Advertisement Sales	19,000.00	19,000.00
Synergy Autumn Edition	12,000.00	12,000.00
Synergy Spring Edition	12,000.00	12,000.00
Total Marketing Income	43,000.00	43,000.00
Partnership Income	52,500.00	47,500.00
Uncategorized Income	600.00	600.00
Total General Income	121,250.00	116,250.00
Project Income		
Christmas Cocktail	700.00	700.00
EMCC Income		
EMCC FOR Participation Fee	16,000.00	16,000.00
EMCC Registration Fee	19,000.00	19,000.00
EMCC Sponsorship	16,800.00	40,200.00
Total EMCC Income	51,800.00	75,200.00
HRMCC Income		
HRMCC FOR Participation Fee	14,000.00	14,000.00
HRMCC Grant Income	15,000.00	15,000.00
Total HRMCC Income	29,000.00	29,000.00
Visits to the House Income	3,000.00	5,200.00
EYF Project Grant	17,000.00	17,000.00
Transition BBQ Income	2,000.00	2,000.00
Total Project Income	103,500.00	129,100.00
TOTAL INCOME	225,050.00	245,650.00

EXPENSES		
Financial Expenses		
Bank Charges	350.00	350.00
Interest Expense	300.00	100.00
Total Financial Expenses	650.00	450.00
General Expense		
Annual Report	500.00	500.00
Depreciation Expense	2,000.00	2,000.00
ELSA House		
Electricity	2,500.00	2,500.00
Heating	3,000.00	3,000.00
Insurance	400.00	400.00
Rent of House	29,400.00	29,400.00
Repairs	1,000.00	1,000.00
Water	1,000.00	1,500.00
Total ELSA House	37,300.00	37,800.00
Internal Audit	1,500.00	1,500.00
Internal Meetings		
Autumn ICM	4,100.00	3,900.00
Other Internal Meetings	2,000.00	1,500.00
Spring ICM	2,500.00	2,500.00
Total Internal Meetings	8,600.00	7,900.00
International Board Allowance	32,400.00	32,400.00
Marketing Expense		
General Marketing Expense	500.00	500.00
Synergy Autumn Edition	11,000.00	11,000.00
Synergy Spring Edition	11,000.00	11,000.00
Total Marketing Expense	22,500.00	22,500.00
Office and Communication		
Housing of Server	500.00	500.00
Internet	400.00	400.00
Data protection		500.00
Office Supplies	1,750.00	1,750.00
Phone and Fax	700.00	1,000.00
Postage and Delivery	150.00	400.00
Upgrade of Office Facilities	1,000.00	1,000.00
Total Office and Communication	4,500.00	5,550.00
Previous Term Expenses	500.00	500.00
Representation	300.00	300.00

Statutes Amendments	0.00	1000.00
Trainings	2,500.00	2,000.00
Travel Expenses		
Directors' Travel Expenses	1,000.00	500.00
Meetings with Externals	2,500.00	2,000.00
Meetings within the Network	4,000.00	2,500.00
Total Travel Expenses	7,500.00	5,000.00
Visa expenses	2,000.00	2,000.00
Uncategorized Expenses	1,080.00	1,080.00
Total General Expense	123,180.00	122,030.00
Project Expense		
Christmas Cocktail (exp.)	700.00	700.00
EMCC		
EMCC Administration	4,000.00	4,000.00
EMCC FOR Administration	5,000.00	5,000.00
EMCC FOR Meals	19,000.00	19,000.00
EMCC FOR Panelists	5,000.00	5,000.00
EMCC FOR Transportation	2,000.00	2,000.00
EMCC Support for Rounds	9,000.00	7,000.00
EMCC Travels	4,000.00	4,000.00
African Round		21,700.00
Total EMCC	48,000.00	67,700.00
HRMCC Expenses		
HRMCC Accommodation	15,000.00	15,000.00
HRMCC Administration	4,000.00	4,000.00
HRMCC Meals	5,500.00	5,500.00
HRMCC Panelists	4,000.00	4,000.00
Total HRMCC Expenses	28,500.00	28,500.00
Visits to the House Expense	3,000.00	4,750.00
OYOP Weekend	500.00	500.00
Train the Trainers week	1,500.00	2,000.00
ITP Refreshment Weekend	0.00	0.00
EYF Project	17,000.00	17,000.00
Transition BBQ	2,000.00	2,000.00
Total Project Expense	101,200.00	123,150.00
TOTAL EXPENSE	225,030.00	245,630.00
Net Ordinary Income	20.00	20.00
Other Income/Expense		
Other Expense		

Currency change loss	20.00	20.00
Total Other Expense	20.00	20.00
Net Other Income	- 20.00	- 20.00
PROFIT FOR THE YEAR	0.00	0.00

