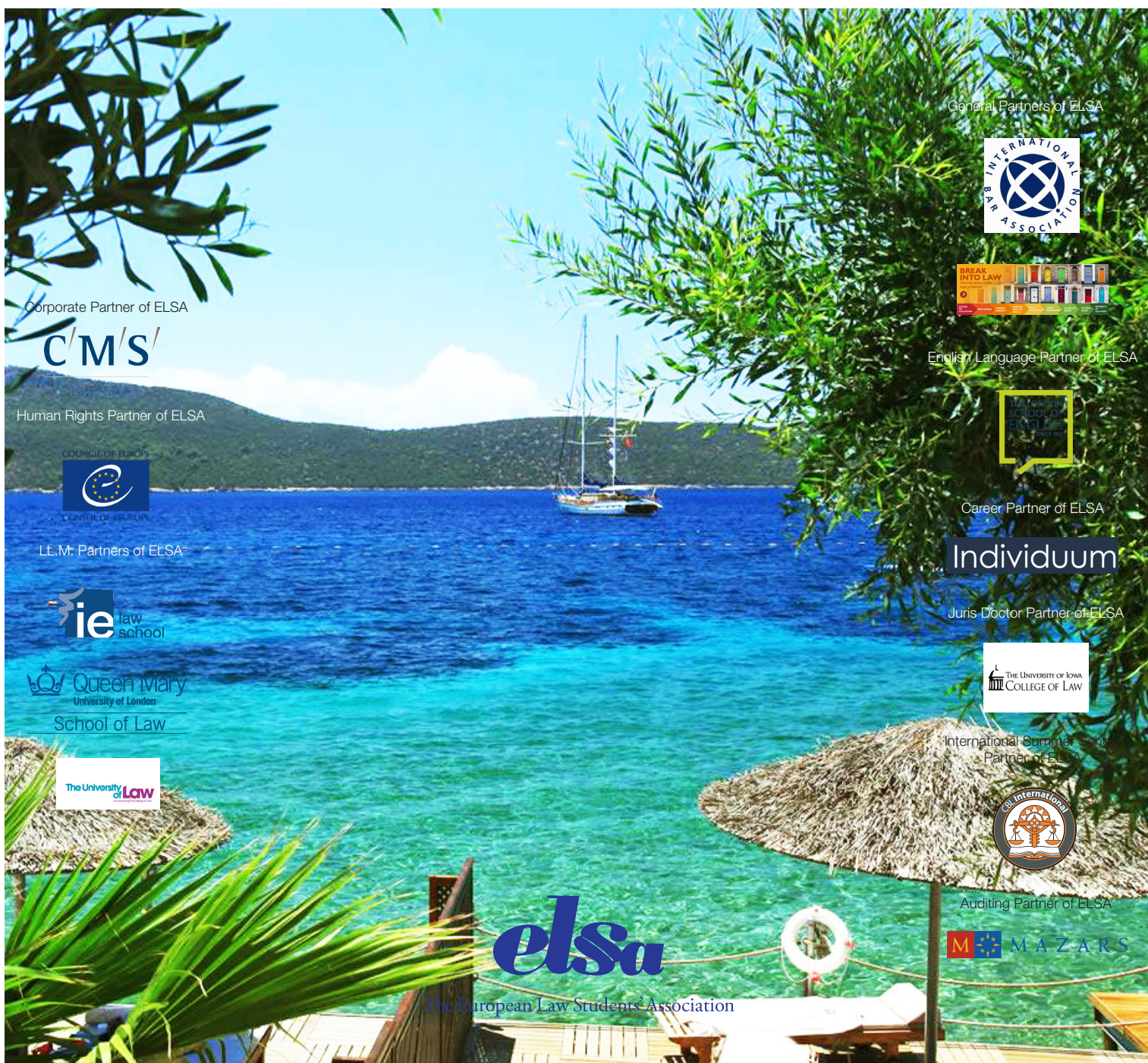


LXVI International Council Meeting

WORKING MATERIALS

Bodrum, Turkey
19th - 26th October 2014



GENERAL INFORMATION

FOREWORD

Dear Network,

Time is passing by quickly in the House! We are two months into our term and we have already organised three International events. The biggest and the most important meeting is coming up in one month and we are extremely happy to make all the necessary preparations for it! Hereby we are honoured to present you the Working Materials for the LXVI International Council Meeting of the European Law Students' Association that will take place in the Turkish pearl, the city of Bodrum!

This event is organised to make enhancements in every area and to further develop ELSA in order to reach the set Strategic Goals for the year 2018. Therefore, it is important that every participant takes an active part in the discussions and every country is represented at the Workshops. We are inviting each and every one of you to our Open Workshops that will give you the possibility to travel in time from the first steps of establishing ELSA to current ELSA affairs.

Besides all the Workshops and Plenaries, we will celebrate the 30th Anniversary of STEP! Be prepared to share the historical moment with us!

The LXVI ICM wouldn't happen without the amazing work of the Organising Committee, so I would like to thank ELSA Turkey for all their efforts and their desire to contribute to the development of ELSA by providing us with an amazing venue, human resources and unforgettable Turkish spirit!

These materials and all the preparations wouldn't have been done without the close cooperation with my amazing superheroes: *Armin, Lauri, Idil, Olav, Tanja, Marko* and *Dariaa*! I appreciate the job you have done and the support you have provided to me!

We are looking forward to meeting every participant at our legend-to-be, LXVI International Council Meeting in Bodrum!



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://www.icmbodrum.org/> and make sure you have taken note of all the Organising Committee's instructions;
- Make travel arrangements to be in Bodrum, Turkey in time for the opening of the ICM at 14.00 on Sunday 19th of October;
- 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 Summer 2015;
- Consider hosting the ICM in Autumn 2015;
- Consider hosting the ICM in Spring 2016
- Consider running for the Vice President for Moot Court Competition of the International Board of 2014/2015;
- Consider running for Auditor or Vice-Auditor of ELSA International 2014/2015;

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

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

Deadlines for nominations

The deadline for nominations for:
INTERNATIONAL BOARD 2014/2015,
TWO AUDITORS AND VICE AUDITOR OF ELSA INTERNATIONAL 2014/2015,
is Tuesday, October 21st 2014, at 23.59 (local time)
and
The deadline for nominations for:
INTERNATIONAL PRESIDENTS' MEETING HOST SUMMER 2015
and
COUNCIL MEETING HOST AUTUMN 2015
is Tuesday 21st of October 2014, at 23:59 (local time)
and
COUNCIL MEETING HOST SPRING 2016
is Tuesday 21st of October 2014, at 23:59 (local time)
and
for the deadline for nominations for:
COUNCIL GUESTS ICM Cluj- Napoca, 2015
is Friday 24th of October 2014, 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 for debate and discussion to allow more expedient decision-making in the Plenary.

In each ICM there are seven Workshops: one for each Supporting and Key Area. Each Workshop is supervised by the relevant International Board member(s) and chaired by an experienced delegate.

The following Workshops will be held during the ICM:

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

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

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

What is the role of the Secretaries?

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

What is the role of the Tellers?

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

What is the role of the Nominations Committee?

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

Obligations of National Groups**Important information!**

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

Please address all **financial enquiries** concerning debts to 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 2014/2015



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
Vice President for Moot Court Competitions
2014/2015

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 coordinate and conduct market analysis and to define marketing strategies for all matters related to ELSA and its activities.

Vice President Academic Activities

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

Vice President Moot Court Competitions

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

Vice President Seminars and Conferences

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

Vice President Student Trainee Exchange Programme

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

Procedure of the elections of the International Board

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

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 2014/2015 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. There will be no exceptions for arriving later than this date.

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 2014/2015



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
2014/2015!**

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

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

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

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

What are the general responsibilities of the Internal Auditors?

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

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

- Basic knowledge of accounting;
- Basic knowledge of auditing;
- A certain interest in financial matters;

Note: Internal auditors shall not hold any other elected or appointed position in ELSA or ELSA Network while in office unless holding such a position is explicitly required by the Statutes, Standing Orders or Decision Book of ELSA in connection to the role as Internal Auditors of ELSA International.

Call for the International Presidents' Meeting Host Summer 2015, the International Council Meeting Host Autumn 2015 and the International Council Meeting Host Spring 2016



The European Law Students' Association

**SUMMER IPM 2015
AUTUMN ICM 2015
SPRING 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 2015 and Spring 2016

The hosts for the upcoming ICM has been appointed. The Spring ICM 2015 will take place in Cluj-Napoca, Romania, organised by ELSA Cluj-Napoca.

If you are thinking about organising an ICM in your National Group in autumn 2015 or spring 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 Summer 2015

The host for the upcoming ICM has been appointed. The Winter IPM 2015 will take place in Baku, Azerbaijan, organised by ELSA Azerbaijan.

If you are thinking about organising an IPM in your National Group or Local Group in summer 2015, this is the right moment to apply!

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

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. 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 BODRUM 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														
10:30														
11:00									Workshop	Workshop	Workshop	Conference	Open Workshops	Final Plenary
11:30														
12:00									Letter of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch
12:30														
13:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch								
13:30														
14:00														
14:30														
15:00							Workshop	Workshop	Mid Plenary	Sightseeing	Workshop	Final Plenary		
15:30														
16:00							Workshop	Workshop	Mid Plenary	Sightseeing	Workshop	Final Plenary		
16:30														
17:00							Workshop	Workshop	Mid Plenary	Sightseeing	Workshop	Final Plenary		
17:30														
18:00	Workshop	Workshop	Mid Plenary	Sightseeing	Workshop	Final Plenary								
18:30														
19:00	Workshop	Reporting Time	Reporting Time	Free Time	Workshop	Final Plenary								
18:30														
19:30	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner								
20:00														
20:30	Party	Party	Party	Party	Gala Ball	Party								
21:00														
21:30	Party	Party	Party	Party	Gala Ball	Party								
22:00														
22:30	Party	Party	Party	Party	Gala Ball	Party								
23:00														
23:30	Party	Party	Party	Party	Gala Ball	Party								
23:30														
00:00	Party	Party	Party	Party	Gala Ball	Party								
00:00														

DRAFT PLENARY AGENDA**Opening Plenary, Sunday, October 19th 2014**

- 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**
Direnc Bada, 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**
Direnc Bada, Head of Organising Committee
- 14:45 **Presentation of ICM Sponsors and Partners**
Direnc Bada, 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 LXIV International Council Meeting in Malta, Spring 2014**
Chair
- 16:30 **Report from the XLIX International Presidents' Meeting in Graz, Austria**
Chair of the International Presidents' Meeting in Graz
- 16:40 **Reports from the IV Supporting Area Meeting in Madrid, Spain**
Chair of the IV Supporting Area Meeting
- 16:55 **Reports from the IV Key Area Meeting in Prague, Czech Republic**
Chair from IV Key Area Meeting
- 17:05 **Information regarding the Officers' and Freshers' Training**
Alina Shchetinina
- 17:10 **Information regarding the Head of Delegation Meeting**
Alina Shchetinina
- 17:15 **End of Plenary session**

Mid-Plenary, Wednesday, October 22nd 2014

- 15:00 **Revision of the list of votes**
Alina Shchetinina
- 15:20 **Information from the Organising Committee**
Organising Committee
- 15:30 **Announcement of Nominations**
Nominations Committee
- 15:40 **Presentation of ALSA**
Jelorie F. Gallego, President of ALSA International 2014/2015
- 15:50 **Presentation and approval of the AA workshop related proposals**
Chair and Workshop Chair
- 16:00 **Presentation and approval of the S&C workshop related proposals**
Chair and Workshop Chair
- 16:10 **Presentation and approval of the Joint IM, MKT workshop related proposals**
Chair and Workshop Chair
- 16:20 **Presentation and approval of the MKT workshop related proposals**
Chair and Workshop Chair
- 16:30 **Presentation and approval of the FM workshop related proposals**
Chair and Workshop Chair
- 16:50 **Presentation and approval of the Joint BEE, IM, FM workshop related proposals**
Chair and Workshop Chairs
- 17:30 **Presentation and approval of the Joint BEE, FM workshop related proposals**
Chair and Workshop Chairs
- 17:40 Break
- 18:00 **Presentation of ELS**
Ania Ziemnicka
- 18:15 **Proposed revision of Budget of ELSA International 2014/2015**
Lauri Vaihemaki, Chair of the FM Workshop

-
- 18:45 **Presentation and Question and Answer time for the candidate(s) for the position of Vice President for Moot Court Competition of the International Board 2014/2015**
Chair(s) and Candidate(s)
- 19:00 **Presentation of the voting procedure**
Chair
- 19:15 **Handing out of ballot sheets**
Alina Shchetinina
- 19:25 **Break**
- 19:40 **Casting of the votes**
- 19:50 **Presentation by The Pyramid Group**
Jeffrey A.G. Heasman
- 20:05 **Presentations of International Events**
Organising Committees of respective events
- 20:35 **Announcement of the results of the elections**
Chair
- 20:50 **Presentation of Partners of ELSA International**
Armin Khoshnewiszadeh
- 21:00 **Questions and Answers for ELSA International**
Chair
- 21:10 **End of Plenary Session**

Final Plenary, Saturday, November 26th 2014

- 10:00 **Revision of the List of Votes**
Alina Shchetinina
- 10:20 **Announcement of Nominations**
Nominations Committee
- 10:30 **Presentation and approval of the AA Workshop Report**
Chair and Workshop Chair
- 10:50 **Presentation and approval of the S&C Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 11:10 **Report from the President of the International Board 2013/2014**
Anneloes Dijkstra
- 11:40 Relief of Responsibility of the International Board 2013/2014
Chair
- 11:50 Break
- 12:00 **Presentation of the Candidates for Auditor of ELSA International 2014/2015 and Vice Auditor of ELSA International 2014/2015**
Chair(s) and Candidate(s)
- 12:30 **Presentation and approval of the MKT Workshop Report and recommendations**
Chair and Workshop Chair
- 12:50 **Presentation and approval of the FM Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 13:10 **Presentation and approval of the IM Workshop Report and recommendations**
Chair and Workshop Chair
- 13:30 **Presentation and approval of the STEP Workshop Report and related proposals and recommendations**
Chair and Workshop Chair

- 13:30 **Lunch Break**
- 15:00 **Revision of the List of Votes**
Alina Shchetinina
- 15:05 **Presentation of ELS**
ELS Executive Committee and ELS members
- 15:20 **Presentation and approval of the Joint BEE, FM workshop related proposals**
Chair and Workshop Chairs
- 15:40 **Presentation and approval of the BEE Workshop Report and related proposals and recommendations**
Chair and Workshop Chair
- 16:00 **Presentation of the IPM Host Candidate(s), Summer 2015**
Chair and Candidate(s)
- 16:10 **Questions and Answers to the IPM Host Candidate(s), Summer 2015**
Chair and Candidate(s)
- 16:20 **Presentation of the ICM Host Candidate(s), Autumn 2015**
Chair and Candidate(s)
- 16:30 **Questions and Answers to the ICM Host Candidate(s), Autumn 2015**
Chair and Candidate(s)
- 16:40 Break
- 17:00 **Presentation of the ICM Host Candidate(s), Spring 2016**
Chair and Candidate(s)
- 17:10 **Questions and Answers to the ICM Host Candidate(s), Spring 2016**
Chair and Candidate(s)
- 17:20 **Presentation of the Council Guests for the Spring ICM 2014**
Nominations Committee
- 17:30 **Observership application of ELSA Armenia**
Chair, Chair of the Joint BEE, IM and FM Workshop, representative of ELSA Armenia
- 17:35 **Q&A Observership application of ELSA Armenia**

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- Chair, representative of ELSA Armenia
- 17:45 **Observership application of ELSA Moldova**
Chair, Chair of the Joint BEE, IM and FM Workshop, representative of ELSA Moldova
- 17:50 **Q&A Observership application of ELSA Moldova**
Chair, representative of ELSA Moldova
- 18.00 **Presentation of the voting procedure**
Chair
- 18:10 **Handing out ballot sheets**
Alina Shchetinina
- 18:20 **Break**
- 18:35 **Casting the votes**
- 18:45 Presentation time
- 19:20 **Announcement of the results of the elections**
Chair
- 19:35 **Miscellaneous**
- 20:00 **Closing of the LXIV International Council Meeting**
Armin Khoshnewiszadeh

**BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION
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								
10:30	Presidents' Corner	BEE, IM & FM: Proposals	BEE, IM & STEP: Alumni	Conference	Open Workshops	Final Plenary	Departure of the Participants	
11:00								Handbooks and manuals
11:30								
12:00	BEE, S&C, AA & MKT: ELSA Day	BEE, AA, S&C & STEP: IFP	BEE, IM & FM: Obervership Applications		BEE & FM: Jurisdiction			
12:30								BEE & FM: Approval of the Final Accounts 2013/2014
13:00	Letter of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13:30								
14:00	Opening Plenary	BEE & FM: Revision of Budget 2014/2015	Training on Fundraising	Mid Plenary	Sightseeing	BEE & FM: Relief of responsibility of ELSA International 2013/2014	Final Plenary	Departure of the Participants
14:30								
15:00								
15:30								
16:00								
16:30	BEE, FM & MKT: Sponsors Vs. Brand Value	Reporting Time	Reporting Time	Free Time	Miscellaneous, Evaluation & Closing			
17:00								
17:30	Opening Workshops	Reporting Time	Reporting Time	Dressing Time	Reporting Time			
18:00								
18:30	Officers & Freshers	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
19:00								
19:30	Party	Party	Party	Party	Gala Ball	Party	Party	Party
20:00								
20:30								
21:00								
21:30								
22:00								
22:30								
23:00								
23:30								
00:00								

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 BEE mailing list beforehand;
- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXV Council Meeting of ELSA;
- Read the Council Meeting Decision Book, 40th Edition, especially the parts dedicated to Board Management, External Relations, Expansion and Strategic Planning;
- Read the Minutes of the BEE Workshop in the LXIV Council Meeting in Opatija and LXV Council Meeting in Malta; You can download them from:
ICM Opatija: http://files.elsa.org/ICM_Minutes/ICM_Min_2013_II_Opatija.pdf
ICM Malta: http://files.elsa.org/ICM_Minutes/ICM_Min_2014_I_Malta.pdf
- Read the minutes from IPM Graz and IPM San Sebastian. You can download the latter here and the IPM Graz minutes will be sent out as soon as they are corrected.
IPM San Sebastian:
http://files.elsa.org/BEE/IPM_Minutes/XLVIII_IPM_San_Sebastian_Minutes.pdf

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

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

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

After such a great IPM I can't wait to meet you all again!

Sincerely Yours,



Armin Khoshnewiszadeh
President
ELSA International 2014/2015

Draft agenda

Sunday, 19th of October, 2014 (17:30 – 20:00)

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

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

18:30 – 20:00

Officers' Trainings

Aim: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

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 October, 2014 (10:00 – 13:30)

10:00 – 12:00

Presidents' Corner**Aims:**

For the presidents to share their plans, ideas and challenges and to learn from each other's experiences.

Means:

- Roundtable to present OYOPs/plans for the upcoming year and challenges facing your National/Local Group

Comments: As requested at the IPM this session will be dedicated to the presidents and their plans and challenges in the upcoming year. Here you can share what you have done and what you will do, and also ask for input from the other presidents.

12:00 – 13:30

Joint BEE, S&C, AA & MKT: ELSA Day**Aims:**

To support the last preparations of the 3rd edition of the ELSA Day - 26th November

Means:

- Presentation of the 3rd edition of ELSA Day by ELSA International
- Q&A and discussion
- Working groups - promote your ELSA Day
- Presentations

Comments: ELSA's largest international human rights event, the ELSA Day, will take place 4 weeks after the ICM. There is perhaps not a lot of time to come up with new and great ideas, but

we can help each other with the final preparations - how to promote and make as big impact as possible.

Preparations: Please find out what ELSA Day events your national/local group will organise. Check out <http://elsa.org/page/elsa-day/> and have a look at the Outline of the ELSA Day: http://files.elsa.org/AA/ELSA_Day_Outline_3rd_ed.pdf.

Monday, 20th of October, 2014 (15:00 – 19:00)

15:00 – 16:30

Joint BEE & FM: Revision of Budget 2014/2015

Aim:Aims:

To revise the current budget of ELSA International 2014/2015 according to the updated financial situation.

Means:

- Presentation of the proposal on the revision of the budget of ELSA International 2014/2015 by ELSA International
- Q&A
- Discussion
- Amendments
- Voting on recommendations to the Council

Preparations: Look through the proposal on the revision of the budget of ELSA International 2014/2015 on page [230-232](#) of the Working Materials.

16:30 – 19:00

Joint BEE, FM & MKT: Sponsors vs. Brand Value

Aims:

To clarify the Network's opinion on what kind of co-operation we can have in National and Local level with different types of entities.

Means:

- Introduction to the topic by the President of ELSA International
- Group discussions
- Presentation of the group discussions
- Conclusions

Comments: ELSA International approves contact requests National and Local groups do towards potential international partners. Currently it is not clear are there any limitations with who we can co-operate and in which ways. It is also an open question do we think that certain type of sponsors can affect the value of our brand.

Tuesday, 21th of October, 2014 (10:00 – 13:30)

10:00 – 11:00

Joint BEE, IM & FM: Proposals concerning changes in the Statutes and Standing Orders**Aims:**

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

Means:

- Presentation of Statutes proposal by ELSA Germany. See the proposal on page [170-172](#) in the Working Materials.
- Presentation of Standing Orders proposal by ELSA Germany. See the proposal on page [172](#) in the Working Materials.
- Discussion
- Voting on recommendations to the Council

Preparations: Read carefully through and discuss the proposals before the workshop.

11:00 – 11:30

Joint BEE & FM: Proposals concerning changes in the Statutes and Standing Orders**Aims:**

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

Means:

- Presentation of Standing Orders proposal by ELSA Switzerland. See the proposal on page [173](#) in the Working Materials.
- Discussion
- Voting on recommendations to the Council

Preparations: Read carefully through and discuss the proposals before the workshop.

11:30 – 12:30

Handbooks & Manuals**Aims:**

To present the various handbooks and manuals relevant for the presidents

Means:

- Presentation of the handbooks and manuals by the President of ELSA International
- Discussion on the current handbooks and manuals
- Discussion if there should be established any working groups

Preparations: Read the following documents: Strategic Planning Handbook, Strategic Implementation Manual, Guidelines on ELSA's Non-Political Status, External Relations Handbook, Expansion Manual and conclusions from the Observership Working Group.

Comments: The Strategic Planning Handbook, Strategic Implementation Manual, Guidelines on ELSA's Non-Political Status and the Conclusions from the Observership Working Group are not yet published. They will be published before the ICM for people to read them.

12:30 – 13:30

Joint BEE, AA, S&C & STEP: IFP

Aims: To present the aim of the IFP in general and to discuss the aspects of the Media Law as the current IFP topic. Present activities in the Network which will have focus on the Media Law. Discover ways of co-operation between the Key Areas and Presidents.

Means:

- Presentation by ELSA International
- Open discussion
- Conclusions

Comments: Last year the new IFP cycle started and now we have the second year of the implementation ahead. The recommendation is to have a focus on internationality of the IFP activities. It is required that the IFP is implemented within all Key Areas and we will discuss the potential means how to achieve this and how Presidents can support the Key Areas' work with IFP.

Preparations: Be familiar with the IFP Handbook. Also, read the IFP related parts of the Decision Book and the minutes from the ICM Malta about IFP.

Tuesday, 21th of October, 2014 (15:00 – 19:00)

15:00 – 19:00

Training on Fundraising**Aims:**

To increase the presidents' knowledge about fundraising.

Means:

- Training on Fundraising held by ITP Trainer Claas Seestädt.

Comments: One of the main tasks of the Presidents is to fundraise money for the organisation. This is one of our main ways of support the Key Area activities by making sure our organisation has a sound financial basis so we can organise activities for the best of our members and law students' in general.

Wednesday, 22nd of October, 2014 (10:00 – 19:00)

10:00 – 12:00

Joint BEE, IM & STEP: Alumni

Aims:

To make the participants aware about the ELSA Lawyers' Society. To show all the advantages of having the National Alumni Associations and to get the practical tips and tricks on how to establish one. To get to know how to sell ELSA to Alumni and how to keep them motivated.

Means:

- Presentation by the ELSA Lawyers' Society (ELS)
- Q&A
- Share experiences on how different National Groups manage their alumni

Comments: Alumni are former ELSA members and officers and they could potentially be very good resources for your National Groups. ELS serves as the international alumni organisation, but there are also national organisations or ways of handling alumni. By sharing information and experiences about our alumni management we can hopefully expand our knowledge on the issue.

12:00 – 13:30

Joint BEE, IM & FM: Observership Applications

Aims:

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

Means:

- Introduction by ELSA International
- 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 Armenia
- Q&A to the initiative group from Armenia
- Voting on the recommendation of the application

Preparations: Please read the Observership application of the initiative group from Moldova starting from page [202-225](#) in the Working Materials. Please read the Observership application of the initiative group from Armenia starting from page [188-201](#) in the Working Materials.

Friday, 24th of October, 2014 (10:00 – 13:30)

10:00 – 12:00

Open Workshops

We have organised one block with three different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [109](#).

Open Workshops:

- 1. HUMAN RIGHTS AND SOCIAL RESPONSIBILITY**
- 2. RESTRUCTURING THE KEY AREAS**
- 3. ELSA HISTORY**

12:00 – 12:30

Joint BEE & FM: Jurisdiction**Aims:**

To get an update on the work of the jurisdiction working group.

Means:

- Presentation by the Assistant for Jurisdiction, Nicolas Haas.
- Q&A
- Presentation of the proposal by ELSA International
- Voting on recommendation to the Council

Preparations: Look through the regulations considering the Jurisdiction working group from the Decision Book page 13 and the proposal by ELSA International starting from page [168](#).

12:30 – 13:30

Joint BEE & FM: Approval of the Final Accounts 2013/2014**Aims:**

To vote upon recommendation of approval the Final Accounts for the financial year of 2013/2014

Means:

- Presentation by the Treasurer of ELSA International
- Presentation by the Auditors of ELSA International 2013/2014
- Q&A
- Voting on recommendation to the Council

Preparations: Read the Final Accounts of ELSA International 2013/2014 and the annexes to the Final Accounts via links starting on page [226](#) in the Working Materials.

Friday, 24th of October, 2014 (15:00 – 19:00)

15:00 – 16:30

Joint BEE & FM: Relief of responsibility of ELSA International 2013/2014

Aims:

To vote upon workshop recommendation regarding relief of responsibilities of ELSA International 2013/2014.

Means:

- Presentation of the Activity Report of ELSA International 2013/2014
- Q&A
- Voting on the recommendation to the Council

Comments: For the International Board 2013/2014 to no longer be held accountable for their formally known actions the relief of responsibility must be approved by the Council.

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

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								
10:30								
11:00								
11:30								
12:00								
12:30								
13:00	Letter of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Departure of the Participants
13:30								
14:00								
14:30								
15:00								
15:30								
16:00								
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Preparations and Reminders for the Internal Management Workshop

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 LXV Council Meeting of ELSA](#);
- Read relevant parts of the [Council Meeting Decision Book, 40th 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 LXIV Council Meeting in Opatija and the LXV Council Meeting in Malta. You can download them from:
[ICM Opatija: http://files.elsa.org/ICM_Minutes/ICM_Min_2013_II_Opatija.pdf](http://files.elsa.org/ICM_Minutes/ICM_Min_2013_II_Opatija.pdf)
http://files.elsa.org/ICM_Minutes/ICM_Min_2014_I_Malta.pdf

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

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

Please use the IM mailing list (ELSA-IM@LISTSERV.ELSA.ORG) and start discussion before the LXVI Council Meetin in Bodrum.

Welcome to the IM Workshop!



Alina Shchetinina
Secretary General
ELSA International 2014/2015

Draft Agenda**Sunday, 19th of October, 2014 (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 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 October, 2014 (10:00 – 13:30)

10:00 – 13.30

Training on Communication skills**Aims:**

To give the participants practical skills on efficient usage of the communication tools.

Means:

- Training provided by Claas Seestädt from the International Trainers' Pool

Monday, 20th of October, 2014 (15:00 – 19:00)

15:00 – 19:00

Human Resources**Part 1: Presentation of the results from the SAM Madrid****Aims:**

To present the achieved results from the Supporting Area Meeting, that has taken place in Madrid, Spain.

Means:

- Presentation by ELSA International
- Presentation by the participants of the SAM Madrid
- Q&A session

Part 2: Defining the Human Resources: categories, cycles**Aims:**

To clarify what are the Human Resources in ELSA. To determine the cycles of the activeness of every category of Human Resources.

Means:

- Presentation by ELSA International
- Discussion
- Working Groups

Part 3: Defining tools to use to attract and to motivate during the cycles

Aims:

To distinguish the possible ways and tools for keeping Human Resources in ELSA active.

Means:

- Roundtable discussion
- Working Groups
- Q&A

Part 4: Creating the timeline for the Working Group on Human Resources Strategy**Aims:**

To set up the guideline for the Working Group. To draft the content of the Human Resources Manual.

Means:

- Discussion
- Feedback
- Conclusions

Comments: During the Supporting Area Meeting the Internal Management workshop has started evaluating the existing Human Resources Strategy and elaborating on the creation of a new one. The results will be presented during the International Council Meeting in Bodrum in order to continue discussions with the accomplished outcome from the above mentioned event.

Preparations: Read the Minutes from the Supporting Area Meeting in Madrid.

http://files.elsa.org/Area_Meetings/SAM_IV_2014_Minutes.pdf

Tuesday, 21st of October, 2014 (10:00 – 13:30)

10:00 – 11:00

Joint BEE, IM & FM: Proposals concerning changes in the Statutes & Standing Orders**Aim:**

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

Means:

- Presentation of Statutes proposal by ELSA Germany. See the proposal on page [170](#) in the Working Materials.
- Presentation of Standing Orders proposal by ELSA Germany. See the proposal on page [172](#) in the Working Materials.
- Discussion
- Voting on recommendations to the Council

Preparation: Read carefully through and discuss the proposals before the workshop.

11:00 – 13:30

National Trainers' Pool

Aims:

To define the status of the National Trainers' Pool and to stress on the importance of creating one in each country. To draw a step-by-step plan on how to establish the National Trainers' Pool. To start working on the content for the National Trainers' Pool Manual.

Means:

- Presentation of the results from the SAM Madrid
- Q&A
- Working Groups
- Conclusions

Comments: Creating the National Trainers' Pool is one of the Strategic Goals for the upcoming years. Therefore, we need to focus on tools we can use to establish the NTP. It is important to create the NTP Manual in order to fix the results from the discussion and to give groups the plan on how to start preparations for the implementing the National Trainers' Pool on spots.

Tuesday, 21st of October, 2014 (15:00 – 19:00)

15:00 – 16:00

Joint FM & IM: Changes in the Statutes and Standing Orders concerning the Network Support System

Aims:

To give an overview on planned changes of the Network Support System and the procedure to waive debts. To inform participants on challenges ELSA faces while changing Statutes and Standing Orders.

Means:

- Presentation by ELSA International 2014/205
- Q&A

- Voting on the recommendation to the Council

Comments: At the moment NSS is strictly regulated system, which we think is one of the reasons it is not more widely used. One reason for these regulations is connection between NSS and Council's chance to waive a debt of a National Group, a link we do not find necessary. All changes to Statutes and Standing Orders in the Spring ICM

16:00 – 17:00

Communication tools

Aims:

To get the participants an overview of the tools that can be used on both International and National level for effective communication. To discuss the improvement of the level of communication between ELSA International and the National Groups.

Means:

- Presentation by National Groups
- Discussion
- Q&A

17:00 – 18:00

State of the Network (SotN)

Aims:

To present the results of the 17th edition of the State of the Network inquiry conducted before the LXVI International Council Meeting in Bodrum, Turkey.

Means:

- Presentation of the 17th SotN by ELSA International
- Q&A

Preparations: Please read the 15th SotN and the 16th 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:

15th SotN: http://files.elsa.org/SotN/15th_SotN.pdf

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

18:00 – 19:00

Joint IM & MKT: Proposals**Aims:**

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

Means:

- Presentation of the proposals by proposing countries
- Discussion
- Voting

Preparations: Read carefully through the proposals from pages [178](#) of these Working Materials.

Wednesday, 22nd of October, 2014 (10:00 – 13:30)

10:00 – 12:00

Alumni**Aims:**

To make the participants aware about the ELSA Lawyers' Society. To show all the advantages of having the National Alumni Associations and to get the practical tips and tricks on how to establish one. To learn how to coordinate within the board in order to establish successful connection with Alumni. To get to know how to sell ELSA to Alumni and how to keep them motivated.

Means:

- Presentation by the ELSA Lawyers' Society (ELS)
- Q&A

Comments: Alumni are former ELSA members and officers and they could potentially be very good resources for your National Groups. ELS serves as the international alumni organization, but there are also national organizations or ways of handling alumni. By sharing information and experiences about our alumni management, we can hopefully expand our knowledge on the issue.

12:00 – 13:30

Joint BEE , IM & FM: Observership Applications**Aims:**

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

Means:

- Introduction by ELSA International
- 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 Armenia
- Q&A to the initiative group from Armenia
- Voting on the recommendation of the application

Preparations: Please read the Observership application of the initiative group from Moldova starting from page [202-225](#) in the Working Materials. Please read the Observership application of the initiative group from Armenia starting from page [188-201](#) in the Working Materials.

Friday, 24th of October, 2014 (10:00 – 13:30)

10:00 – 11:00

Open Workshops

We have organised one block with three different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [109](#).

OPEN WORKSHOPS:

Human Rights & Social Responsibility**Restructuring of the Key Areas****ELSA History**

12:00 – 13:30

Alumni database**Aims:**

To discuss the possible ways on how to create the Alumni database. To find the effective tools for gathering and storing the Alumni database information.

Means:

- Presentation by the participants
- Discussion

Preparations: Bring examples of you alumni database and outlines of useful practices. Think about what do you want in our alumni database.

Friday, 24th of October, 2014 (15:00 – 19:00)

15:00 – 17:00

Status of trainings in the Network**Aims:**

To present the International Trainers' Pool and its trainers. To make the participants aware about the training application procedure. To get the insight on the regulations of the ITP. To elaborate the ways of improvement of trainings in ELSA.

Means:

- Presentation of ELSA International
- Q&A
- Presentation of the Input Paper on Trainings (page [187](#) of the Working Materials)
- Discussion

Comments: Trainings are the tool that used to have skilled professionals, who are working on reaching the goals and aims of our Association. Therefore, we need to ensure the quality of trainings and their availability for National and Local groups.

17:00 – 18:00

Training Projects**Aims:**

To make the participants aware about the training events in ELSA. To present new training projects.

Means:

- Presentation by ELSA International
- Q&A

Comments: The amount of training events in ELSA is decreasing from year to year. To keep the quantity combined with quality, we need to be aware what events might take place and how to organize it. Moreover, to be able to keep the officers skilled enough to perform their responsibilities, such events should take place.

18:00 – 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									Training on Fundraising	SotN: Auditors and Bookkeeping program	Joint WS FM and S&C Grants
10:30	Event Fees	Proposals & input papers									
11:00		Joint WS BEE, IM and FM Observership Applications	Joint WS BEE and FM Jurisdiction								
11:30	Taxes		Joint BEE and FM Approval of the Final Accounts 2013/2014								
12:00	Letter of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch				
12:30											
13:00	Opening Plenary	Joint WS BEE and FM: Revision of Budget 2014/2015	Joint WS FM and IM Changes in Statutes and Standing Orders	Mid Plenary	Sightseeing	Joint WS BEE and FM Relief of responsibility of ELSA International 2013/2014	Final Plenary	Departure of the Participants			
13:30			Joint WS BEE, FM and MKT Sponsors Vs. Brand Value			Join WS FM and STEP Finances in STEP			Membership fees		
14:00		National Sharing			Free Time	Miscellaneous, Evaluation & Closing					
14:30			Reporting Time						Reporting Time		
15:00		Opening Workshops			Reporting Time	Reporting Time					
15:30			Officers & Freshers						Reporting Time	Reporting Time	
16:00		Dinner			Dinner	Dinner					Dinner
16:30											
17:00		Party	Party		Party	Party			Gala Ball	Party	Party
17:30											
18:00	Party	Party	Party	Party	Gala Ball	Party	Party				
18:30											
19:00	Party	Party	Party	Party	Gala Ball	Party	Party				
19:30											
20:00	Party	Party	Party	Party	Gala Ball	Party	Party				
20:30											
21:00	Party	Party	Party	Party	Gala Ball	Party	Party				
21:30											
22:00	Party	Party	Party	Party	Gala Ball	Party	Party				
22:30											
23:00	Party	Party	Party	Party	Gala Ball	Party	Party				
23:30											
00:00	Party	Party	Party	Party	Gala Ball	Party	Party				

Preparations and Reminders for the Financial Management Workshop

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

- Read these Working Materials;
- Read the Statutes and Standing Orders in force after the LXV Council Meeting of ELSA, held in Malta spring 2014;
- Read the Council Meeting Decision Book, 40th Edition, focus on the Financial Management part;
- Read the Minutes of the Financial Management Workshop from the LXIV Council Meeting in Opatija and the LXV Council Meeting in Malta.
- Please prepare a written Activity Report and send it to the FM mailing list prior the ICM;

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 to 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 Vaihemäki
Treasurer
ELSA International 2014/2015

Draft Agenda

Sunday, 19th of October, 2014 (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 our expectations for the upcoming week.

Means:

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

18:30 – 20:00

Officers' Trainings**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 October, 2014 (10:00 – 13:30)

10:00 – 13:30

Training on Fundraising**Aims:**

To teach participants necessary skills on fundraising.

Means:

- A training on Fundraising delivered by ITP trainer Joao Thiago Rocha Ferreira
- Q&A

Monday, 20th of October, 2014 (15:00 – 19:00)

15:00 – 16:30

Joint BEE & FM: Revision of Budget 2014/2015**Aims:**

To revise the current budget of ELSA International 2014/2015 according to the updated financial situation.

Means:

- Presentation of the proposal on the revision of the budget of ELSA International 2014/2015 by ELSA International
- Q&A
- Discussion
- Amendments
- Voting

Preparations: Look through the proposal on the revision of the budget of ELSA International 2014/2015 on page [230](#)

16:30 – 19:00

Joint BEE, FM & MKT: Sponsors Vs. Brand Value**Aims:**

To clarify the Network's opinion on what kind of co-operation we can have in-on National and Local level with different types of entities.

Comments: ELSA International approves contact requests from National and Local groups do towards potential international partners. Currently it is not clear if there are there any limitations with who we can co-operate with and on what ways. It is also an open question whether do we think that certain type of sponsors can affect the value of our brand.

Tuesday, 21st of October, 2014 (10:00 – 13:30)

10:00 – 11:00

Joint BEE, IM & FM: Proposals concerning changes in the Statutes& Standing Orders

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

Means:

- Presentation of Statutes proposal by ELSA Germany. See the proposal on page [170](#) in the Working Materials.
- Presentation of Standing Orders proposal by ELSA Germany. See the proposal on page [172](#) in the Working Materials.
- Discussion
- Voting on recommendations to the Council

Preparation: Read carefully through and discuss the proposals before the workshop.

11:00 – 11:30

Joint BEE & FM: Proposals concerning changes in the Standing Orders

Aims:

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

Means:

- Presentation of Standing Orders proposal by ELSA Switzerland. See the proposal on page [173](#) in the Working Materials.
- Discussion
- Voting on recommendations to the Council

Preparations: Read carefully through and discuss the proposals before the workshop.

11:30 – 13:30

SotN: Auditors and bookkeeping program

To have a discussion on the current state of the National Groups based on SotN questionnaire. To agree on direction which we should pursue in the future.

Means:

- Presentation of the SotN results by the Treasurer of ELSA International 2014/2015
- Group discussions
- Conclusions of the group discussions

Comments: Having auditors and using proper bookkeeping programs are both important aspects of professional financial Management. The SotN questionnaire gives an opportunity to map the status quo in the Network and to draw ~~some~~ conclusions for basis of our discussion.

Tuesday, 21st of October, 2014 (15:00 – 19:00)

15.00 – 16.00

Joint FM & IM: Some changes in the Statutes and Standing Orders

Aims:

To give an overview on planned changes of the Network Support System and the procedure to waive debts. To inform participants on challenges ELSA faces while changing Statutes and Standing Orders.

Means:

- Presentation by the Secretary General of ELSA International 2014/2015
- Presentation by the Treasurer of ELSA International 2014/2015
- Discussion
- Q&A
- Advisory vote on changing the Statutes and Standing Orders in the Spring ICM

Comments: At the moment NSS is very heavily regulated system, which we think is one of the reasons why it is not more widely used. One reason for these regulations is connection between NSS and the Council's chance to waive a debt of a National Group, a link we do not find necessary. All changes to the Statutes and Standing Orders are planned to be done in the Spring ICM and this workshop acts as a preparation for that.

16:00 – 19:00

Joint FM & STEP: Finances in STEP

Aims:

To inform participants on the history of financing in the the STEP area, and the development of the discussion regarding the penalty system in this area. To inform participants on current

problems currently faced and proposed solutions. Also, to discuss steps we should take in the future.

Means:

- Presentation by the VP STEP of ELSA International
- Presentation by the Treasurer of ELSA International
- Group discussions
- Presentations of the group discussions
- Conclusions
- Voting on recommending creation of a working group for the Council

Comments: Currently STEP does not have its own budget, but in the past the case have been different. In recent years there have been proposals to introduce penalty fee for participants who cancel their training or administration fee for employers, which could be used to compensate participants whose training traineeship get-is cancelled by the employer. It is not clear which directions the Network should take and to clarify the situation we want to have collective discussion with the officers before creating any proposals.

19:00 – 20:00

Event Fees

Aims:

To discuss the logic behind set event fees and what they should include.

Means:

- Presentation by the Treasurer of ELSA International 2014/2015
- Group discussions
- Conclusions of the group discussions

Comments: Time to time it is proper to check our internal rules considering event fees to see if they are up to date and that their interpretation is clear to everybody.

Wednesday, 22nd of October, 2014 (10:00 – 13:30)

10:00 – 11:30

Joint FM & S&C: Grants

Aims:

To educate participants on basic principles of grants and grant applications. To promote awareness on the Grant Handbook. To share best practices and experiences between officers.

Means:

- Presentation by Treasurer of ELSA International 2014/2015
- Group discussions

- Presentation of group discussions
- Conclusions

Comments: Grants are an important source of funds for both general budget and specific projects. However, conditions for grants and the procedure to apply differ greatly between countries and institutions. We aim to give the participants better means to research, apply and report grants through our handbook and experience sharing.

Preparations: Look through the Grant Handbook sent to the FM mailing list. Think of in advance some good and best experiences your National Group has had with grants.

11:30 – 12:00

Taxes

Aim: To update National Groups on tax situation of the ELSA International and steps we are taking to resolve it.

Means:

- Presentation by the Treasurer of ELSA International 2014/2015
- Q&A

Comments: The tax situation of ELSA International has been an open topic for several years. It is important to keep National Groups informed on the topic and the efforts we are making to resolve the situation.

12:00 – 13:30

Joint BEE, IM & FM: Observership Applications

Aims:

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

Means:

- Introduction by ELSA International
- 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 Armenia
- Q&A to the initiative group from Armenia
- Voting on the recommendation of the application

Preparations: Please read the Observership application of the initiative group from Moldova starting from page [202-225](#) in the Working Materials. Please read the Observership application of the initiative group from Armenia starting from page [188-201](#) in the Working Materials.

Friday, 24th of October, 2014 (10.00 – 13.30)

10.00 – 11.00

Open Workshops

We have organised one block with three different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [109](#).

OPEN WORKSHOPS:

Human Rights & Social Responsibility Restructuring of the Key Areas ELSA History

11:00 – 12:00

Joint FM &BEE: Jurisdiction

Aim:

To get an update on the work of the jurisdiction working group.

Means:

- Presentation by a member of the jurisdiction working group
- Q&A
- Presentation of the proposal by ELSA International
- Voting

Preparations: Look through the regulations considering the Jurisdiction working group from the Decision Book and the proposal by ELSA International starting from page [168](#).

12:30 – 13:30

Joint BEE & FM: Approval of the Final Accounts 2013/2014

Aims:

To vote upon recommendation of approval the Final Accounts for the financial year of 2013/2014

Means:

- Presentation by the Treasurer of ELSA International 2013/2014
- Presentation by the Auditors of ELSA International 2013/2014
- Q&A
- Voting

Preparations: Read the Final Accounts of ELSA International 2013/2014 and the annexes to the Final Accounts via the link on page [226](#).

Friday, 24th of October, 2014 (15:00 – 19:00)

15:00 – 16:30

Joint BEE & FM: Relief of responsibility of ELSA International 2013/2014

Aim:

To vote upon workshop recommendation regarding relief of responsibilities of ELSA International 2013/2014.

Means:

- Presentation of the Activity Report of ELSA International 2013/2014
- Q&A
- Voting

16:30 – 18:00

Membership fees

Aims:

To recap with the participants on how the membership fees currently is is currently calculated and the problems relating to it. To discuss if the topic should be opened for change.

Means:

- Presentation by the Treasurer of ELSA International 2014/2015
- Group discussions
- Conclusions of the group discussion

18:00 – 19:00

Misc. & 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 Financial Management workshop.

Means:

- Discussion
- Roundtable
- Filling in evaluation forms

MARKETING 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								
10:30	Corporate Identity: Let's make it unified!	Training on Fundraising	PR: Building up a perception	Conference	Open WS	Final Plenary	Departure of the Participants	
11:00								
11:30	Joint MKT, AA and S&C: ELSA Day	Joint MKT & AA: How to promote AA projects	Joint MKT & STEP: Promotion Strategies	Lunch	Lunch	Lunch		
12:00								
12:30								
13:00	Letter of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch		
13:30								
14:00	Opening Plenary	Members' Magazines and Synergy	Advertising in ELSA	Mid Plenary	Sightseeing	Joint S&C and MKT: Promotion of S&C Events		Final Plenary
14:30								
15:00								
15:30								
16:00								
16:30	Joint FM, MKT & BEE: Sponsors vs Brand Value	Legalize it!	Open Forum	Free Time	Misc & Closing			
17:00								
17:30	Opening Workshops	Proposals	Dressing Time	Reporting Time				
18:00								
18:30	Officers & Freshers	Reporting Time	Dinner	Dinner				
19:00								
19:30	Dinner	Dinner	Dinner	Dinner				
20:00								
20:30	Party	Party	Party	Party	Gala Ball	Party	Party	
21:00								
21:30								
22:00								
22:30								
23:00								
23:30								
00:00								

Preparations and Reminders for the Marketing Workshop

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 LXV Council Meeting of ELSA](#);
- Read relevant parts of the [Council Meeting Decision Book, 40th Edition](#);
- Read the One Year Operational Plan (OYOP) of ELSA International 2014/2015 and the IM OYOP for the same year.

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

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

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

Welcome to the Marketing Workshop!



Idil Buke Civelek
Vice President for Marketing
ELSA International

Draft agenda

Sunday, 19th November, 2014 (17:30 – 20:00)

17:30 – 18:30

Opening Workshop

Aims:

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

Means:

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

Preparations: Be 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 October, 2014 (10:00 – 13:30)

10:00 – 12:00

Corporate Identity: Let's make it unified!**Aims:**

To give the participants an overview of the Corporate Identity and to open a discussion on the needs of the Marketeers as templates and designing materials. To draw conclusions for the Marketing Database enabling file sharing between the officers, which has been discussed in the Supporting Area Meeting. To discuss about the future of the Corporate Identity.

Means:

- Presentation by ELSA International
- Q&A and open discussion
- Final remarks

Comments: Since the Corporate Identity has been updated throughout the years, we will search for the ways to have more practical solutions in order to implement CI in all levels of ELSA. We will elaborate on how we want to improve the ELSA Identity in regards to visualization and discuss the future of Corporate Identity.

Preparations: Take a look at the ELSA Identity Handbook and the related parts in the Decision Book.

12:00 – 13:30

Joint AA, S&C, BEE & MKT: ELSA Day**Aims:**

To support the last preparations of the 3rd edition of the ELSA Day - 26th November

Means:

- Presentation of the 3rd edition of ELSA Day by ELSA International 2014/2015
- Q&A and discussion
- Working groups - promote your ELSA Day
- Presentations

Comments: ELSA's largest international human rights event, the ELSA Day, will take place 4 weeks after the ICM. There is perhaps not a lot of time to come up with new and great ideas, but we can help each other with the final preparations - how to promote and make as big impact as possible.

Preparations: Please find out what ELSA Day events your national/local group will organize. Check out <http://elsa.org/page/elsa-day/> and have a look at the Outline of the ELSA Day: http://files.elsa.org/AA/ELSA_Day_Outline_3rd_ed.pdf

Monday, 20th October, 2014 (15:00 – 19:00)

15:00 – 16:30

Members' Magazines and Synergy

Aims:

To give an insight about the process of Synergy and discuss how to improve the use of the magazine, by evaluating it content wise. To share the experiences and exchange ideas on how to implement members' magazines on the national level.

Means:

- Presentation by ELSA International
- Presentation of the Workshop participants
- Q&A and open discussion
- Final remarks

Comments: Through the last years, we had a great development regarding social networking and communication channels, but it is important to keep in mind that Newsletters/Members' Magazines are great tools for promotion and for fundraising as well. In this workshop, we are going to search for solutions to use our magazines more efficiently and implement the same structure in most of the National Groups.

Preparations: Be prepared to present your Newsletter/Members' Magazine and bring hard copies with you if possible! Think about how you differ the promotion with magazines and other communication channels.

16:30 – 19:00

Joint FM, MKT & BEE: Sponsors vs. Brand value

Aim:

To clarify the Network's opinion on what kind of co-operation we can have on National and Local level with different types of entities.

Means:

- Introduction to the topic by the President of ELSA International 2014/2015
- Group discussions
- Presentation of the group discussions
- Conclusions

Comments: ELSA International approves contact requests National and Local groups do towards potential international partners. Currently it is not clear are there any limitations with who we can co-operate and on what ways. It is also an open question do we think that certain type of sponsors can affect the value of our brand.

Tuesday, 21st October, 2014 (10:00 – 13:30)

10:00 – 13:30

Training on Fundraising**Aims:**

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

Means:

- Training given by ITP Trainer

Tuesday, 21st October, 2014 (15:00 – 19:00)

15:00 – 17:00

Advertising in ELSA**Aims:**

To have an overview of the advertising area by having a closer look at the sector and to implement the structure in the National Groups. To make sure that Marketing Officers have a good knowledge of advertising and sales procedure in ELSA. To gain practical skills and improve business communication.

Means:

- Presentation by ELSA International
- Open discussion
- Group work
- Presentation of the Group Works
- Conclusion

Comments: This workshop's aim is to deliver practical knowledge for the Marketeers while approaching externals and to provide them with the information of sales industry. We will also be focusing on different advertising channels used in ELSA, and brainstorm on how to improve the advertising field.

Preparations: Take a look at the ELSA Media Card and be ready to present your advertising opportunities, if you have implemented in the national level.

17:00 – 18:00

Let's legalize!**Aims:**

To create awareness between the officers about the legal perspective of our work. To draw attention to the intellectual property perspective, including copyright and trademark issues.

Means:

- Presentation by ELSA International
- Q&A and Open discussion
- Conclusions

Comments: It is crucial to take a closer look at our work from a legal perspective, since Marketing is a diverse field. We are going to focus on how to use visuals and music within our promotion materials and exchange the jurisdictions between the National Groups. Moreover, the trademark of the logo will be the second focus point of the Workshop that we are going to have a following discussion on the protection of the logo, by evaluating the current situation of the countries.

Preparations: As the discussion of the protection of the logo has brought up during the last term in office, be ready to share the current status of your National Group. Think about the resources that you are using for your promotional materials.

18:00 – 19:00

Joint IM & MKT: Proposals**Aims:**

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

Means:

- Presentation of the proposals by proposing countries
- Discussion
- Voting

Preparations: Read carefully through the proposals from pages [178](#) of these Working Materials.

Wednesday, 22nd October, 2014 (10:00 – 13:30)

10:00 – 12:00

PR: Building up a perception**Aims:**

To have a general overview of the field and gain practical skills while creating the perception of our Association both internally and externally.

Means:

- Presentation by ELSA International
- Open Discussion and Q&A
- Group Work
- Presentation of the Group Works

Comments: The aim of the workshop is to draw attention to the field and improve the knowledge of the officers. We are going to work more on practical skills and will try to draw a roadmap to see which kind of events we can support with Public Relations.

Preparations: Be prepared to share your experiences in the field and think about how to implement the Public Relations structure into your ELSA Group.

12:00 – 13:30

Joint MKT & AA: How to promote AA projects

Aims:

To brainstorm on different ways to promote both EMC2 and HRMCC, Legal Research Groups and Law Review. Also, to evaluate the promotion of the ongoing projects.

Means:

- Introduction by ELSA International
- Working groups
- Presentations and conclusions
- Q&A

Comments: The core of planning and organizing AA projects, is to promote them! It is very important for AA and MKT officers to cooperate and work together when planning projects, the evaluation of the promotion is also an important part in order to develop and make the projects popular among your members. During this interactive workshop, we will discuss challenges and different solutions when promoting several AA projects. You will have the opportunity to share your experiences from your local and national board – let's brainstorm!

Preparations: Discuss the promotion strategy you have in your local/national group together with your AA/MKT officer. How do you work with the AA projects, and how can it improve?

Friday, 24th October, 2014 (10:00 – 13:30)

10:00 – 11:00

Open Workshops

We have organised one block with three different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [109](#).

OPEN WORKSHOPS:

Human Rights & Social Responsibility
Restructuring of the Key Areas
ELSA History

12:00 – 13:30

Joint STEP & MKT: Promotion Strategies**Aims:**

To strengthen the cooperation between STEP and Marketing. Brainstorm on who is our target of STEP promotion. To discuss and unify our promotion strategies, share best practices.

Means:

- Presentation by ELSA International
- Discussion
- Working Groups
- Conclusion

Comments: It is necessary to know the area well and the target groups before beginning with its promotion. This workshop will focus on defining the characteristics of STEP and whom we should actually sell STEP. It is utterly important to continue using a common, continuous and innovative promotion strategy for making STEP more appealing, as for possible employers, and also for potential applicants.

Friday, 24th October, 2014 (15:00 – 19:00)

15:00 – 16:30

Joint S&C & MKT: Promotion of S&C events**Aims:**

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

Means:

- Introduction by ELSA International
- Summer Law Schools – defining characteristics and promotion
- ELSA Delegations – defining characteristics and promotion
- International events - defining characteristics and promotion
- Final conclusions

Comments: S&C has several fields of activities that characterize our association and it is necessary to promote them well in order to ensure that there will be enough participants. Every activity has its own peculiarity when it comes to the promotion and it is need to develop strategies that will overcome these peculiarities and ensure good promotion amongst different target groups.

Preparations: Be prepared to speak and to contribute to the session with your ideas. If you organize a

Summer Law School or international event in your National Group, be prepared to present your promotion strategy and also to present your expectations on other National and Local Groups regarding the promotion of Summer Law Schools and international events. Also, think about concrete things how we can better promote ELSA Delegations and make them attractive.

16:30 – 18:00

Open Forum

Aims:

To give the participants free space to discuss on the 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, so that you will have the chance to write your suggestions. No boundaries – be open and share your experiences!

18:00 – 19:00

Closing: Misc. and Q&A – Evaluation

Aims:

To give the participants the opportunity to ask questions to ELSA International. To close and evaluate the Marketing Workshop and discuss on how to continue working in the upcoming months.

Means:

- Q&A to ELSA International
- Evaluation of the Marketing Workshop
- Closing

Comments: You will also get the opportunity to ask questions to ELSA International. We will evaluate the workshops, and also discuss on how we should improve our work as a team for the upcoming months.

ACADEMIC ACTIVITIES 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									Introduction to AA	Projects and topics of the network	Quiz time	Conference	Open WS	Final Plenary		
10:30									Law Review		Candidate(s) WS				Internationality & cultural diversity	
11:00										Joint WS S&C: ELSA Day			Joint WS S&C, STEP, BEE: IFP			Joint WS MKT: How to promote AA projects
11:30																
12:00									Letter of A. & Payments	Lunch	Lunch		Lunch		Lunch	Lunch
12:30																
13:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch	Departure of the Participants									
13:30																
14:00																
14:30																
15:00								Know how to organise MCCs?	Joint WS STEP: AA & STEP	Mid Plenary	Sightseeing	Academic Competitions				
15:30								Proposals					Training			
16:00									HRMCC		Miscellaneous					
16:30								Opening Workshops				EMC2	Free Time	Evaluation & closing		
17:00									Officers & Freshers		Reporting Time				Dressing Time	Reporting Time
17:30																
18:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner										
18:30																
19:00	Party	Party	Party	Party	Gala Ball	Party										
19:30																
20:00	Party	Party	Party	Party	Gala Ball	Party										
20:30																
21:00	Party	Party	Party	Party	Gala Ball	Party										
21:30																
22:00	Party	Party	Party	Party	Gala Ball	Party										
22:30																
23:00	Party	Party	Party	Party	Gala Ball	Party										
23:30																
00:00	Party	Party	Party	Party	Gala Ball	Party										

Preparations and Reminders for the Academic Activities Workshop

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

- Statutes and Standing Orders, in force after the 65th Council Meeting of ELSA
http://files.elsa.org/Regulations/S_SO_Malta_2014.pdf
- Council Meeting and Decision Book, 40th Edition, the general part and the AA part
http://files.elsa.org/Regulations/DB_Malta_I_2014_40th_edition.pdf
- The Working Materials
- Minutes of the AA Workshop from ICM Malta – link
http://files.elsa.org/ICM_Minutes/ICM_Min_2014_I_Malta.pdf
- AA handbook
- MCC Organizers' Manual
- IFP Handbook - *Under the S&C part on the Officers' portal*

You can find Handbooks & Manuals on the ELSA officers' portal;
www.officers.elsa.org

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

Please prepare a written Activity Report, and send it out 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 are looking forward to see you in the AA Workshops!



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



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

Draft Agenda

Sunday, 19th of October, 2014 (17:30 – 20:00)

17:30 – 18:30

Opening Workshop

Aims:

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 of the participants
- Presentation of the Agenda by ELSA International
- Approval of the Agenda
- Workshop rules
- Expectations of the participants
- Activity Reports - roundtable

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

18:30 – 20:00

Officers' Training

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 Fresher's

Aims:

To give a general overview of ELSA, the International Board and the ICM to the Fresher's 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 October, 2014 (10:00 – 13:30)

10:00 – 11:00

Introduction to AA**Aims:**

We will use this session to shortly introduce the AA area and discuss general topics.

Means:

- Presentation by ELSA International
- Q&A
- Open Discussions
- Summary

Comments: We will start off carefully by giving a short overview of our Key Area. Also, we will discuss how we want the communication and knowledge management to be structured.

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/>

11:00 – 12:00

Law Review**Aims:**

To present the concept, the opportunities and the existing law reviews within the Network. There will be a focus on the ELSA International Law Journal and ELSA International will give the WS a thorough update.

Means:

- Presentations
- Q&A
- Roundtable
- Discussion

Comment: Despite a low number of them, law reviews do exist in the Network and they represent an extremely academic and professional side of ELSA. ELSA has a proud history in this regard and since the international Law Journal was reintroduced last year we need to give an update on the status quo and discuss how we want to proceed.

Preparations: Please bring a copy of your Law Review if you have one in your group. Also, check out elsa.org/page/elsa-law-review.

12:00 – 13:30

Joint AA, S&C & MKT: ELSA Day

Aims:

To support the last preparations of the 3rd edition of the ELSA Day - 26th November

Means:

- Presentation of the 3rd edition of ELSA Day by ELSA International 2014/2015
- Q&A and discussion
- Working groups - promote your ELSA Day
- Presentations

Comments: ELSA's largest international human rights event, the ELSA Day, will take place 4 weeks after the ICM. There is perhaps not a lot of time to come up with new and great ideas, but we can help each other with the final preparations - how to promote and make as big impact as possible.

Preparations: Please find out what ELSA Day events your national/local group will organise. Check out <http://elsa.org/page/elsa-day/> and have a look at the Outline of the ELSA Day: http://files.elsa.org/AA/ELSA_Day_Outline_3rd_ed.pdf.

Monday, 20th of October, 2014 (15:00 – 19:00)

15:00 – 16:30

Know how to organise moot court competitions?

Aims:

Moot court competition on both local and national level are getting bigger within the network, the goal of this workshop is to identify the challenges when organising moot court competitions.

Means:

- Presentation by ELSA International
- Working groups
- Presentations and final conclusions
- Q&A

Comments: There are many groups who has a tradition in organising moot court competitions within different fields of law. I believe it's important for officers to share their experiences and discuss how the concept of moot courts can develop in the Network. Officers will also have the opportunity to present MCCs' from their groups. During this interactive session, we will face different challenges and try to solve them in the best possible ways.

Preparations: Get familiar with the MCC handbook, you can find in on the officer portal under Academic Activities on <http://officers.elsa.org/page/academic-activities/>. If your local or national group is organising any MCC, **be prepared to present it to the workshop.**

16:30 – 17:00

Proposals

Aims:

To discuss AA related proposals set forward by the ELSA Network. The workshop will give the Council its opinion about the proposal through a voting prior to the plenary.

Preparations: Read the proposals on the page XX of these Working Materials.

17:00 – 18:00

A European wide competition – The European Human Rights Moot Court Competition (HRMCC)

Aims:

To discuss the possible ways of expanding the competition. What is the next step? And to present the upcoming edition of the HRMCC.

Means:

- Presentation by ELSA International
- Working groups
- Presentations and final conclusions
- Q&A

Comments: The HRMCC was established two years ago, and the 3rd edition is now launched. Thanks to our cooperation with the Council of Europe, two successful Final Rounds have been organised in Strasbourg. It is important to discuss the past and to evaluate the competition as a whole as well as the organisational part. The competition is newly established, therefore we need to maintain the quality of the event and educate AA and MCC officers about the competition, and discuss how we can attract students to participate.

Preparations: Visit the webpage of HRMCC and get familiar with the competition and its structure on www.humanrightsmootcourt.org.

18:00 – 19:00

A worldwide adventure – The ELSA Moot Court Competition (EMC2)

Aims:

To discuss the EMC2 in general. How is the competition structured, and what challenges can officers face when working with the competition in their groups. Present the 13th edition and focus on how to make the competition more accessible for our members.

Means:

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

Comments: This year we will organise the 13th edition of the EMC2, the only international Moot Court Competition on WTO Law - organised by ELSA! The competition is well known around the world, well known universities have participated in the past, and the competition is growing among law students around the world. In order to develop the competition within our Network, we need to work on knowledge management. It is important for the AA and MCC officers to be aware of the structure and the all necessary facts. During this workshop I am hoping to get inputs from the officers, in order to find the best strategy on how to promote the competition to our members.

Preparations: Visit the webpage of EMC2, get familiar with the competition and its structure on www.elsamootcourt.org.

Tuesday, 21st of October, 2014 (10:00 – 13:30)

10:00 – 12:00

Projects and topics of the Network**Aims:**

To give the floor to local and national officers to present their projects and to discuss the topics they miss in the agenda. The idea is to create an open atmosphere where we share experiences and best practices.

Means:

- Project presentations by WS participants
- Open floor discussion
- Q&A

Comments: Often there is not enough time to present unique projects organised by national and local groups. In this WS you can promote your event and inspire other AAers. Further, this is the chance to bring up topics that are not addressed in other WSs. Are there projects that have not received enough attention? Do you for example miss a discussion on legal courses? During this session participants can bring up any concern they have, and ask ELSA International everything they want.

Preparations: Think about projects and topics you would like to discuss and present. You are welcome to use different tools (PowerPoint, marketing materials etc.). Before the ICM you can share it on the AA Mailing List or send it to ELSA International to include it in the agenda. If there is time enough we will, of course, open the floor to presentations we have not received in advance.

12:00 – 12:30

Candidate(s) Presentation

Aims:

The candidate(s) running for the position of Vice President of Moot Court Competitions of ELSA International 2014/2015 will present themselves and will be interviewed by the workshop participants.

Means:

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

Comments: During this workshop session, AA and MCC officers have a chance of exclusively interviewing the candidate(s) running for the positions of VPMCC before the Mid Plenary.

12:30 – 13:30

Joint S&C & STEP: IFP

Aims:

To present aim of the IFP in general and to discuss the aspects of the Media Law as the current IFP topic. Present activities in the Network which will have focus on the Media Law. Discover ways of cooperation between the Key Areas and Presidents.

Means:

- Presentation by ELSA International
- Open discussion
- Conclusions

Comments: Last year the new IFP cycle started and now we have the second year of the implementation ahead. The recommendation is to have a focus on internationality of the IFP activities. It is required that the IFP is implemented within all Key Areas and we will discuss the potential means how to achieve this and how Presidents can support Key Areas in IFP area.

Preparation: Be familiar with the IFP Handbook. Also, read the IFP related parts of the Decision Book and the minutes from ICM Malta about IFP.

Tuesday, 21st of October, 2014 (15:00 – 19:00)

15:00 – 16:00

Joint AA & STEP: Cooperation between AA & STEP

Aims:

To discuss how STEP and AA can co-operate closer together in terms of bridging the gap between education and professional life.

Means:

- Presentation given by ELSA International on possible ways of cooperation between STEP and AA
- Q&A
- Working groups
- Discussion

Comments: AA and STEP share many of the same aims. To put it in a nutshell, we prepare the student for professional life. Lawyers @ Work events (job fairs and visits to legal professionals) in AA serve some of the same purposes as a traineeship - it can give the student a foot on the inside. Besides, L@W events can be a door opener for a subsequent STEP traineeship. Furthermore, STEP employers can be interested in academic partnerships with ELSA, and vice versa. In other words: AAers and STEPers can and should support each other. The least we can do is to coordinate our work so that we go in the same direction.

Preparations: Please read the section (p. 64) of the Decision Book, AA part, which describes Lawyers @ Work events. Do you have such events in your country? Also, try to get familiar with the cooperation between STEP and AA in your country/city.

16:00 – 20:00

Training: Legal English in practice**Aims:**

To give the participant useful knowledge and some tips and tricks on how to use your legal English as students as well as in your future careers, also when managing with externals.

Wednesday, 22nd of October, 2014 (10:00 – 13:30)

10:00 – 11:00

Quiz time – sharpen your MCC skills!**Aims:**

To learn and to test the level of knowledge when it comes to both EMC2 and HRMCC.

Means:

- Quiz
- Open discussion

Comment: Did you do your homework? During this session we will test your MCC skills, what do you really know about EMC2 and HRMCC? This interactive session will be a good exercise for

both local and national AA & MCC officers to learn more about ELSAs' international moot court competitions.

Preparations: Do your research and show the workshop what you got!

11:00 – 12:00

Internationality and cultural diversity in AA

Aims:

To underline the importance of internationality in our academic activities and to discuss how AA can contribute to cultural and academic exchange.

Means:

- Presentations
- Q&A
- Working groups
- Roundtable and discussion

Comment: Cultural diversity and academic exchange across borders are some of the pillars of our association. AA has strong tradition in facilitating internationality and in this WS we will discover how we can spice up our local and national group. We will identify the challenges and the opportunities and try to be as concrete as possible.

Preparations: Please get familiar with the Manual on Studies Abroad Projects:
http://files.elsa.org/AA/SAP_Manual.pdf.

12:00 – 13:30

Joint Workshop AA & MKT: How to promote AA projects

Aims:

To brainstorm on different ways to promote both EMC2 and HRMCC, Legal Research Groups and Law Review. Also, to evaluate the promotion of the ongoing projects.

Means:

- Introduction by ELSA International
- Working groups
- Presentations and conclusions
- Q&A

Comments: The core of planning and organizing AA projects is to promote them! It is very important for AA and MKT officers to cooperate and work together when planning projects, the evaluation of the promotion is also an important part in order to develop and make the projects

popular among your members. During this interactive workshop, we will discuss challenges and different solutions when promoting several AA projects. You will have the opportunity to share your experiences and learn from each other – let's brainstorm!

Preparations: Discuss the promotion strategy you have in your local/national group together with your AA/MKT officer. How do you work with the AA projects, and how can it improve?

Friday, 24th of October, 2014 (10:00 – 13:30)

10:00 – 11:00

Open Workshops

We have organised one block with three different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [109](#).

OPEN WORKSHOPS:

Human Rights & Social Responsibility
Restructuring of the Key Areas
ELSA History

12:00 – 13:30

Legal Research Groups**Aims:**

To evaluate past legal research groups (LRG) and to present the new LRG on Social Rights.

Means:

- Presentations
- Q&A
- Discussion

Comments: Since the creation of the international MCC position, AA officers have put a lot of effort into LRGs and it has emerged as our main focus on the international level. The LRG on Children Rights was launched last term but it has not yet been published. ELSA International will therefore give an update on this. The new LRG on Social Rights is one of the main focuses this year. ELSA has now quite a lot of experience in the LRG field and the aim is of course to use this properly so that we finally can organise the perfect LRG. The LRG on Social Rights will be launched after ICM. We will therefore carefully go through every step of the project.

Preparations: Please think about what we can improve from previous LRGs. To get an idea of what an LRG is, have a look at: <http://elsa.org/page/online-hate-speech-legal-research-group/>.

Friday, 24th of October, 2014 (15:00 – 19:00)

15:00 – 17:00

Academic Competitions**Aims:**

To present the concept of academic competitions (other than moot court competitions), to acquire an overview of the exciting competition and to find out how we can cooperate in the future.

Means:

- Presentations
- Q&A
- Simulation
- Roundtable and discussion
- Summary

Comments: We see new different types of academic competitions emerging throughout the Network. The most prominent ones are perhaps essay, contract and negotiation competitions. We see that these activities are extremely popular at the moment. We should support this development but we must also consider how we efficiently can coordinate our initiatives by establishing materials and guidelines for the organisation of them.

Preparations: Try to find out what competitions you have in your national and local groups.

17:00 – 18:00

Miscellaneous**Aims:**

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

Means:

- Open discussion
- Q&A

18:00 – 19:00

Evaluation & closing Workshop**Aims:**

To evaluate the week and the content of the workshops

Means:

- Filling in evaluation forms
- Last roundtable
- Summary and conclusion

Comments: In this session we want to focus on what can we improve when we meet next time. ELSA International does, of course, appreciate any inputs on how to improve our Workshops.

SEMINARS & CONFERENCES 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	Letter of A. & Payments	Area Definition	ELSA Summer Law Schools	Joint FM & S&C: Grants	Conference	Open Workshops	Final Plenary	Departure of the Participants						
10:30														
11:00														
11:30														
12:00		Joint AA, S&C, S&C, MKT: ELSA Day	Proposals	Managing quality of S&C events		SG'18 in S&C								
12:30			Joint AA, S&C, STEP & BEE: IFP											
13:00		Letter of A. & Payments	Lunch	Lunch		Lunch			Lunch	Lunch	Lunch			
13:30														
14:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch							
14:30														
15:00								Training on Project Management	Communication	Mid Plenary	Sightseeing	Joint S&C & MKT: Promotion of S&C events	Final Plenary	
15:30									Improving S&C Skills					
16:00									Institutional Relations					
16:30								Exchange Forum	Reporting Time		Reporting Time	Free Time		Evaluation and closing
17:00														
17:30	Opening Workshop	Reporting Time	Reporting Time	Dressing Time	Reporting Time									
18:00														
18:30	Officers & Freshers	Reporting Time	Reporting Time	Dressing Time	Reporting Time									
19:00														
19:30	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner								
20:00														
20:30	Party	Party	Party	Party	Gala Ball	Party	Party							
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Preparations and Reminders for the Seminars & Conferences Workshop

"Be prepared to speak and to speak, be prepared!"

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

- [Statutes and Standing Orders](#), in force after the 65th Council Meeting of ELSA
- Council Meeting [Decision Book](#), 40th Edition
- S&C [Workshop Minutes](#) from the ICM Malta
- Minutes from the last Key Area Meeting (KAM) (to be published before the ICM)
- The [OYOP](#) of ELSA International
- Your national OYOP
- Read the S&C guidelines and handbooks, you can find them [here](#)
- 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 Statutes and Standing Orders and the Decision Book, with particular attention to: decision relating to ELSA in general, to S&C and to BEE (Institutional Relations).

Also, feel free to use the S&C mailing list (ELSA-SC@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 Seminars & Conferences of ELSA International at vpssc@elsa.org.

Welcome to the S&C Workshop!



Marko Dolenc

Vice President for Seminars and Conferences

Draft Agenda

Sunday, 19th of October, 2014 (17:30 – 20:00)

17:30 – 18:30

Opening Workshop

Aims:

To elect workshop officers and to approve the agenda for the S&C Workshop. To get to know each other, to express our expectations for the upcoming week and to elect the workshop officers. Deciding 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 profit the most from the ICM Workshops.

18.30 – 20.00

Officers' Training

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 Fresher's

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 October, 2014 (10:00 – 13:30)

10:00 – 12:00

Area Definition**Aims:**

To raise awareness of what the area “Seminars and Conferences” consist of. To together discuss the wide range of activities that we are required to develop. Analyse parts of the Decision Book related to the area of Seminars and Conferences. To understand the role of an S&Cer in the board and what our relation is to other areas.

Means:

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

Comments: During this session we will discuss the structure of this wide area and the different possibilities of its development. We will also go through the parts of the Decision Book related to the area of Seminars and Conferences; we will discuss how these regulations can be useful for planning and managing your S&C events, for learning and becoming inspired. Think about how you see your role within the board and how this role interferes with other areas.

Preparations: Please read the parts of the Decision Book related to the Seminars & Conferences and the S&C Handbook. Also, read the part related to Institutional Relations, in the BEE Part.

12:00 – 13:30

Joint AA, S&C, BEE & MKT: ELSA Day**Aims:**

To support the last preparations of the 3rd edition of the ELSA Day - 26th November 2014

Means:

- Presentation of the 3rd edition of ELSA Day by ELSA International
- Q&A and discussion
- Working groups - promote your ELSA Day
- Presentations

Comments: ELSA's largest international human rights event, the ELSA Day, will take place 4 weeks after the ICM. There is perhaps not a lot of time to come up with new and great ideas, but we can help each other with the final preparations - how to promote your events and how to make as big impact as possible.