Annex 4 - Proposed Budget of ELSA International 2015/2016

INCOME	Approved in Bodrum	For term 2015/2016
Finance Income		
Bank Interest	300.00	300.00
Total Finance Income	300.00	300.00
General Income		
ELS Contribution	2,000.00	2,000.00
Grants	0.00	0.00
Income from Members		
Membership Fee	23,000.00	23,000.00
Observer Administration Fee	150.00	150.00
Total Income from Members	23,150.00	23,150.00
Marketing Income		
Online Advertisement Sales	19,000.00	19,000.00
Synergy Autumn Edition	12,000.00	12,000.00
Synergy Spring Edition	12,000.00	12,000.00
Total Marketing Income	43,000.00	43,000.00
Partnership Income	52,500.00	42,500.00
Uncategorized Income	600.00	600.00
Total General Income	121,250.00	111,250.00
Project Income		
Christmas Cocktail	700.00	700.00
EMCC Income		
EMCC FOR Participation Fee	16,000.00	16,000.00
EMCC Registration Fee	19,000.00	19,000.00
EMCC Sponsorship	16,800.00	40,000.00
Total EMCC Income	51,800.00	75,000.00
HRMCC Income		
HRMCC FOR Participation Fee	14,000.00	14,000.00
HRMCC Grant Income	15,000.00	15,000.00
Total HRMCC Income	29,000.00	29,000.00
Visits to the House Income	3,000.00	5,000.00
EYF Project Grant	17,000.00	18,000.00
Transition BBQ Income	2,000.00	2,000.00
Total Project Income	103,500.00	129,700.00
TOTAL INCOME	225,050.00	241,250.00
EXPENSES		

Financial Expenses		
Bank Charges	350.00	350.00
Interest Expense	300.00	100.00
Total Financial Expenses	650.00	450.00
General Expense		
Annual Report	500.00	500.00
Depreciation Expense	2,000.00	2,000.00
ELSA House		
Electricity	2,500.00	2,500.00
Heating	3,000.00	3,000.00
Insurance	400.00	400.00
Rent of House	29,400.00	29,400.00
Repairs	1,000.00	1,000.00
Water	1,000.00	1,500.00
Total ELSA House	37,300.00	37,800.00
Internal Audit	1,500.00	1,500.00
Internal Meetings		
Autumn ICM	4,100.00	3,250.00
Other Internal Meetings	2,000.00	2,000.00
Spring ICM	2,500.00	2,500.00
Total Internal Meetings	8,600.00	7,750.00
International Board Allowance	32,400.00	32,400.00
Marketing Expense		
General Marketing Expense	500.00	500.00
Synergy Autumn Edition	11,000.00	11,000.00
Synergy Spring Edition	11,000.00	11,000.00
Total Marketing Expense	22,500.00	22,500.00
Office and Communication		
Housing of Server	500.00	500.00
Internet	400.00	400.00
Data protection		500.00
Office Supplies	1,750.00	1,750.00
Phone and Fax	700.00	1,000.00
Postage and Delivery	150.00	400.00
Upgrade of Office Facilities	1,000.00	1,000.00
Total Office and Communication	4,500.00	5,550.00
Previous Term Expenses	500.00	500.00
Representation	300.00	300.00
Statutes Amendments	0.00	0.00
Trainings	2,500.00	2,000.00

Travel Expenses		
Directors' Travel Expenses	1,000.00	1,000.00
Meetings with Externals	2,500.00	2,000.00
Meetings within the Network	4,000.00	2,700.00
Total Travel Expenses	7,500.00	5,700.00
Visa expenses	2,000.00	0.00
Uncategorized Expenses	1,080.00	1,080.00
Total General Expense	123,180.00	119,580.00
Project Expense		
Christmas Cocktail (exp.)	700.00	700.00
EMCC		
EMCC Administration	4,000.00	4,000.00
EMCC FOR Administration	5,000.00	5,000.00
EMCC FOR Meals	19,000.00	19,000.00
EMCC FOR Panelists	5,000.00	5,000.00
EMCC FOR Transportation	2,000.00	2,000.00
EMCC Support for Rounds	9,000.00	7,000.00
EMCC Travels	4,000.00	4,000.00
African Round		21,000.00
Total EMCC	48,000.00	67,000.00
HRMCC Expenses		
HRMCC Accommodation	15,000.00	15,000.00
HRMCC Administration	4,000.00	4,000.00
HRMCC Meals	5,500.00	5,500.00
HRMCC Panelists	4,000.00	4,000.00
Total HRMCC Expenses	28,500.00	28,500.00
Visits to the House Expense	3,000.00	4,500.00
OYOP Weekend	500.00	500.00
Train the Trainers week	1,500.00	0.00
ITP Refreshment Weekend	0.00	0.00
EYF Project	17,000.00	18,000.00
Transition BBQ	2,000.00	2,000.00
Total Project Expense	101,200.00	121,200.00
TOTAL EXPENSE	225,030.00	241,230.00
Net Ordinary Income	20.00	20.00
Other Income/Expense		
Other Expense		
Currency change loss	20.00	20.00
Total Other Expense	20.00	20.00