Preparations: Please find out what ELSA Day events your National/Local Group will organise. Check out our [site](#) and have a look at the [Outline of the ELSA Day](#).

Monday, 20th of October, 2014 (15:00 – 19:00)

15:00 – 19:00

Training on Project Management**Aims:**

To provide S&C officers with necessary skills in project planning and encourage them to focus on academic quality of events.

Comments: Training will be provided by João Thiago Rocha Ferreira, a trainer from the International Trainers Pool.

Tuesday, 21st October 2014 (10:00 – 13:30)

10:00 – 12:00

ELSA Summer Law Schools**Aims:**

To discuss organizational challenges and proper structure for organizing ELSA Summer Law Schools (SLS). To suggest concrete actions for development of the project.

Means:

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

- Open Discussion

Comments: Summer Law Schools are one of the most prestigious events in the Network. Implementing the 12 month project management cycle should be the biggest aim in this area in order to develop uniform structure and raise the quality of the academic programme. Think about the concrete actions how to develop and brand this project.

Preparations: Visit the ELSA [web page](#) for Summer Law Schools and see which Summer Law Schools have been organized this year. Think which organizational challenges the SLS can have and what would be the proper planning of the SLS.

12:00 – 12:30

Proposals

Aims:

To discuss proposed amendments to the Decision Book.

Means:

- Presentation of the proposals
- Roundtable discussion and voting on recommendation to the Council

Preparations: Read the proposals on the page [176](#).

12:30 – 13:30

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

Aims:

To present the aim of the IFP in general and to discuss the aspects of the Media Law as the current IFP topic. Present activities in the Network which will have a focus on Media Law. Discover ways of cooperation between the Key Areas and Presidents.

Means:

- Presentation by ELSA International
- Open discussion
- Conclusions

Comments: Last year the new IFP cycle started and now we are in the second year of its implementation. The recommendation is to have a focus on internationality of the IFP activities. It is required that the IFP is implemented within all Key Areas and we will discuss the potential means how to achieve this and how Presidents can support the Key Areas in organising IFP activities.

Preparations: Be familiar with the IFP Handbook. Also, read the IFP related parts of the Decision Book and the minutes from the ICM Malta about the IFP.

Tuesday, 21st October 2014 (15:00 – 19:00)

15:00 – 16:00

Communication

Aims:

To discuss means of communication within the S&C team and how can we keep communication efficient. To learn how to ensure good information flow on all levels of ELSA.

Means:

- Presentation by ELSA International
- Roundtable discussion

Comments: Efficient information flow represents the main precondition for the work on all levels of ELSA. During the Workshop we will discuss the available tools of communication and decide upon the ones we want to use during our term.

Preparations: Think what the most suitable means of communication for you are and which means proved to be the most efficient until now.

16:00 – 17:30

Improving S&C Skills

Aims:

To define necessary soft skills of the S&C officers and to exchange tips and tricks of their improvement. To establish a practice of sharing problems and exchanging solutions in the S&C team.

Means:

- Discussion
- Working groups
- Conclusions

Comments: Being a good S&C officer requires many hard and soft skills. Often we do not give enough time to soft skills during our meetings neither we exchange our practices. In this session we can define the main soft skills and discuss ways of their improvement in our daily work.

Preparations: Think what are soft skills that every S&Cer is using in everyday work to be able to define them. Also think about which challenges are faced when using certain soft skills and how they can be overcome.

17:30 – 19:00

Institutional Relations

Aims:

Give an overview of the regulations related to institutional relations in ELSA. To raise awareness about Delegations and Institutional Visits as the main activities within ELSA's institutional relations and discuss challenges and possibilities of these two activities.

Means:

- Presentation by ELSA International
- Open discussion
- Conclusions

Institutional relations are regulated in ELSA's Decision Book and there is a formal procedure that should be followed when approaching institutions. During this workshop we will explain the procedure and potential challenges in organizing Institutional Visits. Also, the area of Delegations will be introduced in detail.

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.

Wednesday, 22nd October 2014, (10:00 – 13:30)

10:00 – 11:30

Joint FM & S&C: Grants

Aims:

To educate participants on basic principles of grants and grant applications. To promote awareness on of the Grant Handbook. To share best practises and experiences between officers.

Means:

- Presentation by the Treasurer of ELSA International 2014/2015
- Group discussions
- Presentation of group discussions
- **Comments:** Conclusions

Comments: Grants are an important source of funding for both general budget and specific projects. However, conditions for grants and the procedure of applying differs greatly between countries and institutions. We aim to give the participants better means to research, apply and report grants through our handbook and experience sharing.

Preparations: Look through the [Grant Handbook](#) and discuss with your Treasurer in advance some good and bad experiences your National Group has had with grants.

11:30 – 13:30

Managing Quality of S&C events

Aims:

To discover possible ways of measuring and managing quality of our events. To define factors that influence quality and potential means how to improve them.

Means:

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

Comments: Introduction of the new projects in our area and how a yearly increase of the organized events cause decline in terms of quality of events. At the moment we reached a level where we should start thinking about improving the quality. Therefore, firstly we have to define the factors that influence quality and secondly we have to find the ways of their improvement. Also, it is important to revise current evaluation system in order to better reflect status quo of the events' quality.

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 can we improve them to reach high quality level of events.

Friday, 24th October 2014 (10:00 – 13:30)

10.00 – 11.00

Open Workshops

We have organised one block with three different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so

there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [109](#)

OPEN WORKSHOPS:

Human Rights & Social Responsibility
Restructuring of the Key Areas
ELSA History

12:00 – 13:30

Strategic Goals 2018 and S&C

Aims:

To introduce the Strategic Plan of ELSA. To analyse and to discuss goals related to the S&C area. To underline the importance of the Strategic Plan as a roadmap for developing activities in ELSA.

Means:

- Working groups
- Presentation by ELSA International

Comments: During this session we will analyse the current Strategic Plan of ELSA. We will also discuss how relevant goals can be achieved in the S&C area. The Strategic Goals Implementation Manual will be presented and we will share best practices from groups.

Preparations: Please, read parts of the Decision Book related to Strategic Goals 2018.

Friday, 24th October 2014 (13:30 – 19:00)

15:00 – 16:30

Joint S&C & MKT: Promotion of S&C events

Aims:

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

Means:

- Introduction by ELSA International
- Summer Law Schools – defining characteristics and promotion
- ELSA Delegations – defining characteristics and promotion
- International events - defining characteristics and promotion

- Final conclusions

Comments: S&C has several fields of activities that characterize our association and it is necessary to promote them well in order to ensure that there will be enough participants. Every activity has its own peculiarity when it comes to the promotion and it is need to develop strategies that will overcome these peculiarities and ensure good promotion amongst different target groups.

Preparations: Be prepared to speak and to contribute to the session with your ideas. If you organise a Summer Law School or international event in your National Group, be prepared to present your promotion strategy and also to present your expectations on other National and Local Groups regarding the promotion of Summer Law Schools and international events. Also, think about concrete things how we can better promote ELSA Delegations and make them attractive.

16:30 – 18:00

Exchange Forum

Aims:

To talk about and to discuss topics that are not represented in initial agenda. To give the floor to all participants to share their ideas and present national or local projects that can be inspiring for 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 this 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 smart & creative projects because we are here to support and to inspire each other. In the end of session ELSA International will answer all questions that are of the interest of the Network.

Preparations: During the week there will be a box in which you can put any of the ideas, inputs or topics that will not be discussed during the sessions. Prepare a short presentation (PowerPoint, Prezi, flyers...) of your project that you think might be interesting to others.

18:00 – 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 S&C Workshop

Preparations: Think about issues that are unclear and try to give constructive feedback of the event. Feedback is appreciated by ELSA International in order to improve our Workshops for the upcoming events.

STUDENT TRAINEE EXCHANGE PROGRAMME 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		STEP: a journey through the last 30 years	Training	BEE, IM & STEP: Alumni	Conference	Open Workshops	Final Plenary	Breakfast
09:30								
10:00		STEP Tools	S&C, AA, STEP and BEE: IFP	Remuneration in STEP	Proposals	STEP & MKT: STEP Promotion	Final Plenary	Breakfast
10:30								
11:00	Letter of A. & Payments	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Breakfast
11:30								
12:00	Opening Plenary	Student Hunting & Matching	AA & STEP: Co-operation between STEP and AA	Mid Plenary	Sightseeing	To sum up: How to sell STEP	Final Plenary	Breakfast
12:30								
13:00	Opening Workshops	Job Hunting: Negotiation	FM & STEP: Finances in STEP	Mid Plenary	Sightseeing	Reception	Final Plenary	Breakfast
13:30								
14:00	Officers & Freshers	Reporting Time	Reporting Time	Mid Plenary	Free Time	Miscellaneous & Closing Workshop	Final Plenary	Breakfast
14:30								
15:00	Dinner	Dinner	Dinner	Dinner	Gala Ball	Dinner	Dinner	Breakfast
15:30								
16:00	Party	Party	Party	Party	Gala Ball	Party	Party	Breakfast
16:30								
17:00	Party	Party	Party	Party	Gala Ball	Party	Party	Breakfast
17:30								
18:00	Party	Party	Party	Party	Gala Ball	Party	Party	Breakfast
18:30								
19:00	Party	Party	Party	Party	Gala Ball	Party	Party	Breakfast
19:30								
20:00	Party	Party	Party	Party	Gala Ball	Party	Party	Breakfast
20:30								
21:00	Party	Party	Party	Party	Gala Ball	Party	Party	Breakfast
21:30								
22:00	Party	Party	Party	Party	Gala Ball	Party	Party	Breakfast
22:30								
23:00	Party	Party	Party	Party	Gala Ball	Party	Party	Breakfast
23:30								

Preparations and Reminders for the Student Trainee Exchange Programme Workshop

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

- Prepare your Activity Report and sent it to STEP mailing list beforehand;
- Read these Working Materials;
- Read the [Statutes and Standing Orders](#) in force after the LXV Council Meeting of ELSA, held in Malta;
- Read [the Council Meeting Decision Book](#), 40th Edition;
- Read the Minutes of the Student Trainee Exchange Programme Workshop in the [LXIV Council Meeting](#) in Opatija and the [LXV Council Meeting](#) in Malta;
- Read the minutes from the IV Key Area Meeting in Prague, Czech Republic;
- Read [the One Year Operational Plan](#) (OYOP) of ELSA International 2014/2015;
- Read [the STEP Handbook](#).

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

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

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

Welcome to the STEP Workshop!

Yours,

Dariia Oliinyk
Vice President for Student Trainee Exchange Programme



Draft Agenda

Sunday, 19th of October, 2014 (17:30 – 20:00)

17:30 – 18:30

Opening Workshop

Aims:

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

Means:

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

18:30 – 20:00

Officers' Trainings

Aims:

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

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by 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 get answers to the questions arising

Monday, 20th of October, 2014 (10:00 – 13:30)

10:00 – 12:00

STEP: a journey through the last 30 years**Aims:**

To raise awareness of the STEP area development through the latest 30 years and compare its different stages with current one. To give general overview of the present-day STEP area. To learn the lessons from the past and take inspiration for future development of STEP.

Means:

- Presentation by ELSA International
- Q&A

12:00 – 13:30

STEP Tools**Aims:**

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

Means:

- Presentation of the STEP Tools by ELSA International
- Q&A
- Conclusions
- Voting on a creation of a working group for updating the Handbook

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

Monday, 20th of October, 2014 (15:00 – 19:00)

15:00 – 17:00

Student Hunting & Matching**Aims:**

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

Means:

- Presentation by ELSA International
- Q&A
- Discussion

Comments:

This session is vital for the implementation of STEP, as we aim to provide the employers with enough for consideration number of quality candidates.

17:00 – 19:00

Job Hunting: Negotiation**Aims:**

To give insight on how to conduct a Job Hunting. To train negotiation skills and get confidence about it.

Means:

- Discussion
- Simulation of negotiations while Job Hunting
- Evaluation

Comments:

Successful job hunting and better conditions for future STEP trainees mostly depend on the respective officer's negotiation skills. That's why it is so important to share experience and develop practical techniques of negotiation.

Tuesday, 21st of October, 2014 (10:00 – 13:30)

10:00 – 12:30

Training on Professional Communication**Aims:**

To learn how to address externals, write emails and talk in person, find the balance between formal and informal, which phrases to avoid and how to adopt our language to the recipient.

Means:

- Training provided by the professional trainer (The Pyramid Group)

12:30 – 13:30

Joint Workshop S&C, AA, STEP and BEE: International Focus Programme**Aims:**

To present aim of the IFP in general and to discuss the aspects of the Media Law as the current IFP topic. Present activities in the Network which will have focus on the Media Law. Discover ways of co-operation between the Key Areas and Presidents.

Means:

- Presentation by ELSA International
- Open discussion
- Conclusions

Comments:

Last year the new IFP cycle started and now we have the second year of the implementation ahead. The recommendation is to have a focus on internationality of the IFP activities. It is required that the IFP is implemented within all Key Areas and we will discuss the potential means how to achieve this and how Presidents can support Key Areas in IFP area.

Preparations:

Be familiar with the IFP Handbook. Also, read the IFP related parts of the Decision Book and the minutes from ICM Malta about IFP.

Tuesday, 21st of October, 2014 (15:00 – 19:00)

15:00 – 16:00

Joint Workshop AA and STEP: Co-operation between STEP and AA**Aims:**

To discuss how STEP and AA can co-operate closer together in terms of bridging the gap between education and professional life.

Means:

- Presentation given by ELSA International
- Q&A
- Working groups
- Discussion

Comments: AA and STEP share many of the same aims. To put in a nutshell, we prepare the student for professional life. Lawyers @ Work events (job fairs and visits to legal professionals) in AA serve some of the same purposes as a traineeship - it can give the student a foot on the inside. Besides, L@W events can be a door opener for a subsequent STEP traineeship. Furthermore, STEP employers can be interested in academic partnerships with ELSA, and vice versa. In other

words: AAers and STEPers can and should support each other. The least we can do is to coordinate our work so that we go in the same direction.

Preparations: Please read the section (p. 64) of the Decision Book, AA part, which describes Lawyers @ Work events. Do you have such events in your country? Also, try to get familiar with the cooperation between STEP and AA in your country/city.

16:00 – 18:00

Joint Workshop FM and STEP: Finances in STEP

Aims:

To inform participants about the history of financing the STEP and the development of the discussion regarding the penalty system in this area. To inform participants on problems currently faced and proposed solutions. To discuss steps we should take in the future.

Means:

- Presentation by the VP STEP of ELSA International
- Presentation by the Treasurer of ELSA International
- Group discussions
- Presentation of the group discussions
- Conclusions
- Voting on recommending creation of a working group for the Council

Comments: Currently STEP does not have its own budget, but in the past the case has been different. In recent years there have been proposals to introduce penalty fee for participants who cancel their training or administration fee for employers, which could be used to compensate participants whose training is cancelled by employer. It is not clear which directions the Network should take and to clarify the situation we want to have collective discussion with the officers before creating any proposals.

18:00 – 19:00

Cancellations in STEP

Aims:

To inform participants on risks of traineeships' cancellation and to analyse the statistics of cancellations and reasons behind it. To brainstorm on how we can hedge this risk.

Means:

- Overview by ELSA International
- Discussion

- Conclusions

Comments: It's a big loss for STEP as a project when after huge efforts we spend on obtaining the traineeships we have to cancel some of them. STEP officers' duties do not stop when the traineeship offers are published. We need to follow up them and secure that they won't be cancelled.

Wednesday, 22nd of October, 2014 (10:00 – 13:30)

10.00 – 12.00

Alumni**Aims:**

To make the participants aware about the ELSA Lawyers' Society. To show all the advantages of having the National Alumni Associations and to get the practical tips and tricks on how to establish one. To learn how to coordinate within the board in order to establish successful connection with Alumni. To get to know how to sell ELSA to Alumni and how to keep them motivated.

Means:

- Presentation by the ELSA Lawyers' Society (ELS)
- Q&A

Comments: Alumni are former ELSA members and officers and they could potentially be very good resources for your National Groups. ELS serves as the international alumni organisation, but there are also national organisations or ways of handling alumni. By sharing information and experiences about our alumni management, we can hopefully expand our knowledge on the issue.

12:00 – 13:00

Remuneration in STEP**Aims:**

To analyse the statistics regarding compensation for STEP traineeships. To discuss challenges and define future steps.

Means:

- Overview by ELSA International
- Discussion
- Conclusions

Comments: There are questions in connection with the remuneration of traineeships which we raise from time to time and still not able to answer: Do we meet the requirements of the Decision Book that the compensation for STEP traineeships shall cover the general living costs? How to set up the level of the general living costs in every country and who should monitor this? Shall we focus on unpaid traineeships with accommodation provided because it's a good chance to increase the number of traineeships? Would it be fair for our members with limited financial resources? What if it will negatively influence STEP?

Preparations: Read the respective parts of the Decision Book (Decision relating to STEP, Art. 1. Traineeships, para 1.2. General Regulations, subpara 4. Compensation, Art 1. Traineeships, para 1.3 Specific Regulations). Participate in the preliminary discussion raised at the STEP mailing list on the 11th of September 2014.

13:00 – 13:30

Proposals

Aims:

To discuss proposed amendments of the Decision Book.

Means:

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

Friday, 24th of October, 2014 (10:00 – 13:30)

10.00 – 11.00

Open Workshops

We have organised one block with three different open workshops for you. We recommend you to have at least one representative from your Delegation at each workshop to be able to get knowledge from each one and to provide us with inputs in each one. They are very diverse, so there should be something interesting for every one of your delegation members. The descriptions of each workshop can be found on page [109](#).

OPEN WORKSHOPS:

Human Rights & Social Responsibility

Restructuring of the Key Areas

ELSA History

12:00 – 13:30

Joint Workshop STEP and MKT: STEP Promotion

Aims:

To strengthen the cooperation between STEP and Marketing. Brainstorm on who is our target in the STEP promotion. To discuss and unify our promotion strategies, share best practices.

Means:

- Presentation by ELSA International
- Discussion
- Working Groups
- Conclusion

Comments: It is necessary to know the area well and the target groups before beginning with its promotion. This workshop will focus on defining the characteristics of STEP and whom we should actually sell STEP. It is utterly important to continue using a common, continuous and innovative promotion strategy for making STEP more appealing, as for possible employers, and also for potential applicants.

Friday, 24th of October, 2014 (15:00 – 19:00)

15:00 – 16:30

To Sum Up: How to Sell STEP

Aims:

To give insight on how to sell STEP, share ideas and expertise in it, get confident and always prepared to sell our product.

Means:

- Presentation by ELSA International
- Discussion
- Practical tasks
- Conclusions

Comments: Success of the STEP depends on how we manage to represent it for externals. At this session you will get some tips how to do it properly.

16:30 – 17:30

Reception

Aims:

To work on improvement of reception in STEP.

Means:

- Overview by ELSA International
- Q&A
- Discussion

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

17:30 – 19:00

Miscellaneous, Evaluation and Closing Workshop

Aims:

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

Means:

- Discussion led by the Chair
- Miscellaneous and evaluation
- Q&A
- Closing the STEP Workshop

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

OPEN WORKSHOPS

Draft Agenda

Friday, 24th of October, 2014 (10:00 – 12:00)

a. Human Rights and Social Responsibility

Aims:

To present and elaborate on ELSA's commitment to human rights and social responsibility

Means:

- General presentation by ELSA International
- Q&A
- Discussion
- Working Groups
- Presentations

Comments: ELSA has a special focus on human rights and social responsibility. Our association should reflect this commitment through our activities but that is of course easier said than done. What do we refer to as human rights? Can ELSA take any actions while remaining non-political? What does it mean to be socially responsible? These are questions we want to discuss in order to find out where we want to go in the future.

Preparations: Please read the Input Paper of ELSA International on the topic. Also, it can be helpful to read the Guideline on ELSA's non-political status.

b. Restructuring the Key Areas

Aims:

To present the current issues regarding functions division between the key areas, give the insight on how this division has been shaped through the previous years and raise the discussion on possible improvement of it.

Means:

- Presentation by ELSA International on the historical development of the key areas structure and current challenges of function distribution among them
- Q&A
- Discussion
- Working Groups
- Presentations

Comments: Key Areas are the backbone of our association and effective functioning of them determines the level of ELSA's goals fulfilment. ELSA members' needs change, some projects become more popular, some lose their actuality, names of some areas might not clearly represent the sense of its activities, etc. We need to keep an eye on these processes to ensure feasible workload of every area and adequate functions distribution.

Preparations: To understand peculiarities of key areas structure on different levels discuss this matter with your local key area officers to be able to represent their opinion as well. Think about your most popular projects and resources you spend on them, workload of every key area. Think if it's easy for you to explain the externals the sense of activities every key area is responsible for.

c. ELSA History

Aims:

To get a historical overview of the ELSA history. To get an insight in how ELSA was structured in the past, what events and activities existed and

Means:

- Presentation by ELS
- Discussion
- Q&A

Comments: This is the perfect opportunity for both freshers and experienced officers to get a run-through of the history of ELSA. Members of ELS will be present during this workshop to present interesting facts and old stories from their own experiences. This is the perfect time for you to ask the questions you always wanted to know the answer of.

ACTIVITY REPORTS

INTERNATIONAL BOARD 2014/2015

Armin Khoshnewiszadeh, President ELSA International 2014/2015

Initial work

At the beginning of our term a lot of work went into planning our first month. We also worked on completing our OYOPs, both the common and individual ones. A lot of time was therefore spent in the meeting room discussing what to do the coming year and how to structure our work.

External Relations

During transition I attended many meetings with our partners. After I took over I have made sure to introduce myself to our partners and make sure they familiarise themselves with me and the new International Board. As our partners' pool sizably grew last year, this year focus will be to retain these partners. This work is going well and I hope to continue on this path throughout the year. Also, Queen Mary School of Law unfortunately have reduced their partnership contribution by €2,500. This has been in the making for some time, but materialised at this point.

IBA and ILSA Conference

5th and 6th of September I attended the International Bar Association and International Law Students Association Conference at the University of Law's premises in London. This great way of meeting our partner IBA and to develop a closer relationship with the IBA Law Students' Committee which I am a member of as the President of ELSA International. Hopefully, this will lead to some interesting academic co-operations in the coming year.

Director for Strategic Implementation

In order to assist in the implementation of the Strategic Goals 2018 I have opened a call for two Directors for Strategic Implementation. These two people will help me brainstorm around how to most effectively promote and implement the goals, how to measure their implementation and structure the information from National Groups and to keep updating the Strategic Implementation Manual.

Coaching Countries

Each year the International Board appoints one person in the in the board per National Group to act as coach. The idea is that one person will have a deeper knowledge about the National Group and will be able to assist with the needs they might have. This year I will have 4 coaching countries, namely **ELSA Azerbaijan**, **ELSA Cyprus**, **ELSA Iceland** and **ELSA UK**. Except for ELSA Iceland who have provided no contact information I am in contact with all my coaching countries. Hopefully, I will have opportunity to meet them all personally during the year.

International Presidents' Meeting Graz

From 27th to 31st of August the International Presidents' Meeting took place in Graz, Austria. There were about 50 international participants which made it a great first meeting to start of the new year. I had prepared a workshop on Experience Sharing and Best Practices which was a great

way to share knowledge within the structure of a workshop. There were also discussion on *ELSA's Human Rights commitment, restructuring of the areas and ELSA's Corporate Identity and logo*. The IPM was a success which I hope will lay the foundation for a fruitful year. I already see that the new generation of ELSA officers have a lot of motivation and drive to take ELSA to the next level.

Miscellaneous

I have also spent quite some time dealing with technical issues. I designed and made the application forms for the calls for Directors and Assistants and I also helped Tanja with the HRMCC and the EMC2 website.

Alina Shchetinina, Secretary General ELSA International 2014/2015

Transition

Before starting my term in office, the newly elected board spent one month together with the previous board to learn the know-how of every area and to set the goals for the year, discuss plans and projects for the upcoming year. During the transition month, I had a chance to get both theoretical and practical insight of the work of the Secretary General in the International Board of ELSA, and to start thinking on improvements of every part of it.

Planning for the upcoming year

The transition month gave me and my board members the chance to get an insight about the work in ELSA, to deepen our knowledge and to gain essential skills to fulfil our responsibilities. As the result of hard work and discussions during the first week in office, we created both the general One Year Operation Plan and individual ones in order to choose the direction to lead the organization. My individual OYOP is a timeline for me, in order for me to prioritize and cope with the amount of work the Secretary General should conduct. Therefore, I was brainstorming for a week to create a strategy and to present it to the whole Network.

Trainings in ELSA

Being the main contact person between the Network and the International 'Trainers' Pool, I started my year by introducing myself to the trainers of the ITP. My aim is to get to know every trainer personally. I had Skype meetings with the ITP trainers, who shared their opinions, ideas and knowledge on how to improve the training area. Moreover, I was working with the requests from the Network, in order to be able to obtain trainings for the Supporting Area Meeting, the Key Area Meeting and the International Council Meeting, as well as coordinating the communication and appointing Trainers for the National meetings.

IV Supporting Area Meeting, Madrid, Spain

Preparations for the SAM Madrid have started from the very beginning of the term in office, together with our Treasurer and Vice President for Marketing we planned every each of the workshops and the general outcome of the event. Afterwards, I was preparing and compiling the materials for the event. Meanwhile I was in constant contact with the Organizing Committee in order to check the preparation for the SAM. During the event, I was leading the Internal Management workshops, the main aim of which was to educate the participants, to give them possibility to practice all the gained knowledge and to share the experiences from their groups.

International Council Meeting, Bodrum, Turkey

I started with the arrangements for the ICM Bodrum during transition, I visited the venues, and controlled the general preparations of the event. Since the transition month and until now, I am in continuous contact with the Organizing Committees for the ICM Bodrum. The most time consuming preparation for the upcoming event was to create and to compile the Working Materials of almost 300 pages, which required strong communication with my board members and the network in order to obtain activity reposts, input papers, proposals etc. Creating and distributing the State of the Network questionnaire was one of my main responsibilities in the period before the ICM. SotN was successfully launched on the 11th of September. The last, but not

least, I have done all the preparations for the plenaries and workshops to make this event unforgettable for all the participants.

Coordination and Coaching

I was appointed as the Coach of 6 National Groups, namely ELSA **Belarus**, ELSA **Bosnia & Herzegovina**, ELSA **Greece**, ELSA **Spain** and ELSA **Turkey**. Therefore, I contacted every each of them to introduce myself and to get to know them better. I am aiming to get their One Year Operational Plans in order to support them during the year of their term. The works with the National Secretaries General have begun from the introductory email, where I presented myself and the tools for the upcoming communication. Afterwards I had a chance to meet parts of the Secretary Generals team for this year, at the Supporting Area Meeting, where we shared the objectives on future steps towards the improvement of the IM area. Moreover, we had a teambuilding training which ~~that~~ helped to create trust and understanding between the Secretaries General and served as a fundament for future cooperation.

Administration

Operating 4 official ELSA emails, I was responsible to answer all the requests and questions coming to these emails. That is considered to be a day-to-day work in the office. I was handling the registration of the board of ELSA International, therefore I was in contact with the Dutch Lawyer, who helped and coordinated the legal issues. I was updating and inserting the information to the website, in the Internal Management related parts. I was preparing the agendas, chairing and taking minutes during several board meetings.

Calls for the Officers of ELSA International

To being able to fulfil the multitasking in the Internal Management area, I have decided to appoint a Director for Training. I drafted the call for the Director in this area, where the description of the position, main responsibilities and needed skills were presented. Moreover, I was receiving applications from the Network and spread them within my board, so every ELSA Intentional Board member had an access to the application forms. After receiving all the applications, interviews were held in order to select the best candidates to fulfil the duties in the Internal Management area.

Lauri Vaihemäki, Treasurer ELSA International 2014/2015

Preparing the upcoming term

Our life in ELSA House started in the beginning of July with intensive transition month. During this period we learned a lot about ELSA on general level and spend time getting to know each other and form a team. However, the main focus was the FM specified sessions given by my predecessor Rebecca Yourstone.

In the end of the transition we crafted our general OYOP to guide us through our term, an activity in which all board members actively took part. After we finished our common goals and guidelines, I set to write my own personal OYOP to clarify my own role in the board. As more FM specific preparation, I have created a liquidity budget for the upcoming year to follow the status of our resources and I have had a meetings with our bank to establish the banking rights and access to the accounts.

IV Supporting Area Meeting, Madrid, Spain

For our first international meeting I was responsible to craft working materials with our Secretary General and VP Marketing. My responsibility was to craft timetable and draft agenda for FM workshops and prepare presentations to both my own and our general workshops. For Treasurer, there are of course other preparatory tasks before Area Meetings in general, such as finding and booking tickets to the event for International Board members and our trainers.

ICM Bodrum

After SAM I have been preparing working materials and workshops for upcoming International Council Meeting with the motivation, ideas and inputs I got from SAM participants. I have been responsible for creating the FM draft agenda, the budget proposal for ELSA International, other FM related proposals and the list of debtors. Another task related to council meeting is finding tickets for IB, chairs, trainers, auditors and members of the International Board 2013/2014 (President and Treasurer).

ELSA Development Foundation

Alongside of ELSA International, also EDF has started its work. As the Treasurer of ELSA International, I have been appointed as the Chairman of the EDF, which means that I am responsible for the administration of the Elsa Development Foundation. This means calling together and preparing meetings of the Board of Directors, advising National Groups in their applications and checking reports from activities supported by the EDF.

I have also been sending out and collecting EDF reports from all National Groups, which will be used as a basis of EDF contribution invoices.

Last term's accounts

Even though the final internal auditing has been done and Rebecca Yourstone has left the office, she has kept on working on finalizing the accounts with our auditing partners Mazars. I have been assisting on this by providing documents and reports for the basis of the work and making corrections to the last term's accounts.

Communication

In order to encourage conversation between new national treasurers, I have invited them to introduce themselves in the mailing list and created a Facebook-group for Treasurers 2014/2015 as a forum for less formal communication. We have used this same channel to brainstorm ideas for

this International Council Meeting and I have been pleased with people openly sharing their ideas and expectations.

I have also introduced myself to my coaching countries: ELSA Switzerland, ELSA Slovenia, ELSA Czech Republic, ELSA Ireland, ELSA Hungary and ELSA Ukraine, tried to find out their NCM dates and arrange Skype-meetings with National Boards. During SAM I had chance to meet some of my members from my coaching countries face-to-face, which was a pleasure for me.

Last but not least, I have started the communication with our auditor, Angelica Bertino, and agreed upon some practicalities and principles of our co-operation.

Tax situation

This has been open topic in the Network for years: is ELSA, or is it not, VAT tax liable? Resolving this question is also part of my own personal OYOP and so I have contacted Dave de Roij, our alumni in Netherlands specialized in VAT law, and discussed with him on steps we need to make in order to clear our status with Belgium authorities.

Membership fees

Our annual membership fee was invoiced in July with due date in the beginning of August. I have been facilitating these payments, sending reminders and agreeing on extended deadlines with countries having trouble meeting with the original due date.

Grants

In the beginning of my term I have been working in close co-operation with the organizing committee of the Mid-IFP conference and European Youth Foundation, to make sure that all the conditions of the grant given to us are followed. At the same time I am preparing a new application to EYF with VP AA Olav Van Engeland and VP S&C Marko Dolenec. We have also issued a call for FM Director, who will assist me on researching and applying for new grants.

FM practicalities and administration

Ever since the first day in office I have been occupied by a lot of FM practicalities. These tasks have included, but not been limited to, work such as bookkeeping, budgeting, making and keeping track of payments, writing and sending out invoices as well as booking travels.

Idil Buke Civelek, Vice President for Marketing ELSA International 2014/2015

Communication and Co-operation

As soon as the National Groups started the first months of their term in office, I put the efforts on establishing a basic communication with the marketeers in order to have a better co-operation before the internal meetings. I launched a Facebook Group for the marketeers (ELSA Marketing Team 14/15) and tried to keep the mailing list active besides the introduction emails.

Advertising and the Synergy Magazine

We have started to work on the framework of the Synergy Magazine in the transition month with my predecessor, Petra Podgorsek. During August I have sent reminders to the network about their contributions and shipping lists, and also to the externals – authors, partners and advertisers. For us it was a real achievement to attract a new advertiser for our magazine, which is Miami School of Law. I was busy with compiling the 56th edition of the Synergy Magazine in the first half of September, and finally sent the magazine for printing

Promotion Packages and Materials Updates

The first challenge was to launch the HRMCC, and since we aimed to have united marketing materials for the Network, I created a package that all of the officers can get benefit from for the whole promotion process. Afterwards, we did the same with a promotional package for the EMC2 launch on the 15th of September. Although we still have time till the registration deadline for both of the moot court competitions, I can say that first wave of the promotion was a huge success comparing to the previous editions and we hope to keep the great spirit up! Moreover, taking into consideration that ELSA Day will take place earlier comparing to the last years, we decided to create a guideline for which I designed the layout. Moreover, I have created the covers for IPM, SAM, KAM and ICM, and also worked on the new Studies Abroad Manual for Academic Activities. Additionally, I updated some media cards and related materials for the areas.

Planning and OYOP

The last days of the transition were dedicated to planning and creating the OYOP. After agreeing upon our goals and defining the areas that we want to improve, we decided to create our own area OYOPs. After creating the general OYOP as a roadmap for our term in office, I focused on the current status of the marketing field and evaluated the previous terms in order to have an overview and define the areas for further improvement. I came up with three main ideas on Corporate Identity implementation, Synergy Magazine and Brand Management, so that I plan to have a special focus on improving these areas listed above.

Call for Officers

I have decided not to have additional Assistants, Directors or Teams for my term in office, therefore sent out a traditional call for the marketing officers including following areas: Director for Public Relations, Director for Advertising and Graphic Design Team. My main focus for this year will be to improve what we've already done in these fields, and have a bigger focus on the Graphic Design Team by gathering inputs from the Network related to their needs for the term in office, since we had the Graphic Design Team for the first time in the last year. We started to have our interviews with candidates for opened positions after we got back from the Area Meetings.

IV. Supporting Area Meeting in Madrid

I was in Madrid for the IV. Supporting Area Meeting between the dates 3rd – 7th September. It was a great opportunity to meet the Marketeers in the beginning of the year and to have a chance to get to know them better. Regarding the fact that most of them are new in their areas, I structured my workshops with the general knowledge of Marketing, and although it was the very first event of the year, we had really quality discussions.

Coaching Countries

I am the couch of ELSA Germany, ELSA Latvia, ELSA Luxembourg, ELSA Poland and ELSA Republic of Macedonia. In the beginning of my term, I sent out introduction emails to my coaching groups, and we started our co-operation with evaluating their priorities, expectations and goals for the upcoming year. I received an overall plan from most of my countries and we discussed on my role to support them in their work. I am really looking forward to assisting and working with my coaching groups, and visit them if possible.

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

Dear AAers, dear Council,

When I write this Activity Report I have been almost 8 weeks in office. The first months have been exciting and busy - transition, Key Area Meeting in Prague and now the International Council Meeting is coming up. When you read this Activity Report, the AA projects will probably have developed but updates will, of course, be provided in workshop.

Support of the Network

The most important tasks the first time in office has been to establish communication platforms for the AA officers, initiate contact with national AAers, the creation of a One Year Operational Plan and the call for AA directors and assistants. Also, KAM has of course been a priority and now workshop preparations for ICM take much of my time. I have been in contact with all of my coaching countries: Denmark, Portugal, France, Albania, Belgium and Croatia. This autumn I am happy to have the opportunity to visit the NCM of Belgium, Portugal, Norway and Croatia.

ELSA International Law Journal

The ELSA International Law Journal (also called the Law Review) has received 43 submissions. This was more than we expected, thus we have started recruiting more people for the Editorial Board. Both ELSA Ireland and ELSA UK seem to be interested in assisting and we are obviously extremely grateful for this. A call for an Editor in Chief has been issued since we now have entered a new term in office.

Furthermore, we have made some progress regarding external support. The Pyramid Group might be interested in supporting us with legal English expertise and content check. Besides, they might print a certain number of copies. The Pyramid Group can be a very helpful project partner hence we keep close contact. Another academic partner might be the European Society on International Law. We are waiting for their reply and we hope also they will quality control the content of the Journal. After a big number of delays, we are now aiming at issuing the Journal in January 2015. The authors of the submissions want to know when they can expect feedback on their articles and this represent the main challenge at the moment.

Legal Research Groups

The Legal Research Group on Children Rights is an on-going project. We have had a meeting with our project partner, Missing Children Europe, and the whole project seems to go slower than we expected. A number of challenges have emerged. These have been communicated with the people involved in the project and they will be discussed during ICM.

During ICM, ELSA will present the new Legal Research Group on Social Rights in cooperation with the Council of Europe (CoE). The topic is austerity measures (cutting in public spending, e.g. welfare) and its impact on social rights provided by the European Social Charter. This is a very hot topic in Europe nowadays and we believe the research can attract attention and bring many opportunities to ELSA and its participants. We have agreed upon the most important terms of our cooperation with the CoE. The project will be launched after ICM and published in May/June 2015. An International Coordination Team is now being formed and will perhaps be presented at ICM Bodrum.

ELSA Day

I am happy to have been assigned the responsibility for the international coordination of the ELSA Day – 26th November 2014. We have prepared a thorough Outline which gives all relevant information to organisers. National ELSA Day coordinators have been appointed and the general framework for the event has been established. CoE will provide us with merchandises this year as well. For this reason a quite tight timeline has been presented.

Until ICM Bodrum, ELSA Day, the Law Journal and the LRGs will continue being the international AA projects supervised by myself. Also, I look forward to participating at a No Hate Speech Conference in Azerbaijan in the beginning of October.

Tanja Sheikhi, Deputy Vice President for Moot Court Competitions ELSA International 2014/2015**The European Human Rights Moot Court Competition (HRMCC)**

The third edition of the European Human Rights Moot Court Competition was launched on the 15th of August 2014. On this day, we released the new website of the competition, I published the case and all the necessary information including posting on social media and sending out email to the network. The whole board was ready to start promote the first official project of ELSA International, and with the help of the Network we were able to reach students from all over Europe. Together with our creative VP Marketing Idil Buke Civielek, we prepared a promotion package, which we shared with the AA and MKT officers. I can see that the Network is motivated, and together we will make the third edition a success. I have already received many emails from interested students who want to know more about the competition. Furthermore, a few national groups have shown an interest in organizing national rounds of the HRMCC.

The concept was established in Austria last year, and I truly believe this will be a success for the upcoming year. I can see the development of the competition within our Network, as well as around universities in Europe. As the only moot court on human rights in English – the competition has potential to grow and to reach more law students in Europe. Moreover, for this edition we are looking into the possibility to approach different LLM programs, I am working with our Treasurer Lauri Vaihämäki in order to stabilize the financial situation of the competition.

The case of this year edition was written by Ana-Maria Telbis and Simon Palmer from our Academic Partner – the European Human Rights Association (EHRA). Also, this year we were able to establish an Academic Board for the HRMCC. The board consists of experts in the field of Human Rights, mainly from EHRA. They will support me when it comes to improving the academic quality such as reviewing the rules of the competition and helping me to find judges.

The ELSA Moot Court Competition on WTO Law (EMC2)

The launch of the 13th edition was made on the 15th of September 2014. I started with the promotion material together with Idil, and coordinated the revision of the case for this year. A big part of the work has been to decide upon the Regional Rounds which will be held in March 2015. With the help of the Academic Board of EMC2, we were able to find hosts for all of the Regional Rounds, which we are very excited about. Last year, the Regional Round was established in Africa for the first time in the EMC2 history. Since that was a big step for the competition, we don't want this to be a onetime project and with the help of the Academic Board I am doing my best in order to make another round in Africa possible. I have also initiated contact with already chosen Regional Round organizers, supporting them with the overall planning and answering questions. The main focus when it comes to fundraising this year will be on the African Round. Last year we were able to establish a few partnerships which were a big support for the round in Africa and, at the moment, I am in contact with the existing sponsors of the competition and together with the Academic Board I will look in to the possibility to approach additional sponsors. Furthermore, my predecessor, Oda Linneberg Uggen, started the process of updating the official rules of EMC2 in the end of her term. We got many helpful inputs from former coaches and

members of the Academic Board and I am now finalising the draft in order to publish them on the 15th of September.

Communication with the Network

During the upcoming year I will be working with motivated officers all around Europe. Together with VP AA of ELSA International, Olav Vogt Engeland, we have started to communicate with national officers. Both through the AA mailing list and other social platforms, such as Facebook and Skype. I can see a developing interest in organizing moot court competitions on both national and local level within our network, I have already been in contact with national officers about their thoughts, and I am looking forward to see the results in the end of the year. Furthermore, I prepared working materials for our first meeting with the Network.

Internal meetings

The first Key Area Meeting took place in beautiful Prague from the 3rd to 7th of September. We got the chance to present ourselves and meet the people we are going to work with throughout the year. Together with the VP AA, Olav Vogt Engeland, we prepared the working materials for the AA workshops. We wanted to create an open atmosphere, in order for the officers to feel comfortable to share their experiences. I got the chance to present the upcoming edition of both EMC2 and HRMCC, and I also received inputs on how to improve the promotion of the competitions. It was a perfect start of the year, and I am looking forward to meet everyone at the ICM in Bodrum.

Marko Dolenc, Vice President for Seminars and Conferences ELSA International 2014/2015**Transition**

July was the month dedicated to transition and I had the possibility to discuss the status quo of the area with my predecessor Ana, to get to know duties of VP S&C of ELSA International and to think about possible improvements and developments.

Moreover, I had the chance to meet with many externals. We visited Strasbourg where we met with Directorate for Communications and Department for Social Charter to discuss our cooperation for the upcoming year. In Brussels we visited Liaison Office of CoE to present us as a new board and European Voice to discuss upcoming EU Studies Fair.

I also went to London with Armin and Anneloes to visit several externals there and to agree upon our cooperation in terms of speakers for our events and summer school support.

Planning

During the last days of transition my board and me were focused on yearly planning and creating our common OYOP, deciding about the aspects of our association which we want to improve or raise awareness about. After creating the common OYOP, I was analysing current status in the area of Seminars and Conferences and decided about the aspects on which I want to focus and that deserve special attention during the year. These are: improving the internationality and quality of the events, Delegations and ELSA Summer Law Schools. Following the needs of the area, I also decided which positions are needed in the S&C Team in order to improve the certain aspects and to use the human resources in the highest extend.

Communication and cooperation with S&C Officers

From my perspective efficient communication and easy information flow were always essential for teamwork and cooperation. Thus, I decided to put a lot of efforts in establishing friendly and warm atmosphere between S&C officers and encourage them to work closely. I opened the communication platforms for the S&Cers and was encouraging them to share and to raise questions both on the mailing list and the Facebook group. Also, I tried to be available for them and answer their question promptly.

Delegations

In July I opened the call for 10 delegations in UN Human Rights Council, Committee on the Rights of the Child, The Committee on the Elimination of Discrimination against Women, UNCITRAL and WIPO, consequently in August I was responsible, together with the Delegations' Team for the administration of the mentioned delegations. Daily work in area of delegations is very demanding because, apart from preparing necessary documentation for delegates, registering them in the institution and making sure that Academic Coordinators are preparing them enough, I have to deal with many cancellations and finding the new candidates in short time to be substitutes.

In September I opened the call for the delegation at the World Forum for Democracy that will take place in November and where we will send 11 delegates.

When it comes to general improvements in the area of delegations, I discussed possibilities with Delegations' Team and my VP Marketing and we will introduce some suggestions on the upcoming ICM.

IPM and KAM

Together with Armin, I participated in the IPM which took place in Graz. I was responsible to deliver the session about Key Area Knowledge in order to raise awareness about cooperation between presidents and Key Areas. Also, I actively took part in other BEE related sessions, open discussions on issues of importance, namely ELSA's commitment to human rights, corporate identity and Key Area Restructuring. All these discussions will continue at the ICM as well.

After IPM I went directly to the IV Key Area Meeting that took place in Prague. There I had an opportunity to meet my S&C officers for the first time this year and get them know better. Since the most of them just started their first term in office on local and national level, I structured my workshops in the way to provide them with basic S&C knowledge in all subareas. Together with AAers, MCCers and STEPers we discussed Human Rights (with special attention to ELSA Day) and IFP as two topics that are implemented in all Key Areas.

External Relations

Together with Armin I am responsible for several externals and in August I introduced myself to them and discussed future cooperation. Also during the July I met most of them personally together with Anneloes and Armin.

With the DLA Piper, our newest partner, we planned the implementation of their Break into the Law programme in the ELSA Network and all possibilities for the cooperation are announced during the internal meetings and the same will be done on the mailing lists and upcoming ICM Bodrum.

CBL International - general communication with them and in administrating applications from ELSA members for Dubai programme.

European Voice - EU Studies Fair arrangements for February.

International Trademark Association - arranging delegation to their annual conference which will take place in Munich in December, promoting their annual essay competition called Ladas Memorial Award and also responsible to arrange lectures with INTA upon requests from groups that are interested to have lectures during their visits in Brussels.

I was also involved in cooperation with other externals such as Queen Mary, facilitating the communication between speaker that will participate at Mid IFP Conference and the OC, Council of Europe regarding World Forum for Democracy and OSCE also regarding their participation at the upcoming Mid IFP conference in Zagreb.

Coaching Countries

I am the coach of ELSA Austria, ELSA Italy, ELSA Serbia, ELSA Sweden and ELSA The Netherlands. I have been in the contact with all of them and also had the great chance to meet most of them at the IPM Graz and KAM Prague. Most of them presented me their plans for the upcoming year and we agree upon the means of our cooperation and the ways how can I support them. Personally, I am very excited to work closely with these groups and to assist their development.

Dariia Oliinyk, Vice President for Student Trainee Exchange Programme ELSA International 2014/2015

Transition

From the 1st July till the end of the month the new Board together with our predecessors worked together in order to ensure the transfer of knowledge and experience from one generation to another. During this month I got deeper insight on the range of my future tasks. Together with my predecessor we discussed STEP related topics and possible improvement of the area. We were working together on the requests we received from the Network, so that I could get familiar with the daily tasks of the VP STEP of ELSA International. I want to thank my predecessor – Clemens Hartig – for sharing his knowledge and ideas with me, being honest and open about everything. I would also like to express my gratitude towards the rest of the International Board 2013/2014 for tremendous patience and encouragement.

One Year Operation Plan (OYOP)

Traditionally we started our official term in the office with planning and creating our general OYOP, as well as defining specific focus areas for every area. It took us almost a week to decide on the main goals to work on this year. We had to consider the Network's needs and wishes, the Strategic Goals '18, our resources, possible threats and challenges during the upcoming year. Furthermore, we decided on the human resources needs and sent a call for Directors and Assistants out. We had to predict what kind of assistance we will need and what kind of structure would be beneficial and productive for ELSA International. Currently we are processing applications we received, arranging interviews with candidates for positions at ELSA International. For the STEP area I plan to involve Director for Human Resources in STEP, Director for STEP Expansion, and Assistants for STEP Regional Development.

STEP Calendar

During the first weeks of August I was working on creating the STEP OYOP and the STEP Calendar. For that purpose in July I conducted the research on the STEP Officers' opinions regarding the dates of future STEP Cycles. Results of this research have been considered while determining the dates of the [STEP Calendar for 2014/2015](#).

Key Area Meeting

In the beginning of September we had a great opportunity to meet our Network at the IV Key Area Meeting which took place in beautiful Prague. We focused on education and motivation of the current generation of officers there. I informed the participants about the history of the STEP area, its current status, peculiarities of Job Hunting and gave some insight on how to sell our product properly. The participants actively participated in the discussions, expressed some new ideas and gained incredible inspiration which we still keep with us.

Communication

Team work and communication are essential for proper functioning of our area. That is why I put special attention on communication between ELSA International and all groups in the Network, as well as the communication between groups themselves. For this purpose I actively use STEP mailing list and Facebook group to encourage all STEP officers to participate in the discussions. At

the meeting I try to build open and trustworthy atmosphere so every participant can feel welcomed to express themselves.

Marketing (together with Vice President for Marketing)

With the greatest support of my colleague – Idil Buke Civelek – we updated the STEP Media Card and introduced a small innovation – Certificate of Appreciation for STEP employers. We encourage all STEP officers to use this certificate after successful completion of STEP traineeship in order to express our gratitude to STEP employers.

STEP online solutions

We continue to work on improvement of the technical solutions for the STEP area. For this purpose I am conducting research on existing application platforms, creating technical tasks for the ELSA IT Team, and discussing the further improvement of the STEP online system.

External Relations

I am currently contacting constant partners of ELSA International in order to obtain new traineeship opportunities for our members as well as researching for new potential STEP employers. I also provide national officers with an advice on how to conduct job hunting and establish continuous relations with their STEP employers.

If you have any comments or questions on the above mentioned issues, please, don't hesitate to contact me via vpstep@elsa.org.

Sincerely yours,
Dariia Oliinyk

INTERNATIONAL BOARD 2013/2014

Anneloes Dijkstra, President ELSA International 2013/2014

General coordination

Being responsible for board management, I tried to keep up with all the work of my board members. Where needed, I stepped in to help out and to support them. Generally I didn't have to do any large amount of work in anybody else's area since everybody in my board was on top of their work. It was a great pleasure working with such people. Every week we had our board meetings that usually lasted around two to four hours. The atmosphere was almost always pleasant and topics were being discussed quite efficiently. Furthermore, we had a lot of moments outside the board meetings in which we discussed certain topics to get to know each other's' areas better and to help each other in area developments. Besides this professional side of our work together, we made a lot of effort to get to know each other personally through monthly 'board dates' and daily 'fika' (coffee with sweets). This investment in personal relationships was crucial and really good for our group dynamics development.

External Relations

One of my big focuses this year was to stabilize the financial situation of ELSA International. This meant that I wanted to get more partners for ELSA who gave a financial contribution. In the beginning of the year I created clear partnership packages that I immediately implemented. I had a very strict policy on what people could get for a certain amount of money – to make sure that everything was equal for everyone. Equalizing our partners' pool in terms of financial contribution and benefits created a more solid foundation for future boards to build on.

New partners

In the first months of my term I got three new partners (CBL International, Individuum and the University of Law) to sign an agreement with ELSA International, all contributing €5000. At that point I decided to not accept any other LL.M. Partners, since the value of this kind of partnership could decrease. A few months later I signed an agreement with IOWA College of Law in the form of a JD Partnership – promoting the US law degree instead of the European LL.M. At the start of 2014 the International Bar Association decided to also sign a partnership agreement (for €7500) with ELSA to increase cooperation and promote their opportunities. And at the end of the term DLA Piper got on board to work with ELSA on their Break Into Law Programme, also contributing €5000. Furthermore, we created partnership packages for the EMCC and together with the help of the Academic Board and my Corporate Relations Committee, we managed to get many new partners for the Moot Court. We also explored opportunities for more academic partners with certain contributions (e.g. for the Law Review).

Partners Reception

Just like last year and the year before, I organised a Partners Reception. It was once again hosted by CMS in Brussels. I invited all our partners, all potential partners, ELSA alumni and ELSA representatives (national presidents and the corporate relations committee). In total there were about 60 people present, which was a nice crowd for the reception. Besides a presentation from my board about the work we were doing in ELSA, I asked five of our partners to talk about the

impact of ELSA in the professional world. It was very successful to let them speak, since they were all incredibly inspiring and positive. At the end of the presentations, there was a reception, catered by CMS.

External Representation

As a president of such a large association it's important to have the right amount of external representation. It was important for me to get ELSA more known in the international community in the field of law. I therefore spoke a few times in the European Parliament, a big association's congress in Paris, two IBA conferences in London, in the TV Journal of the Council of Europe and I did an interview with the newspaper European Voice. Furthermore, I was present in several international conferences and meetings where I had the possibility to present the work of ELSA.

International internal meetings

I had the great pleasure this year of providing the content for two IPM's. Both of them were small and cosy (around 25 participants) and were perfect for fruitful discussions about the internal development of ELSA. With the new strategic plan in implementation phase it was crucial to find out what we wanted the purpose of the document to be. It was also a great opportunity to really discover some thoughts about the future of ELSA in a close environment. These discussions were often transferred to the ICM's, where I was responsible for the content of the BEE workshop. I loved the internal meetings for their inspiration. The participants in my workshops were really engaged with each other and motivated each other. It was really great for me to be a part of that!

Expansion

In the beginning of the year we had a big focus on ELSA Russia and the potential ELSA Armenia. Both had to present their applications in the Council in Opatija. Unfortunately neither of them got a positive outcome. We therefore switched our focus to Kazakhstan, a new group in Armenia, Belarus, Luxembourg and Moldova. ELSA Kazakhstan unfortunately – after some communication back and forth – decided to no longer be a part of ELSA for many internal reasons. I therefore didn't invest much time into trying to get them to write an application for the ICM in Malta. The new initiative group in Armenia did write an application. However, after our advice to rewrite some of the application, they withdrew it and decided to take more time to develop before applying. Furthermore, my expansion team invested quite some time in the development of ELSA Belarus - with positive result. They were happily and unanimously voted into the Network as a new Observer group. ELSA Luxembourg was also happily voted into the Network as a new Member of ELSA. After the ICM in Malta, I had some great communication with a new initiative group in Moldova, who were very quickly developing. At the moment my term ended, they had already set up three local sections and a national group and had started writing their observership application for ICM Bodrum!

Misc. developments

When you are working full time in an international office there is a lot of work that has to be done that people don't always see. I wrote many formal recommendation/confirmation letters and certificates to ELSA officers, alumni, ELSA groups and other external parties. I also kept in touch with many other students associations around the globe and was part of the Management Team of the Informal Forum for International Students' Associations. This contact kept me very motivated

because it gave me the opportunity to learn about developments of other associations and it gave me insight in how developed ELSA is in many ways. Furthermore, I was responsible for several Working Groups about jurisdiction, strategy and observership. I also invested a great amount of time in IT work, since that is usually a problem in ELSA (too many law students). Generally I had a very dynamic year with lots of different things to do – and I really loved it!

Emil Nyquist, Secretary General ELSA International 2013/2014

International Internal Meetings

Hosts

My work with the internal meetings of ELSA started already during transition when I was in contact with the heads of OCs for the area meetings and the autumn ICM, to get updated on their progress in organising the meetings. During the year I had continuous contact with the OCs of the internal meetings of my year and the upcoming one. I was also communicating intensely with candidates to host upcoming meetings as they went up for election or appointment.

Pre-visits

The organization of an ICM is a long and complicated project. When the actual execution of the project comes close it is important for the International Board to get a closer look at the organisation and venues to be able to implement necessary changes or brief the organising committees with information that will help them in their work. In July of 2013 my predecessor Anette Aav and I travelled to Croatia to meet the OC for the XLIV ICM, in February 2014 Anneloes and I travelled to Malta for check on the organisation of the XLV ICM and in July of 2014 my successor Alina Shchetinina travelled to Turkey to see the progress of the OC for the XLVI ICM.

SoIN

As part of our consolidating work and to get an idea of what is happening in the network, the State of the Network inquiry is conducted before each ICM. Part of my work was to put together the questionnaire for the inquiry and to put the results in a report to be published before the ICMs.

Working Materials

In preparation of each meeting the International Board prepares working materials for the network. For the Supporting Area Meeting and for the Council Meetings it was my task to produce and compile these materials. For the ICMs the working materials are comprehensive documents with documents made by both the international board and the national groups, which makes them time consuming to produce.

Workshops and Plenaries

On both the SAM and ICMs I was conducting the IM workshop together with the IM chairs. It was also my task to conduct the plenary sessions of the ICM's also together with the chairs of the sessions. All these sessions were carefully planned in advance.

Minutes

The undoubtedly most time consuming work related to the internal meetings was compiling the minutes. Since the process of getting them to the point of putting them together goes through multiple rounds of corrections and hours upon hours of work for the secretaries. In the end minutes for each meeting were produced.

Regulations

The Council made a big number of important changes to the regulations during the year and as follow up work from the ICMs updating the regulations accordingly were one of the projects.

Trainings

I set out in the beginning of my term wanting to do something different to improve the system surrounding trainings. I wanted to create a training team where tasks were more specialised to be more effective. Unfortunately after sending out the call I had to abandon this prospect since the interest was too low. Over the year I managed the trainings myself being in contact with the trainers as well as the applying groups. I also made the Pre-Training Questionnaire into an online form.

Expansion/Network

Observership applications

Since the expansion area is closely related to regulation and the ICMs I was working actively in this area. This also goes for the countries applying to become members during the year. From the start of the start of the year I was in contact with the Armenian Young Lawyer & Researcher Association who later, unsuccessfully, applied for observership in Opatija. After the first ICM I was also in contact with another organisation in Armenia (Armenian Young Lawyer Association) which showed a lot of promise in the time leading up to the second ICM, but who in the end decided to not to apply for observership. Through Anneloes I also provided advice for the observership application of ELSA Belarus who got accepted as observers.

Membership applications

When it comes to membership applications both ELSA Russia and ELSA Kazakhstan were due to submit their membership applications during our term. ELSA Russia did so at the first ICM but had their status terminated when membership was not granted. Before and following that I provided advice for their application and for prospective re-entry through their coach Ana. ELSA Kazakhstan's deadline expired before the second ICM but after being in contact with them they decided not to apply for membership and also got their status subsequently terminated. In spring we had one successful membership application from ELSA Luxembourg where I advised on their application through their coach.

Coaching groups / National Groups

During the year I was also in continuous contact with my coaching groups ELSA Belgium, ELSA Hungary, ELSA Ireland, ELSA Slovenia ELSA Turkey and ELSA Ukraine. I had the great opportunity to meet some of them in their countries and also to attend a few NCMs. I also provided advice for a lot of other groups in a wide variety of questions.

Miscellaneous

There was some everyday administrative work which involved managing a number of e-mail accounts, taking care of the physical mail etc. Next to this I was responsible for the board meetings

creating agendas and archiving minutes. I was also working with the physical archives over the year updating and structuring them.

There is a lot of teamwork needed to make ELSA International work and as such I was involved in projects of my colleagues. I provided an internal status part of the partners' reception organised by Anneloes, I assisted Oda in organising the HRMCC on site in Strasbourg, for the ELSA Day conference in the European Parliament I lent a hand to Ana and for the STEP launches I assisted Clemens in posting traineeships.

There were two important projects running over the year that I was working on together with the rest of the board. Running from the very beginning was our transparency project the IB Facebook group. It was designed to bring the network closer to the IB and to make the work of the IB less obscure. The second was the ELSA House Crowdfunding Project which was a project designed to update the living and working space of the ELSA House. It was wedding registry style funding projects which lead to a number of important updates to the ELSA House.

During the year I have also been working a lot with IT. Managing some parts of the website, providing support in the office and being one of the main contacts for the IT team was part of my work. Finally, I was also working with some external contacts, my main one being the Board of European Students of Technology. Since the main part of general communication went through me I also had some contacts during shorter periods of the year.

Final Words

As final words I would like to thank the many amazing people I had the opportunity to work with during this year. Most of all I would like to thank my board Anneloes, Rebecca, Petra, Tino, Oda, Ana, and Clemens for an unforgettable time.

Rebecca Yourstone, Treasurer ELSA International 2013/2014**General**

As the Treasurer of ELSA International I had general tasks, such as taking care of the bookkeeping, managing the budget, sending out invoices and keeping track of payments to be made and received.

I also drafted the interim accounts and the final accounts of ELSA. Both sets of accounts were checked in the ELSA House, by the two auditors elected by the Council, before leaving house. The final accounts are being audited from London by our external auditor Mazars, which is why that audit has been taking place after I left the ELSA House.

EDF

As the Treasurer of ELSA International, it was also my task to be the Chairman of the ELSA Development Foundation (EDF). As the Chairman I was in charge of the administration of the EDF. Part of this administrative work included sending out EDF reports to the National Groups in the beginning of the year, invoicing groups for their EDF contribution, preparing the EDF meetings, going through applications and event reports, as well as paying out granted balances.

Another task was to register the board as the Board of Directors with the Chamber of commerce in Brussels, something that had not been done in several terms. When our board was registered as the Board of Directors, I was also able to open up an account in the name of the EDF, which made it possible to separate the funds of the EDF from the funds of ELSA International.

Internal meetings

During my term in office, I took part in four internal meetings.

My first meeting was the Supporting Area Meeting in Konjic, Bosnia and Herzegovina. During that meeting I got to meet the Supporting Area officers for the first time, together with Petra, VP Marketing ELSA International 2013/2014, and Emil Nyquist, Secretary General ELSA International 2013/2014. For this meeting I prepared the Working Materials, joint workshops and a joint training together with Emil and Petra. I also prepared the Financial Management workshops.

Furthermore, I attended two ICMs: the fall ICM in Opatija and the spring ICM in Malta. For both ICMs I spent a lot of time preparing for these meetings with my board, planning joint workshops, plenaries, travels and trainings. As the Treasurer of EI, it was my responsibility to plan the FM workshops and to be in charge of the FM related proposals.

I also took part in one IPM, in San Sebastian, in February 2014. My main tasks there were to meet with the participants and assist them and our President Anneloes as much as possible.

Moreover, I attended the Online Hate Speech Conference in Oslo, Norway, since it was partially funded by a grant from the European Youth Foundation (EYF) and I had to write the report for this grant.

Grants

During the previous term in office, 2012/2013, ELSA International received a grant of EUR 15 000 to host a conference about Online Hate Speech in Oslo, Norway. Both before and after the conference, I was in contact with the Norwegian Organizing Committee to discuss the financial matters of the conference. I was also in contact with the EYF to update them on the progress of the conference and to give them a final grant report for the conference. I also sent them a grant report for the administrative grant that ELSA received from them for the calendar year 2013.

During our term in office, we received another grant from the EYF of EUR 17 000 to host a Mid-IFP conference on the topic of Freedom of Expression. We had several very good applicants who were willing to host the conference during the fall 2014 and after long deliberations ELSA Zagreb was chosen as the host of the event.

To assist me in grant matters I had a Grant Team working with me. This team consisted of Laurentiu Gherase from ELSA Romania and Can Sevener from ELSA Turkey. They offered invaluable help and I am very grateful for all their hard work. Together, they helped me in researching grant opportunities for ELSA, which was very important since there were major changes going on in the main European grant programs during our term. Firstly, the EYF changed their eligibility criteria for their administrative grant, resulting in ELSA no longer being eligible to apply for this grant, which we received during the previous term in office. Secondly, there were great changes made to other big European grant programs. The former Youth in Action program (YiA), from which ELSA had previously received funding, was in 2014 together with several other grant programs on a European level, replaced by the new ERASMUS+.

Coaching countries

I had the honor of being the coach of ELSA Azerbaijan, ELSA Austria, ELSA Bosnia and Herzegovina, ELSA Czech Republic, ELSA Germany and ELSA Spain. My first coaching group I met with was ELSA Bosnia and Herzegovina during the SAM in Konjic. I also had the opportunity to attend two coaching group NCMs: the NCM of ELSA Germany in Dresden and the NCM of ELSA Spain in Madrid. I am also very happy that I got to meet the rest of my coaching groups during the ICMs and that ELSA International was able to send representatives to the NCMs of both ELSA Austria and ELSA Czech Republic.

Moot Courts

During the year two large moot courts were organized: the HRMCC and the EMC2. The main responsible for the organization of these moot courts was our VP for Moot Court Competitions, Oda. My task in the organization of these was to be in charge of the financial matters, for example the budgeting, the invoicing of teams and sponsors, the budget follow up, making payments and writing financial reports of the events. I was also in contact with a lot of teams to answer their questions about the payment of registration and participation fees.

Both editions of the competitions made significant profit, so there is money left for upcoming editions. For the HRMCC we received more income in voluntary contributions than expected and managed to lower the costs compared to the budget. For the EMC2 we received several new sponsors for this edition of the competition and managed to make a profit, despite lowering both the registration fee and the fee to participate in the final oral round compared to the previous edition. We also managed to keep the costs down for the administration of the Final Oral Round. This was mainly done by finding a good option for accommodation for the IOC and having the four International Board members attending go from Brussels to Geneva by car. This was also very useful since there was a lot of material to transport to the FOR in Geneva and between different places in Geneva.

Financial situation

ELSA started the year with a big debt to the European Commission for an old YiA grant that had to be paid back. Luckily, we had the liquidity to pay off all of this debt, including interest, before the ICM in Malta, leaving ELSA without any major external debts.

Thanks to the good situation liquidity wise, mainly thanks to all the new partners that were acquired during the year, we also managed to fully separate the funds of the EDF from the funds of ELSA International and put them in their own separate account.

Despite paying off the major debt to the YiA and putting the funds of the EDF in a separate account, we managed to leave ELSA International with a good buffer for upcoming years.

Transition

My 13 months in the ELSA House both started and ended with a transition month. I would like to thank my Finnish predecessor, Alpo Lahtinen, for everything he taught me during our transition. I would also like to wish my successor, Lauri Vaihämäki, also he is from Finland, the very best of luck and many great memories from an amazing year to come!

Thank you

To begin with, I would like to thank my board members Anneloes, Emil, Petra, Tino, Oda, Ana and Clemens. I cannot express how very grateful I am for having had the opportunity to both work and live with all of you for this past year and for all the memories we made!

Also, I would like to thank all the FMers for their hard work during the year and all their valuable inputs. It was a great pleasure getting to know you and working with you. You have all been a true source of inspiration and motivation during the year.

Finally, I would like to thank all the members of the ELSA International team: all the Assistants, Directors and team members, for all their hard work, assistance and motivation.

Petra Podgoršek, Vice President for Marketing ELSA International 2013/2014**Synergy magazine**

Due to reduced budget for Synergy, we had to change the printing and shipping provider in our term. We signed the new contract with Druka from Lithuania and lowered the costs of producing Synergy.

Synergy was restructured and put in the sections – to be more clear and focused. We have now fixed (Partners' & Externals' Perspective; International FOCUS; ELSA Interview; ELSA Events Calendar; Clutural & Legal Diversity; Think Global, Act Local – The ELSA Network; Something NEW, something OLD, something BLUE...something ELSA that consists of ELSA Wall and ELSA WordSearch) and non-fixed (IB XX, Alumni corner) sections.

In June, I made the whole overview and history of advertising in Synergy – from the very first to the last, 55th edition. I also wrote down the Partners of ELSA International that were mentioned in Synergy and wrote what type of Partners they were/are.

As an editor, I was responsible for the content and shipping of the 54th and 55th edition of Synergy and helped with preparations for the 56th edition as well. The main tasks were – collecting the contributions from authors, negotiating and gathering the artwork from advertisers and partners, editing the articles (titles, quotes, visuals), proofreading, making the final layout, coordinate the shipping for around 300 addresses around Europe and dealing with returned packages.

ELSA International Marketing Team 2013/2014

In the Marketing area we had 3 positions and 1 working group opened in the term 2013/2014 - Director for Advertising, Director for Public Relations, for the first time in ELSA, Graphic Design Team was established and working group to create a new Marketing Handbook.

Marcelina Buržec, Director for Public Relations: The final outcome was prepared SWOT, OYOP and ELSA Image Report structured. We also had workshop about PR at both ICMs. There were Press Releases written for the following projects and events: OHS Conference in Oslo, ELSA Day, EMCC and for the elected IB 14/15. PR for HRMCC was provided by our Human Rights Partner Council of Europe. A new Newsroom was created on the official ELSA website to make a better presence of PR.

Irakli Karkashadze, Director for Advertising: The final outcome was prepared SWOT, OYOP, structured email for ONLINE ADV promotion and agreement how to proceed with database structure. We were mainly in contact via Skype. We sent out the package emails for the 54th and 55th edition of Synergy magazine, created a special online adv offer in November during International Internet Day and Special Online Spring offer. We also sent out the package emails for Early Birds for the 56th edition of the Synergy magazine. We prepared one part of the workshop about ADV for ICM Malta. Irakli was mainly responsible for the advertising communication, but I was still responsible for around 15 advertisers. I also took over when potential advertiser needed a special insight or more demanding information on which Director

couldn't answer. Irakli was also responsible for updating the database. In our term, we also established a new Advertising channel - possibility to advertise in our Monthly Report.

Daniel de Sena Fernandes, Assistant for GDT; We organised first the Skype meeting with the previous Working Group on Corporate Identity (Shafi Naib Khail and Alexander Trummer were present) to get an insight in their work in previous year. Afterwards, we had Skype meetings where we discussed what kind of materials/examples we could prepare and what will be the role of GDT. During this year, he was assisting the National and Local Groups if they had challenges in design. Also, he helped creating Marketing T-shirts for ICM, helped with creating Logos on request, first ELSA Tutorials were made. Also, a new template for Business Cards was created.

Packages/Marketing materials and branding

The first projects were launched already on the 1st of August: new IFP – Media Law, 2nd edition of the HRMCC and new Strategic Goals 2018. First, the general package for the Network was sent out (business cards template, word template and a new ELSA general knowledge presentation and PPT template). Packages for the following projects were produced: 2nd edition of HRMCC, 12th edition of EMCC, 2x packages for STEP (both Cycles), ELSA Day general package for the Network and for the conference in Brussels and in 2014 ELSA Day Visibility Competition was introduced to the ELSA Network and for this marketing materials were made as well. In the AA area, OHS package, final report layout for the Online Hate Speech LRG (consisted of almost 500 pages and I had to put each of the National Reports in the same template, made the final corrections etc.) as well as all the certificates (cca. 170) were made. ELSA Law Review package was produced and there were also materials and certificates made for the LRG Together against sexual exploitation of Children and SLSs package.

Other marketing materials that were made in the term 2013/2014:

Covers for Working Materials and Minutes, invitations for the Network and letters of appreciation for all the officers of the Internal Meetings(2xIPM, KAM, SAM,2xICM), Media cards (General, STEP, IFP, both Moot Courts, Network, Advertising general and for special advertising offers etc.), final reports (HRMCC, OHS), materials for Christmas Cocktail, TBBQ and general ELSA materials (flyers, roll-up, banner) that were mainly used during Partners Reception and at general ELSA events, Study Visits and IFP presentations and updates etc.

The ELSA Shop

The ELSA Shop and merchandising concept were born in the Summer 2013. We discussed about the already existing ELSA Products and the possibilities to exchange them. We launched and finally enabled the ELSA Network to start exchanging ELSA products on the 14th of January 2014 via online platform – check shop.elsa.org ! ELSA Shop finally opened its' doors and we made a step toward better promotion, visibility and recognisability of our association.

Marketing Handbook

The process of making a NEW MKT HB started already in 2009 (thank you to all ELSAnians for being involved in this process). Based on the discussions with Marketers 13/14, we decided to make it happen and finally finish and publish this useful tool for marketers. In this working group, we had 7 members: Sofia Johansson, Andreea Oros, Idil Buke Civelek, Likuna Shikhiashvili,

Alexander Bischoff, Marcelina Burzec and Margo Ursol. Thank you for all your commitment and hard work! We were first making the table of content, made the timeline and defined what each part of MKT HB shall consist of. Then, we had 2 rounds of writing/upgrading/revising and proofreading. In the meantime, we consulted and got some inputs during both ICMs from the participants of the MKT WS. In June it was sent to ELSA UK officers (Nadia Tjahja, Annabel India Howel and Andrew Gleinster) to proofread it from the language perspective. When published, NEW MKT HB was sent to all the mailing lists and immediately available at Officers' Portal so the ELSA Network was able to use it right away!

Corporate Identity and branding

I uploaded the basic templates, materials and presentations on the Officers' Portal to build a database of Corporate Identity materials and started fulfilling this part of Strategic Goals 2018. In our term, we continued with the process of changing the CI by leaving the grey background from all the materials and to firm the presence of the other templates by sending the packages to the Network, building basic database and started the process of changing business cards etc. This is a process that takes time and since we are doing it alone and not outsourcing it (previous/existing CI was made by Content5), it is recommended to take more time, to rethink, be careful and to research from more aspects before implementing it. Therefore, we didn't rush into it, but made small steps in changing the design and CI.

OTHER

In my term, we also made the following in the marketing area:

- *Daily communication* with Partners, ELSA Network and advertisers.

- *Advertising and general promotion*: I was mainly responsible for general ELSA website updating (except for SLSs and ELSA Network section), social media promotion and for the visibility and presence of Partners of ELSA International through all ELSA channels. I was making schedules for all channels and timing of promotion. I was responsible for online and print adv together with my Director. In our term, we noticed a huge increase of visitors and unique visitors on our official website (cca. 10.000) and on our FB Page (almost 10.000).

- *I prepared for SAM and delivered Marketing workshop.*

- *Preparing for ICMs*: We had to define the content of each workshop and plenary agendas. I was responsible for the Invitations for the Network and for the Partners to send materials, for the T-shirts, general banner production, cover photos, letters of appreciation, logos backgrounds, PTQs and SoTN for Marketing area etc. For ICM Croatia special time was dedicated to the candidature for the position of the Vice President for Marketing for the International Board 2013/2014. Thank you for your trust and opportunity to work for this amazing Association!

- We had around 40 *board meetings*, around 20 *EDF meetings* and a lot of *Study Visits* in the ELSA House (around 20) and I was present on most of them.

- I was researching about *the trademark protection*. We managed to find out that our picture mark and name ELSA are protected on the EU level. In the meantime a lot of emails were sent to the Network to be able to research about the situation in all the rest of the ELSA Groups, but we received only 20 answers. Both trademark protections will last until 2019.

- *Coaching Countries*: ELSA Georgia, ELSA Finland, ELSA Republic of Macedonia, ELSA Denmark
- you were awesome and thank you for a nice cooperation!

- I presented the prepared structure to the *IFP Team*. The deadline was set on the 5th of June, but the contributions were never sent to us. Consequently, IFP Newsletter was unfortunately not created.

-I upgraded the file with the overview of obligations for the promotion and other obligations (Synergy, website, emails etc.) regarding the *Partners of ELSA International* in marketing area.

-*Transition*: We prepared the agendas and the overview of happening in the month of Transition. There were a lot of small things to do –business cards for the new board, welcome packages, organising Skype meetings and possible visits of Directors to the ELSA House etc. The month of Transition was intense, but productive and I wish all the best to my successor Idil Buke Civelek.

-*Annual Report 2013/2014*: As marketer, I was also responsible for the coordination and final layout of the AR.

More detailed Annual Activity Report for Marketing was sent via marketing mailing list on the 29/07/2014.

To my amazing Marketing Officers 13/14 – thank you and never forget: *Marketing is everything and everything is marketing!*

Tino Boche, Vice President for Academic Activities ELSA International 2013/2014**Institutional Relations**

One of my main responsibilities in my position as the Vice President for Academic Activities was to take care of ELSA's institutional relations. This was mainly our Human Rights Partner the Council of Europe but included also other institutions, namely the European Parliament and the UNESCO. In this time I had the chance to take an active role as a representative from ELSA on several occasions, for example during the World Forum of Democracy and the several forums of education executed by UNESCO. Another occasion was the presentation of the results of the Legal Research Group on Online Hate speech in a conference at the European Parliament during the ELSA Day. In all cases these events were connected with meetings in order to evaluate the cooperation between potential new partners and ELSA. The final conclusion of our board and after getting the inputs of the AA officers on several occasions, was to strengthen the cooperation with established partners and avoid further relations with small or unfruitful institutions as well as with the organs of the European Union since they are not representation all members of our association.

Law Review

With the incredible support of my Director for Legal Publications Tessa we were able to reintroduce the concept of the Law Review back to the Network. During the year we were preparing the Call as well as the preparation materials for the editors. The call itself was a big success and we got more submissions than expected. Unfortunately this meant also that the timeline was moved to the next term of office regarding the publication. This is also important since the negotiations for peers to check the academic and linguistic content were not completely done and therefore I was very happy to see that my successor allocated time to the project in his year and redrafted the timeline in order to create a quality publication. After the first edition is launched it will be easier to decide if it makes sense to create another issue and I am already looking forward to follow up on the future of this project.

Legal Research

Another important part of the work as the officer for Academic Activities in the IB is to deal with the different Legal Research Groups and it can be largely divided into stages of launch, execution and follow up. I had the interesting situation this year that to be involved with three different Legal Research Groups all in a different stage. It started with the Legal Research Group on Online Hate Speech which was examined by me and the results were later presented during the ELSA Day at the European Parliament. A second Legal Research Group in cooperation with Missing Children Europe that was started during the term 2012/2013 was in the phase of being executed now and a final Legal Research Group had to be prepared with the Council of Europe for the upcoming term of office. The topic here will be linked the European Social Charter and I am very happy that we came up with a timely and interesting topic for the next Legal Research Group with the Council of Europe. As a last remark it was obvious that these projects are very big and connected to the use of a lot of Human Resources therefore I wish Olav good luck for the work in this particular area and I hope we will use our experience to the fullest to create the best possible experience for our members.

Transition

After the election of Olav Vogt Engeland as the new Vice President for Academic Activities and my successor I started to use the time after the ICM Malta to prepare the agenda for the transition according to two main groups of sessions. There was one block that evaluated and drew upon conclusions from my term of office and one to outline to upcoming year for Academic Activities in ELSA. As a final result I tried to create the contact between my successor and relevant partners as well as showing the practicalities of daily office work.

Travels

I was also very lucky in my term of office since the financial situation allowed me to travel to different meetings of the Network to represent ELSA and also be able to visit my coaching countries and several meetings outside of Brussels. In addition I had the chance to visit the first IPM in Georgia together with Anneloes to support her with the Key Area related questions of the workshop.

Miscellaneous

I wrote the corresponding articles in the annual report of 2013/2014 and helped to collect the included articles from our institutional partners namely the Council of Europe. Besides that I helped to check and proofread articles for the both editions of the Synergy magazine and also contributed myself. I was also responsible together with my President to arrange the new agreement ELSA and our Human Rights partner in cooperation with the Directorate of Communication of the Council of Europe. Last but not least I also tried my best to increase the focus towards our new IFP topic Media Law within the network and partners.

Finally there were also a number of tasks connected to everyday work as a fulltime working ELSA officers. These tasks included the email communication with the network in regards of questions and support the regular execution of board meetings as well as EDF meetings as well as the creation and checking of the corresponding minutes. Furthermore I was responsible for the communication with the landlord of the ELSA House and therefore the organization of improvements within the house.

Final Words

I would like to use this report also as an opportunity to thank all the officers of the ELSA Network with whom I had the chance to work during my year as a member of the International Board, especially the always motivating, creative and absolutely amazing AA team. My special thank goes to my directors, the four lovely ladies Cassandra Matilde Fernandes, Tahmina Sahibli, Tessa Mallia Borg and Beata Baran, who supported me a lot during the year and helped me to realize the potential and limits within the AA area.

Last but not least I also would like to thank my board Anneloes, Emil, Rebecca, Petra, Oda, Ana & Clemens for the greatest experience of my life and I also wish the new board and especially my successor Olav Vogt Engeland all the best for a great term in office.

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

Dear Council, dear friends,

On these pages I hereby submit my Activity Report for my term in ELSA International as Vice President for Moot Court Competitions 2013/2014. I will try to sum up my tasks as responsible for two of ELSA's biggest projects on international level. My main tasks throughout the 13 months I spent in Brussels and traveling around Europe and the world can be roughly divided into three parts; the European Human Rights Moot Court Competition, the ELSA Moot Court Competition, and other general tasks in the role as a member of the International Board of ELSA.

The European Human Rights Moot Court Competition (HRMCC)

It is logical to start with the HRMCC, as my edition was launched on the same day as we officially started our term in office, on August 1st 2013. This was challenging, but with the help of my VP Marketing and numerous ELSA members in the network, the marketing went well. By the registration deadline on October 31st, during ICM Croatia, we had more than 100 teams registered. Out of these 100 teams, more than 70 submitted written submissions and participated in the written round. Finally, in January 2014, we could announce the 16 top teams, who were invited to Strasbourg, France, to participate in the Oral Final, taking place at the European Court of Human Rights.. The Final Round was carefully planned, with a lot of good help from my Treasurer, Rebecca Yourstone. Furthermore, I had my whole board with me in Strasbourg on the event itself, which was crucial for the success of the event. I cannot thank them enough for being there for me during that week. We received a lot of positive feedback from the participants, but we also took detailed notes of the preparation process and the event itself, to make sure to improve further for the next edition.

It has been a true pleasure to work with this project, as it has been close to my heart from the very beginning. It is something very close to the spirit of ELSA to organize a practical competition for law students all over Europe in the field of Human Rights, spreading knowledge about the topic and providing the participants with unique experiences that will inspire them in their future careers. It has been wonderful to communicate with participants, judges and cooperative partners. I am very happy we managed to have three judges from the ECHR in the Grand Finale, and so many talented lawyers working at the Court in the jury. A lot of the judges we had were recruited by European Human Rights Association, who were an incredibly valuable partner for us, contributing not only with the case, but also with countless advice throughout the year. Thanks to all the help, it was a true pleasure to facilitate the written stage of the competition as well as the oral pleadings. And finally, I would like to warmly thank our Human Rights partner, the Council of Europe for all the support and assistance they provided us with from the start. Without the CoE and our contacts there, this event would not have taken place.

The ELSA Moot Court Competition on WTO law (EMC²)

An even bigger challenge and even more time consuming project during my term was the ELSA Moot Court Competition on WTO law. At the same time it also turned out to be among the biggest moot courts in the world, and equal to the very biggest in terms of internationality and prestige.

The EMC² continues to develop as a competition both in academic level and numbers. We had the astonishing amount of more than 120 teams signing up for the 12th edition. With such a huge project, one cannot organize a successful edition without the good help of passionate and talented people. Because they believe in this project, we receive massive support from the World Trade Organization itself and their staff. The WTO provides us with countless hours of their expertise throughout the year, and it is thanks to their financial contribution that the very first African Regional Round could take place during my term in office. Furthermore I had two amazing Assistants from very early on in my term, Tahmina Sahibli and Stephanie Kohl. One member of our Corporate Relations Committee, Alisa Burkhard also contributed tremendously, and provided the competition with the necessary funding for such a success. Before and during the Final Oral Round itself I had the best International Organizing Committee I could have ever asked for to assist me. And of course my very own board was there for me during the whole process, and again especially my Treasurer and VP Marketing.

After setting up the written rounds, conferences, liaising with the local Regional Round Organizers, recruiting panelists, fundraising and planning, I set out for a memorable 7 weeks long journey from one Regional Round to another in February/March/April 2014, where I met more than 80 teams participating from all over the world. It was an amazing experience to see what we can do as a Europe-based student organization, and I learned a lot personally from this experience. Each and every round was very well organized, and it was a pleasure to meet all the people involved. Finally, in May, we were able to bring the top 20 teams to an international finale in the headquarters of the WTO in Geneva Switzerland. I am proud to say that one team from Lesotho was there thanks to our very own fundraising, and two more African teams thanks to support from the WTO. It was an unforgettable week that I will never forget, and a huge success, I am forever thankful for the chance to be part of it. After the Final Oral Round, I have been working on what structural improvements can be made in order to strengthen the competition further.

General tasks

As a member of the International Board of ELSA, I have of course also carried out general tasks, such as taking part in our board meetings, assisting fellow board members, preparing for our internal meetings and leading workshops together with my dear colleague, Tino Boche. I would like to thank all the OC's of our internal meetings, as we would not be able to function so well as an association without someone taking on the massive task of organizing an ICM or Area Meeting. I have also had the pleasure of attending the NCMs of ELSA Italy and ELSA Austria. I also participated as a delegate at the World Forum for Democracy in Strasbourg and I took part in the Conference on Online Hate Speech in Oslo. Once again I would like to thank my dearest board for a great year together, for all the good memories and the support. And finally, thanks again to the council for electing me at ICM Cologne, allowing me to dedicate a wonderful year of my life to ELSA.

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

After start of the year and amazing transition with Federica, we opened few new chapters in ELSA. One of them was the start of the new IFP topic. In the OYOP my main focuses were Study Visits and Summer Law School. During the year I had help from my directors, assistants and teams.

Delegations:

Main focus in area of delegation was restructuring the work of the delegation team so we can ensure higher level of professionalism to our delegates. We lowered the number of Delegations so we can coordinate them more efficiently. We decided to focus more on preparations of delegates so the first step was to update all guidelines for institutions in which we send Delegations. During the ICM Malta we also agreed that National Officers will assist in preparations of delegates in regards to the ELSA knowledge. Also we changed the evaluation system so the delegates are now just filling in online form. This year we also had a pleasure to send a delegation of 15 delegates to the World Forum for Democracy and all participants had all costs covered. During the end of term the hardworking delegation team started to write internal handbook for all institutions. These handbooks will make work of the next delegation team easier.

Summer Law Schools

The focus on Law Schools started by giving presentations, in coordination with my Assistant Isil, on all internal meetings. This year we had 19 Law Schools all over Europe and we tried to give them maximum support. Main project was preparing the platform on the web page where we promoted all Law Schools. On one place we collected all information that potential participants would need. Petra also prepared the promotional package that we send out to all National Officers. To strengthen the knowledge of the Officers we opened a working group that started drafting Handbook for Summer Law Schools.

Study Visits

Amazing Patrick, Assistants for study Visits, prepared platform on the web page where we collected information about Local Groups that are interested in Study Visits. This way old version of study visit guide is now online and with updated information. Also on the beginning of the year I published a new Handbook specifically for the Study Visits.

All Handbooks and presentations from all internal meetings can be found on the Officers Portal that I also restructured.

In the IB I was responsible to coordinated Visits of the ELSA Groups to the ELSA House. It was always a pleasure to welcome groups and give them presentations about ELSA.

Institutional Visit

For communication with the Network in charge was Lilla, Assistants for Institutional Visits. Together we opened working group that drafted Institutional Visits Handbook that were missing in our knowledge management tools. We also invited groups and helped them Register on EU Study Fair during which IB was presenting ELSA.

International Focus Programme

This year was the new start and a new challenge for the IFP, it was beginning of the new topic - Media Law. On the beginning of the term IFP team prepared the New IFP Handbook so we were able to introduce the new topic to the Officers. We also prepared a development structure of the IFP in the next three year that was adopted in the Decision Book after it was proposed by the Working Group which also proposed final results of the three year of IFP. The first year was dedicated to the Human Rights on the Internet and it was very well accepted in the Network. IFP was represented in WS topics, Synergy magazine, delegation option and also our suggested ELSA Day topic was connected with the IFP.

ELSA Norway organized amazing conference on the topic of online Hate speech. As the project was funded partly with the grant that ELSA International got, I was supervising the organization and advising the OC. I had also a pleasure to participate on the conference. We are very happy that we got the grant this year as well, so we appointed ELSA Zagreb to organize a Conference on the topic Freedom of expression in November in Zagreb and in the end of my term I was supervising their preparations.

ELSA Day

This year we had ELSA Day on 5th of March. We suggested to the Network to organize events on topic of Human Rights on the Internet. Suggestion and support for the topic was prepared with IFP team and my big support in preparing the ELSA Day, Iva (assistants for ELSA Day). Our main goal was to focus on quality of the projects.

In Brussels we organized Panel Discussion "Online Hate Speech" in the European Parliament. Also we opened ELSA Day visibility competition to encourage LG to give bigger visibility of their projects and Human Rights, especially in their society, not only to their members. During ICM Malta we added ELSA Day in our Decision Book and we discussed dates of the next edition.

Coaching countries

I was coach of ELSA Portugal, ELSA Switzerland, ELSA Romania and ELSA Luxembourg. I had a pleasure to visit and hold workshops on the NCM of ELSA Romania and ELSA Portugal. I also visited and participated in the NCM of ELSA France. I was a bit more focused on ELSA Luxembourg, helping them prepare the application for full membership. I was also coach of ELSA Russia. After the ICM Opatija I stayed in contact with them and tried to help them get ready to be part of the Network again.

Other

I was part of OC during the HRMCC in Strasbourg and also on Final Oral Round of EMC2.

In order to give bigger visibility to local events I send a call for a list of all LG and NG S&C events organized and I published them on the Officers' Portal.

I was also in charge, together with Tino, for the work of the WG for the Non-political status. I am very happy that they finished the guidelines that will help to understand the position of ELSA.

In September I was in Paris with Tino where I participated in UNESCO Committee on Non-Governmental partners.

I participated with Anneloes on the International Forum of International Students Association in Utrecht, where we exchanged our experience and best practice with other associations.

I was in contact, together with Tino, with Council of Europe and we developed new projects. I also had meetings with CoE Office in Brussels and with head of No Hate Speech campaign. I was responsible for contact with INTA.

In the end I need to highlight that I had amazing S&C Officers and it was a real pleasure working with them! Also, all the results wouldn't be possible without my amazing Directors and Assistants! Dear Horiana, Iva, Isil, Patrick, Leander, Ulla, Eliana, Burcu, Cristian, Lilla, Zosya, Marko, Diana thank you for your time, help and dedication!

Of course, last lines are dedicated to 7 special persons that I shared all my challenges and success, my board. Without them I can't imagine a year!

ELSAfully yours,

Ana Roce

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

General overview of the year

After I took over and started my term in office on the 1st of August last year, I had two main points waiting for me to work on during that year. I will introduce you to these two points and go more into detail right afterwards.

The first point is the normal day to day ELSA Officer's business. It contains everything that is self-evident or expected of me to be handled. These are things as the contact with Coaching Countries, normal email correspondence, preparing for NCMs, Area Meetings and ICMs, supporting and/or helping out the rest of my board and much more...

The second point is a mix of my original Action Plan presented when I was a candidate for that position, the OYOP created as an International Board when starting the term and the own OYOP I created for me in the position of the Vice President for STEP. This contains more active and easy going communication among the STEP Officers, improving the knowledge management in STEP, creating a more modern "Newsletter", improving and modernizing the application procedure and many more...

As you can see already only introducing these two points can get quite detailed.

General Activities of the VP STEP of ELSA International 2013/2014

- *Normal Email Traffic Management*

A small interesting side fact: In the end of the year I made a small survey and asked all my board members how long the average time is which they spend on an email. That is the time you need from opening and reading an email you got, then planning the answer email, maybe doing some research for it and in the end writing it and sending it. The average of the answers I got on this question was 11.5 minutes per email!

(This is by far the biggest and most time consuming part of all. – contains also a lot of the other mentioned points)

- *Board Meetings & EDF Meetings*

We had our Board Meetings once per week and it took mostly have of the day or all of the official working hours we had including preparation, EDF Meetings and follow ups after the Meetings.

- *Support of other Areas*

It always happens that in one area a big important project takes place and that the officer of that area needs support and help from his colleagues. For example after I received a lot of help when I had to do the new Newsletter in form of a Portal, I helped out for nearly a week at the HRMCC in Strasbourg or at the ELSA Day in Brussels. (This point was a very interesting one for me because you can go out of your area a little and experience new things.)

- *Preparation for Meetings*

Not only we prepare intensely if we have a meeting at a Law Firm or potential partner, employer etc...we also have internal meetings that require a lot of attention! Normally if ELSA International attends NCMs we give Workshops or other kind of sessions. If we go to Conferences we often have to prepare speeches or many other organizational things. If we go to Area Meetings or ICMs the biggest preparations take place including the creation, preparation and organization of Working Materials, Roadmaps, Workshops, Trainers, Performances and the event itself.

Interesting side fact here: While creating our Board OYOP with our Trainer, we had a huge space of many flip chart charts and we draw a table on it with 52 boxes to represent the weeks of one year in office. Then we filled the boxes with events or tasks we knew for sure to take place. In the end we saw very surprised how few weeks/boxes were left to be filled with our individual area plans! I think it was 4 boxes to squeeze in the Action Plan everyone of us had! ;)

STEP Activities of the VP STEP of ELSA International 2013/2014

All the normal STEP related work such as Job Hunting, STEP Expansion, motivation and support of STEP Officers, dealing with individual special cases within the programme, writing Selection Results etc... I see them self-evident and clear enough to not go into detail.

The really interesting Activities and changes this year all belong to this one topic:

- *IT – Development / Online Solutions*

After STEP was very weak my predecessors managed to raise the numbers of Traineeships and Applicants very high and quick. But during the creation of our OYOP I could convince my colleagues that STEP is lacking a more modern system in many fields and we added the point “Online Solutions” to our OYOP. That means that this positive high numbers require a quicker and saver working system.

Examples:

- STEP Portal

It is possible to publish a PDF Newsletter if we have just 15 Traineeships, but if we have much more we need a more accurate and modern Platform to show the Traineeships. Because of this positive development I decided to switch from PDF to the STEP Portal. With the help of several people we managed to create the STEP Portal with all its functions. Still some more functions are planned and already in progress. I believe that this Portal will get more and more attractive!

- Online Forms

Before we implemented the new Student Online Form (SOF) we had the Student Application Form (SAF) in PDF version. We received too many complaints that it is difficult to fill them in and save them and often the designs were different and weird. With the new SOF our applicants could fill in everything online in already defined boxes and everything was saved in the same style for us. We also started to prepare the Employer Online Form which will have the same advantages and should be implemented by my successor.

Since they were implemented first time in the term 2013/2014 we all have to be aware that both forms have be updated and improved from time to time in order to get a more smooth working system.

- **Online Database**

The Online Database is something that can save us a lot of time. It gathers all the data of the Online Forms in databases. These databases can be sorted in many different ways and extracted. This saves time because we don't have to type all the important parts for matching our self. Also we can provide the employers with their applicants without sending huge attachments. But the main goal of the Online Database is that we hope it will do the main part of the matching in future. If the numbers of applicants rise we will need this function.

All this Online Solutions would not have been realized without the help of all my colleagues from IB 2013/2014 especially Anneloes and Petra, Alpo and Dena from IB 2012/2013, my Directors Martina and Dariia and last but definitely not least Flo and Wolfgang from the IT-Team. Thank you all!

Clemens Hartig

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

**DIRECTORS, ASSISTANTS AND TEAMS OF ELSA INTERNATIONAL
2013/2014****Alisa Burkhard, Tobias Birsak and Solveig Liv Heilmann, Corporate Relations
Committee of ELSA International 2013/2014**

The first Corporate Relations Committee of ELSA International was composed of Alisa Burkhard, Tobias Birsak and Solveig Liv Heilmann. Together we supported the work on the field of the president of ELSA International, specifically External Relations.

During the last months, we held several meetings on Skype or by phone, all together or just a few of us. We discussed how to continue the work with partners of ELSA and brought us up to date with the latest specific happenings in the network.

In close collaboration with the board in Brussels, Alisa was mainly involved in the sponsorship work for the EMC² Final Oral Rounds and we acquired three new law firm partners and developed a career fair during the competition. Tobias outlined and developed a strategy to implement an ELSA membership and benefits card and Solveig brainstormed, prepared and then accomplished the approach of new partners in general.

Furthermore, we participated in a couple of events in the international ELSA network as the EMC² Final Oral Rounds, National Council Meetings, Receptions, other local and national gatherings and the Transition BBQ in Brussels.

Irakli Karkashadze, Director for Advertising 2013/2014

Introduction to an Advertisement system

Since I was elected in September 2013 and I took almost whole month for transition with Kristina Vilte Steponaitė. During the transition I was given all mail list and database of the advertisement. Introducing with all given information took whole October. 10-11 of October I visited ELSA House in Brussels and me and VP Marketing were discussing the future plans and creating new offers for potential and active partners. In the first part of October we also made SWOT analyses which helped us understanding the situation. In data base was found some missing information and some of information needed updating. At the end of July we had transition with new Vice president Marketing.

Offering

During my visit in ELSA House in October we created online advertising offering letters and prepared the for mail bombing for 29th of October as it is international internet day. Offers were sent 16th of October and deadline was till 29th. During this mail offers only one law school was interested and they booked one year online ADV on www.elsa.org, in addition with some privet negotiation law school Brooklyn signed online advertisement agreement for one year.

Beside that Online ADV, I tried to interest some new partners' advertisement in Synergy, offers were sent in the end of November and remainders twice in December to a potential partner but unfortunately none of them reacted on our offers.

In Second part of my term I contacted personally to our partners and potential advertisers, we also sent out email offers and we got 4 online Advertiser. Synergy Advertising still needs to be updated.

Database

Database which I was given during the transition was very big and included more than 1000 email contacts of potential, active and old partners, it was in Excel sheet and working in it at the same time by Director and VP marketing was impossible, so first of all with help of Petra I started updating data who has already negotiated with ELSA in a past 5 years going throw archive of ELSA International. At the same time I spitted list of never advertised before in two parts, first one is never replied and offers never delivered, so I rechecked and added second contact person to each University to make sure that our offer was delivered. Some of universities asked to remove them from our mail list so I removed them. We also created data of all advertising history of ELSA international and created Google Drive document so next director and VP MKT can work simultaneity and to have excess to a newest update.

Daniel de Senna Fernandes, Graphic Design Team 2013/2014**Video tutorials**

Recorded and edited two new video tutorials, totalizing three video tutorials, available to all officers: (1) Creating your ELSA Logo, (2) CMYK vs. RGB, and (3) Poster design in Adobe Photoshop.

These videos were created having in mind frequently asked questions within the MKTers mailing list and questions/issues addressed directly to the Graphic Design Team (GDT);

Business cards

Prepared and presented the final design for the new ELSA business cards design, according to feedback collected during ICM Malta;

Transition & skype meetings

During ELSA International's transition, I had the opportunity to have a Skype meeting with Idil and Petra, which was very productive and allowed me to update Idil about all the work done by the GDT, its challenges and possible new aims/goals for future members of this team.

Marcelina Burzec, Director for Public Relations 2013/2014

Cooperation with the Network

- I had the pleasure to talk and write a lot of emails with National Officers, regarding to our new strategic goal 'ELSA shall create and carry out the PR strategy' and Director for Public Relations responsibilities.
- In September I visited ELSA Norway for their National Council Meeting in Bergen, where I attended Marketing workshops and had presentation about PR in ELSA.
- I was present on International Council Meeting Opatija, where I was a participant during workshops for Marketers and lead with Petra one about One Year Operational Plan for PR this cadency and how to use one of PR tool – press release.
- In the end of November and first days of December I was attending ELSA Poland's National Council Meeting, where I leaded workshop about Social Media for Working Group for Directors for Public Relations and international guests.
- In the middle of January I visited ELSA Germany in Dresden for their National Council Meeting, where I was a participant during one Marketing workshop and leaded one, very fruitful, for Directors for Public Relations.
- I was present at the Marketing workshop during the International Council Meeting in Malta and had a pleasure to hold a PR workshop 'PR – the face of OUR Association', where I presented the results of National Groups' work on PR and Image Report. We discussed the possibilities of developing and strengthening of this area, shared the stories of success of different countries and had an opportunity to bring some new ideas.
- In April I was a delegate on behalf on European Law Students' Association at 47th Session of the Commission on Population and Development in the United Nations Headquarters in New York.

Cooperation with International Board

- I came to ELSA House in Brussels in the first part of October and together with Petra Podgorsek, we created One Year Operational Plan and discussed how to act this year in this area. I also had a meeting with whole International Board and discussed their expectation if it is about Director for PR ELSA International.
- I was in ELSA House one more time this season in December for Christmas Cocktail, where I had an honour of being a double Little Helper of Rebecca and Clemens.
- The work on Marketing Handbook has come to an end and we can proudly say we managed to finish it in the right time under the supervision of Petra Podgorsek and with her great dedication which was motivating us – you will find there a PR part.
- I was in the ELSA House in Brussels in the middle of July for Transition Barbeque, where we were saying goodbye to the IB 2013/2014 and giving a big applause to the IB 2014/2015.

- In July I had a skype meeting with Idil and Petra, giving the overview and transition to the future VP MKT ELSA International, Idil Buke Civelek. Now I cannot wait to give a proper transition to my successor!

Image Report

I asked Officers to fill in the document October. I wanted to present results during ICM Opatija, but it was impossible to manage, so I hope for showing them in Malta and compare with the Report from October, discuss development ect.

National Groups' Work on PR

I created a document at the beginning of my cadency where I compared which websites of National Groups are following Corporate Identity and the level of events' promotion in their social media.

MKT HB + PR Guideline

I am a part of Working Group on Creating Marketing Handbook, in which I am responsible for parts including PR issues. Also, I started creating PR Guideline in November, but after looking for more information I realized that Guideline will be better enriched with the inputs we could have after write the Handbook, so I decided to wait.

Media relations

My predecessor gave me the database of media entities which I expanded in October and in January. I have a plan to use them in the nearest future for external promotion of ELSA Day and ELSA Moot Court Competition.

After the talks with Petra, with the decision of the International Board the Newsroom label on ELSA International website (<http://elsa.org/category/news/>) was created! It makes a possibility for media entities to have easier access to our present and past press releases and sharing them with the wider audience.

Final Conference on Online Hate Speech

I was one of the participants on Online Hate Speech Conference which took part in Oslo in December, where I had a chance to get to know a lot about abuse on the Internet and got some facts useful in work of Director for Public Relations on legal bases.

Tessa Mallia Borg, Director for Legal Publications 2013/2014

As the Director for Legal Publications of ELSA International, my main objective was to help with the launch of the ELSA Law Journal. The Law Journal aims to create a forum for analysis and discussion of legal issues. Moreover, the Journal serves as a venue for ELSA Members to publish their work outside the scope of the typical legal curriculum.

Following the last year's work and preparation, the law journal was launched in May 2014. After receiving a large volume of articles from various ELSA Members we were forced to recruit more editors to the editorial board. The Editorial Board now consists of six members in total.

The articles have been divided among the editors and as a team we are currently in the process of reviewing all articles. The editors are responsible for reviewing the writing style of the articles and to ensure that the chosen OSCOLA format has been adhered to correctly.

Furthermore, Olav Vogt Engeland and myself have had Skype meeting with an independent entity which has promised to peer review the articles once they have been filtered by the ELSA editorial board. The entity will also be responsible for ensuring that the correct legal English has been used by all authors.

Once the editing process has been completed, authors will be informed as to whether their articles have been accepted for publication or not. A detailed report will be sent to those authors whose article has not been chosen for publication.

We aim to launch the Law Review by the end of this year in December 2014. I am confident that this project will be a great success for ELSA and all its members. I would like to thank my team of editors and Olav Vogt Engeland for their constant feedback and kind support in this project and to all the authors who have chosen to submit their articles to the ELSA Law Journal!

Tahmina Sahibli, Director for Academic Competitions 2013/14

I was appointed as the Director for Academic Competitions of ELSA International in September 2013. Since there was no director in this field before I did not get any transition. However, I have had a lot of help and support from Tino Boche, Vice President for Academic Competitions of ELSA International 2013/14.

I started my term by working with the new possible international competition on AA-area, in cooperation with European Social Charter. The European Social Charter had already received a suggestion of the outline of the competition which they were not very pleased with. We had not received any feedback from them about what they liked or disliked. After discussions with Tino, I looked over the previous proposal and made a new outline for the competition where I also kept some parts I considered to be good. In the document I proposed different possible timelines for the competition. This was sent to Tino just before ICM Croatia and he sent it to the European Social Charter. After sending this there was a very long time of complete silence from the Charters side and we could not do anything but sending memos and wait.

After ICM Croatia, I compiled all the activities presented during the workshops and sent them out to the AA mailing list. Since only few countries were represented in the AA WS, we thought the officers who were not there would benefit from the exchange of ideas.

An other part of my work has been to create an AA-survey about all the AA-events happening throughout the network. I prepared all the questions and sent them to Tino since we would get help from Patrick Zischeck, Assistant for Study Visits, since he has IT-knowledge. Tino then sent the result back to me which I was very happy with. Our goal was to send it out to all AA officers before ICM Malta but since Tino had sent out an other survey on human rights to the network we considered it best to wait since we were also waiting for the new evaluation system. Some of these questions and ideas were however used for the AA SotN.

The communication with the European Social Charter was not working as well as me and Tino had hoped and the process was taking a very long time which, of course, slowed down our work. After sending several memos we finally heard back from them. The Charter really wanted to have a moot court competition since they were impressed by HRMCC. However this was not possible and after negotiations Tino managed to discuss the possibility of a new Legal Research Group in cooperation with the Charter. This was of course good news even though our work regarding the original proposal would come to be a part of our AA-area.

I would like to end my activity report by thanking Tino Boche for this year.

Tahmina Sahibli and Stephanie Kohl, Assistants for ELSA Moot Court Competition 2013/14

In mid September last year, Oda informed us both that we have been chosen to assist her with the ELSA Moot Court Competition 2013/14. The case had already been published when we started and the first teams had registered, thus the Competition already was in full swing. Before we could get started we received a lot of input on all EMC² matters from Oda. After reading and talking a lot about the Competition, its rules and our job via Skype and email we were given all the necessary log in details to tackle our tasks.

Ever since then we both were checking the account multiple times per day in order to reply to all requests and questions as quickly as possible. Besides our role as “first point of contact” for the teams and their inquiries, we were also responsible for admitting them to the Competition. In the following two months we spent a lot of time with general questions about the fees, the timeline and personal issues of the teams.

The biggest issue that we faced was however the amount of teams registering from the same university, which was two and sometimes even three per university. With the help of Oda and some disappointment on the sides of the teams we managed to find a solution for each of the universities that had formed multiple teams.

In December our job started to get really busy. We received a lot of emails from teams who had not received an automatic confirmation reply from the website or that had problems with filling in their team details. The amount of emails increased numerous around the registration deadline. But we managed to keep them all happy despite the fact that had some glitches with the admin page, we managed to sort out (almost) all registration problems.

After Christmas, we were very happy to receive 17 applications for International Organizing Committee of the Final Oral Round in Geneva. We appreciated that Oda wanted to discuss the applications and wanted all three of us to decide who should be in our team. The decision was very hard due to so many great applicants with so much experience. Finally we managed to choose our top seven which we are very happy about.

Shortly after the appointment of IOC we all had a Skype meeting where we discussed the current status of EMC², what will happen during the FOR and the division of the tasks. After, our team started to get busy with planning and preparing while Oda got ready to start her tour around the world for the Regional Rounds.

Once all winners were selected our email account started getting busy again, since the teams were curious about the next steps. We informed them all about the venue, possible places to stay, the program of the FOR and also provided them with VISA invitation letters.

In May it was finally time for EMC2. Stephanie could not be in Geneva which was very unfortunate considering the amount of work she has put in this project. However, Tahmina was able to be there together with Oda and the rest of the IOC.

These days were of course very busy. Tahmina's main job was the communication with the teams, keeping them informed and cooperating with others from the IOC on information on academic and social program for the teams. Among other things Tahmina was also time-keeping, assisting Oda in anything needed and taking care of the participation certificates. The Final Oral Round of EMC2 was truly successful thanks to our great team and at the end we were all very happy with the result of our work.

The only thing that would need improvement within the EMC2 is the registration website, since it sometimes made it hard for us to keep track of registrations, especially those that were not validated by the teams. It is also important to find a solution for the universities registering several teams, since the “first come first serve rule” is very hard to motivate.

All in all it was a great experience! Oda did a wonderful job in supporting us and helping out when needed. Therefore, we would like to thank Oda for being an amazing leader and thank ELSA for this great experience.

Cassandra Matilde Fernandes, Director for Institutional Relations 2013/2014

My year as Director for Institutional Relations (reporting to Tino Boche, Vice President for Academic Activities) began with many ideas, as I was looking to use a number of acquired contacts (European Commission, a number of NGOs, Academic panels, etc.) in order to allow for new potential academic relationships for ELSA International – and eventually - for national groups. I was also hoping to create an organized database of current and past academic collaborations, at international level and moving on to create a database of various national contacts.

A number of my proposals were turned down, the reason being provided that ELSA International was not looking at the time for new academic partners.

While I congratulate the International Board on the work accomplished, I am disappointed with its treatment of my position, the objectives of which were also altered during the year without my knowledge.

I had considerable difficulty getting in touch with the Board and this made other tasks impossible. This is a potentially very useful position; however, it is a position that requires not only a person who has strong contacts but especially necessitates a strong collaboration between the Director and at least the VP AA and eventually the President.

Before the end of my term, I have managed to provide some useful contacts to the new board, all of which are potentially strong academic partners.

Good luck to the new AAers and ELSA Network!

Overall, thank you for the year and for the unforgettable moments. Thanks to the AA team and to Tino!

Delegation Team, ELSA International 2013/2014

The new Delegation Team was appointed in August 2013 and it was comprised of one Director for Delegations and 5 Academic Coordinators:

- Director for Delegations: Burcu Filiz
- UN ECOSOC: Ulla Riipinen and Alicja Dżuryk
- UNCITRAL: Leander Dubbert and Cristian Boruzi
- WIPO: Lilla Légrádi

However, due to the amount of work and the availability of some members, the structure of the Delegation Team changed. In this regard, Alicja Dżuryk was dismissed from the team and at the beginning of December two more members have been added: me, as a Director for Delegations and Elliana Rocchi as an Academic Coordinator for the WIPO Delegations.

Introduction and transition

After the appointment process, Ana Roce, the Vice President of S&C, 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, made recommendations and answered to my colleagues' curiosity. As it was a lot of new information to process, the transition was mostly done by video calls.

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.

Statistics

Total number of applicants - 635

Total number of delegates appointed - 210

Unsuccessful applicants - 425

Total number of delegations - 45

Number of delegates appointed who attended the meetings - 198

Number of delegates appointed who had not attended the meetings - 12

Delegates who completed the Survey – 114

What we have done besides managing the workload above

1. Introduced the Survey as the new form of evaluation and feedback from delegates
2. Created specific databases to keep track of the workload
3. Updated the Guidelines for Delegates (the information about ELSA, institutions, accommodation and recommendations from former delegates. The versions before were from 2012 – for UNCITRAL, 2010 – for WIPO, and was updated for UN ECOSOC)

4. Restructured the team and the division of tasks (i.e.: when one of the academic coordinator was overwhelmed by the workload/unavailable in a certain period, we shared the work among us; introduced new tasks)
5. Standardized the process of delegations for all UN bodies (i.e. creating specific templates to be used by the entire team when corresponding with the delegates. The main idea was to share the best practices among us and create the best approach possible for all the delegates and us.)
6. Drafted Guidelines for the future Delegation Team
7. Drafted the Statistics Report for 2013/2014
8. Drafted two Activity Reports

Other considerations

The aim of our term was to not only manage the workload but also to improve the practice of the Delegation team. In this regard we believe that we have made some significant changes. However there is still so much to be done. We have shared all our best practices and recommendations in the Guidelines for the future Delegation Team and if needed, we will further support them in their work. Therefore, I believe that we have created the proper premises for a new successful term, and with the skill and dedication of the new team, we can only expect great accomplishments in this department.

IFP Team Elsa International 2013/2014

Zoia Stankovskaya, Director for IFP;

Diana Laura Lele and Marko Dolenc – Assistants for IFP

After the ICM Malta and adoption of the IFP Implementation Strategy we mostly focused on finalizing first implementation year, collecting statistics and assisting local and national groups with organizational aspects, mostly advising them about academic support and topics.

Statistics on IFP Implementation

The statistics on IFP implementation presented at the ICM Malta showed the big difference between projects reported in the IFP event calendar (asked in the beginning of the term to see the plans) and between projects reported by the ICM Malta. After the ICM we received some more reports and the statistics were updated again. In the end of our term we had 3 reported international IFP projects, 3 national and 25 local projects. Hereby we are inviting all the groups that haven't submitted their IFP project reports to do it whenever. It can be done through the online form on the Officers' Portal <http://officers.elsa.org/>.

Mid IFP Conference

The second year of IFP implementation will start with the Mid IFP conference that will take place in Zagreb, Croatia, from 25th to 30th of November 2014. We were supporting Organizing Committee and IB in structuring agenda for the conference and in contacting some of the potential speakers.

Miscellaneous

We also supported national officers in planning their IFP workshops for the NCMs and supported them in preparing transition for their successors since we find very important to keep continuity in IFP implementation.

We were collecting IFP related articles from the Network and some of them will be published in the upcoming Synergy.

Lila Legradi, Assistant for Institutional Visits 2013/2014

I was appointed as Assistant for Institutional Visits in September. I had no predecessor, as this position was just created this term, so I had a transition with the VP S&C of ELSA International, Ana. We needed to distinguish my tasks from the Assistant for Study Visits, as they used to be the part of that position, and we created a separate account. I gathered all necessary documents including old evaluations and went through a lot of emails so that I could have some basis on the nature of the position.

My task is to support National and Local Groups in finding opportunities for Institutional Visits, to assist them with the development and coordination of the events themselves. I sent an introductory email in order to promote the new position, with rather less success, unfortunately. I received a few requests for assistance and I sent suggestions for institutions and accommodation, and I realized that there is a need for a handbook, which would contain some models for popular destinations such as Strasbourg or Brussels.

I agreed with Ana, that by the end of my term, I should finish drafting a Handbook which would sum up the basic regulations, and would give a step by step plan for organizing an Institutional Visit with a possible timeline, and include tips and accommodation, institutions with contacts. This could be a really great tool for officers especially for those who are on the local level or are Freshers' left without any proper transition.

I made a draft for table of content which was discussed at the ICM Malta S&C workshop. After the ICM Ana made a call to form a working group and we started working on the draft. We spent a lot of time with drafting, reviewing each other's work and improving the handbook. Our process may have been slow, but it was very careful and detailed. I can only hope that everyone will find the handbook useful.

What I see as a problem in my field of work is that we don't get many evaluations. It would be easier for everyone if they evaluated not to mention if you do not evaluate your visit later, it is almost like it never happened, as it does not show up in the EI statistics. So please for the sake of my successor and everyone in the network evaluate your events!

I am really glad that I got the opportunity to contribute to the Network as an Assistant for Institutional Visits. I would like to thank for the International Board 2013/14 for trusting me with this responsibility, especially my S&C team leader Ana Roce, who was not only a very supportive and inspiring leader, but also a very patient and good friend. A special thanks goes to the members of the working group Frida Fostvedt & Anna Haipola, without whom the handbook would not have been made, for their really great work, their unique point of view and their effort.

İşıl Ergeç, Assitant for Summer Law Schools 2013/2014

I truly feel deeply about ELSA Summer Law Schools starting from my fresher-hood at ELSA. Becoming an Assistant at the EI Team was, therefore, a conclusion of my passion for the area. The reason for such passion can be explained by an ELSA Summer Law School satisfying its participants much more and threefold: academic, cultural and social. Not only the participants but also the OC members get overwhelmed and feel much more connected to the Association after the exhausting week. Due to experience, I would certainly assure the impact a Law School manages to have on everyone involved with it throughout the organizing process and the week of the event.

The second half of my term as the Assistant for Summer Law Schools was indeed rather intense. There were more questions addressed needed to be answered and above all, was there the inexpressible excitement for the 19 Law Schools to take place in a few months after ICM Malta.

Thanks to the enthusiastic OC's of the Law Schools, we constantly updated the sections on elsa.org for each. Judging by the feedbacks from potential participants and organizers, this new technique of marketing on the website and putting in the center the idea of "one big project" was helpful. It increased the visibility of ELSA and its Law Schools and we reached more persons both within and outside of the Network. Applications from more countries per each Law School were received this year and concordantly, the cultural mosaic created at the Law Schools stood out more. I have no doubt that for the Summer of 2015, promotion, which is truly the core of such activity, will be developed even better.

This year ELSA offered 19 Law Schools in the whole network in 18 different destinations. Last year we had 12 Law Schools which shows the improvement in numbers. However the development was not only quantity-wise. The feedbacks I personally received from ELSA friends were extremely pleasing. I would like to take this opportunity to thank all of the organizing groups of Law Schools of Summer 2014 for their cooperation. I do not hesitate to express that I am sure that even more of them will be organized by the eager ELSA groups for 2015 since there are plenty already planning to and as well, more applicants will there be.

Since a Law School is not an ELSA event unless evaluated, we asked the organizing groups to submit evaluation forms. This year, we have prepared specific Evaluation Forms for Law Schools. More in numbers and rather particular questions are asked, by which we can go more into detail in evaluating the event, in addition to the ones already stated in the general form for evaluation. Statistical facts will be presented to the Network as a result of analysis of the forms.

Last but not least, the Handbook for Law Schools, which has been worked on by the Working Group composed of Guillermo from ELSA Spain, Matej from ELSA Slovak Republic, Dirk from ELSA Germany and Philipp from ELSA The Netherlands under my chairmanship, will be presented to the Network.

I'd like to apologize to anyone I might have hurt or for any mistakes I might have made during my term. Finally, I'd like to thank Ana and Marko for such a smooth year with no problems and enthusiastic and hardworking spirit. I'd not be exaggerating saying that I enjoyed every single moment of the past year.

Martina Lipke, Director for STEP Traineeships

STEP Technology

Before the launch of the second STEP Newsletter in the term of 2013/2014 Dariia Oliinyk, Clemens Hartig and I were testing the new online application system developed by Wolfgang Fuschlberger. This was necessary in order to fix occurring bugs and to test the practicability of the new system.

Matching

As the Student Hunting came to an end, it was the entire Traineeships Team's task to match all applications to the traineeships of the second Newsletter. Since for this cycle we accepted both PDF- and online applications, we still had to share the PDFs amongst each other, which is why our work was only partly facilitated. However, we considered this cycle as a testing phase, which we evaluated thoroughly in order to enhance the future online application process. We therefore also had local and national STEP officers take an online survey.

NCM of ELSA Austria

The National Board of ELSA Austria 2013/2014 asked to me to hold the STEP Workshop at their summer NCM in Graz. As agreed upon with the Austrian local STEPers I gave a training on communication and body language. We also tackled the topics of transition and the innovations in STEP where I asked the workshop participants for some feedback on the STEP Portal and the online application system which resulted in a very fruitful discussion.

Transition

In July I visited my Traineeship Team in Brussels for Transition. During my stay we evaluated our term together. We discussed topics like the Regional Coaching System, the online application progress and the matching procedure. The aim of our gathering was also to collect ideas for the new term and to set the next dates for the STEP Calendar.

Dariia Oliinyk, Director for STEP Traineeships**STEP Online Forms**

Together with my colleagues Martina Lipke and Clemens Hartig I was involved in testing the new online application system developed by Wolfgang Fuschlberger shortly before the release of the second STEP Newsletter in the term of 2013/2014. We were identifying bugs and mistakes of the system and reporting on them. Due to strict deadlines this task required our full time involvement and immediate responses.

Matching

Traditionally, after the Student Hunting was successfully accomplished, together with my above mentioned colleagues from the Traineeship Team we were responsible for matching of all the applications to the Second Cycle traineeships. Since the online application system was still functioning in testing mode, in parallel with matching we had to identify report and ask to fix the bugs and mistakes in the system, in the result of which the matching took longer than usually. After the matching was completed we sent out the results of matching to the respective STEP Officers.

ICM in Malta

I attended the International Council Meeting where I shadowed and supported my colleague, VP STEP ELSA International – Clemens Hartig. I actively participated in the discussions, shared my opinion and experience on many issues.

Transition

In July the Traineeship Team gathered in Brussels for Transition. We evaluated our cooperation and the results of our work, discussed the efficiency of the Regional Coaching System, the online application progress and the matching procedure. In the end we also defined the draft of STEP Calendar for the term 2014/2015.

PROPOSALS

THE INTERNATIONAL BOARD

Decision Book amendments concerning the Jurisdiction Working Group of the General part (GEN 01/14 V)

Proposed by the International Board

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.

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 in ~~Cluj Napoca, in spring~~ Fall 2015.

Comment:

This decision was drafted and send out in the working materials for the ICM Malta, before ELSA was aware of the tax situation with the authorities in Brussels. During the last months it was clear, that it will be hard to fullfill the deadline, why the working Group requested a postponement of the deadline.

Decision Book amendments concerning the AA part (AA 01/12 I)

Proposed by the International Board

Policies concerning AA projects

2. Responsibilities in AA projects

[...]

2.2 Responsibilities of the Local Groups

- 2.2.1 Promote the participation of law students and young lawyers and engage in the organisation of AA projects.
- 2.2.2 Submit information about outline, topic, rules, timeline, structure, awards and supporters and promotional material to the National Group.
- 2.2.3 Support AA projects with the presentation of their conclusions and send their outcome to the National Group.
- 2.2.4 Submit an AA Event Specification Form to the AA officer in the National Board, when the event is National, and to the International Board when it is international.
- 2.2.5 Submit an AA Event Evaluation form to the AA officer in the National Board and to the International Board.
- 2.2.6 Support and promote the AA projects organised by the National Group and ELSA International.

[...]

Comment:

The Event Specification is not frequently used in practice. As the wording is now, all AA events should be reported to the national and international boards *before* it takes place. Many activities are not relevant to other than local officers and members. A procedure where all events are reported both before and after requires too much human resources. The International Board believes the event organisers should have the freedom to choose whether the event is relevant to a bigger audience. For that reason we suggest to amend the current wording.

NATIONAL GROUPS

Statutes amendment concerning the Article 11

ELSA Germany proposes the following to the Council:

Organs

Article 11 – Council

11.1 Role of the Council

The Council represents the members of ELSA and is the supreme decision-making body of ELSA the decisions of which are binding on the entire organisation as defined in Article 4 in these Statutes.

The Council shall decide on any questions or matters within the scope of the present Statutes and Standing Orders except for those assigned to other organs by these same Statutes and Standing Orders.

11.2 Summoning of Council

The Council shall meet twice a year, in spring and in autumn, at a time fixed by the International Board. Extraordinary meetings can be requested by the International Board or by at least one-third of all the Members.

The Council shall be summoned by means of written invitations sent by the International Board to all Members, Observers, Auditors, and any person appointed by the International Board or Council to carry out a specific task at least twenty-eight days before the opening of the Council Meeting in question.

11.3 Right to make proposals

The following have the right to make proposals to the Council:

The International Board

Members

The Presidents' Meeting

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 specify the contrary, decisions by the Council shall be determined by an absolute 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.~~

Comment:

This amendment of our Statutes shall clarify either if an absolute majority or a simple majority is required in 11.4. This regulation has already lead to obscurities during several International Council Meetings. An absolute majority requires more than half of all the present votes of the Council to vote in favor of a proposal in order for it to be passed. In practical terms, it means abstentions are equivalent to a no vote. A simple majority on the other hand requires only a majority of the actually given votes in favor in order for the proposal to be passed. Abstentions are not included. In practical terms, it means that more votes in favor than votes against are required. If an absolute majority is required and more that 50% of the present votes are needed and abstentions shall not be included it leads to a simple majority. In our understanding of this regulation an absolute majority is required. An absolute majority is also required in Article12.5 paragraph 3 of the Standing Orders which is referred to in this regulation.

Standing Orders amendment concerning Article 12

ELSA Germany and ELSA Norway propose the following to the Council:

The International Board

Article 12 – Elections

12.1 To be eligible for a post on the International Board, a person must be nominated by a Member and seconded by another Member. The nomination must specify who is nominated for which post and contain the names and signatures of the nominator, the seconder and the nominee.

12.2 To be taken into account at the elections, nominations must be received by the Nominations Committee before midnight on the second day of the Council Meeting. The time when the nomination was received shall be recorded on the nomination sheet. If there is no candidate for one or more posts on the International Board, the Council can with a two-thirds majority reopen the nomination for these posts.

12.3 The nominee must prepare a personal presentation in writing and distribute this to the Members before midnight on the day before the final Plenary session. This presentation must include personal curriculum vitae, an ELSA curriculum vitae and a programme of action.

12.4 The elections start with the reading out of all nominations received in accordance with this Article of these Standing Orders by the Nomination Committee.

Each candidate for a post on the International Board shall be given five (5) minutes for a short presentation to the Council. After each presentation, the Council shall be given ten (10) minutes to question the candidate. This can be extended once by additional ten (10) minutes at the request of a member and the Council approves this request with a fifth of the votes in favor. Candidates standing for