Net Other Income	- 20.00	- 20.00
PROFIT FOR THE YEAR	0.00	0.00

Annex 5 – Debtors of ELSA International as of the 18th of March 2015

Type of debt	Date	Owned to	Open balance
ELSA Albania			
Membership Fee 2014/2015	09.07.2014	ELSA	59.44
Total ELSA Albania			59.44
ELSA Armenia			
Opening Balance	31.07.2012	EDF	27.00
Opening Balance	31.07.2012	ELSA	96.29
Total ELSA Armenia			123.29
ELSA Belarus			
Observer Administration Fee 2014/2015	11.07.2014	ELSA	50.00
Total ELSA Belarus			50.00
ELSA Bosnia and Herzegovina			
Opening Balance	01.08.2014	ELSA	194.07
Membership Fee 2014/2015	09.07.2014	ELSA	176.99
Total ELSA Bosnia and Herzegovina			371.06
ELSA Bulgaria (payment agreement)			
Opening Balance	01.08.2014	ELSA	1154.88
Total ELSA Bulgaria			1154.88
ELSA France (Payment Agreement)			
Opening Balance	01.08.2014	ELSA	3050.00
Total ELSA France			3050.00
ELSA Iceland			
Opening Balance	01.08.2014	ELSA	1331.40
Observer Administration Fee 2014/2015	11.07.2014	ELSA	50.00
Total ELSA Iceland			1381.40
ELSA Ireland			
Membership Fee 2014/2015	09.07.2014	ELSA	432.93
Total ELSA Ireland			432.93
ELSA Kazakhstan			
Opening Balance EDF	01.08.2014	EDF	484.00
Opening Balance	01.08.2014	ELSA	1592.67
Total ELSA Kazakhstan*			2076.67
ELSA Latvia (payment agreement)			
Opening Balance	01.08.2014	ELSA	800.00
Total ELSA Latvia			800.00
ELSA Montenegro			
Opening Balance	01.08.2013	ELSA	178.78
Membership Fee 2014/2015	09.07.2014	ELSA	63.91

Total ELSA Montenegro				242.69
ELSA Russia *				
Opening Balance	01.08.2014	ELSA		2315.57
Total ELSA Russia				2315.57
ELSA Serbia (payment agreement)				
Opening Balance	01.08.2014	ELSA		775.61
Total ELSA Serbia				775.61
ELSA Ukraine (payment agreement)				
Membership Fee 2014/2015	09.07.2014	ELSA		568.04
Total ELSA Ukraine				568.04
TOTAL				13401.58

*These are former member countries of ELSA

Annex 6 – Draft International Council Meeting Host Agreement

INTERNATIONAL COUNCIL MEETING HOST AGREEMENT

regarding

“ICM_____”

between

The Organising Committee of the LXX 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 _____ 2016.
- 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 July of 2016
- 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 art. 4.8 in 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 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 April 2015

Alina Shchetinina
Secretary General
ELSA International

Head of OC
ELSA_____

Annex I to the ICM Host Agreement for the LXX 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 7 – Draft International Presidents’ Meeting Host Agreement

INTERNATIONAL PRESIDENTS’ MEETING HOST AGREEMENT

regarding

“IPM_____”

between

The Organising Committee of the LI / LII 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 _____ 2016/2017.

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.

Responsibilities of EI

Article 5

EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the IPM.
- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the IPM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if needed.
- 5.4 Sending invitations to the National Groups via e-mail.

- 5.5 Preparing the Working Materials and the plan for the workshop sessions of the IPM.
- 5.6 Ensuring the well-functioning of the workshops during the IPM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.
- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in Annex I of these IPM Host Agreement Requirements.
- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests.
- 5.9 Staying available and responding to requests from the OC within one week from receiving the request.

Discharge of IPM Host/OC

Article 6

- 6.1 If any problems occur before, during or after the IPM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.

When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.

- 6.2 The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.3, 4.4, 4.9 and 4.11.
- 6.3 Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within three days from the phone call was received.

Should the OC not send such report or should the report not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.

From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

_____, ____ of April 2015

Alina Shchetinina
Secretary General
ELSA International

Head of OC

ELSA _____

Annex I to the IPM Host Agreement for the LI/LII International Presidents' Meeting**List of Logistical Requirements for International Presidents' Meeting****Workshops**

- 1 room seating all participants around 35-50 people;
- 1 ELSA _____ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Presidents' Meeting

WS room should be equipped with:

- enough tables to accommodate all workshop participants;
- 1 flip-chart, flip-chart paper and markers;
- Beamer for presentations;
- Disposable cups;
- Refreshments

Additional equipment

- 1 spare flipcharts on self-supporting stands (for externals);
- 1 printer;
- Sufficient printing paper and ink;
- Internet access.

Annex 8 – Letter of Authorisation for LXVII ICM**LETTER OF AUTHORISATION**

National Board of: _____

Address: _____

Tel: _____

Email: _____

Number of Local Groups: _____

(Please write their name on the back of the page clearly with CAPITAL letters)

The following delegates from ELSA _____ are hereby authorised to vote and speak on behalf of their National Group at the LXVII International Council Meeting in Cluj-Napoca, Romania between 19th and 26th of April 2015.

1. _____
(*voting delegate name*)4. _____
(*name*)2. _____
(*voting delegate name*)5. _____
(*name*)3. _____
(*voting delegate name*)6. _____
(*name*)7. _____
(*name*)

On behalf of ELSA _____

Name of the National Board Member:

Name of the National Board Member:

Position:

Position: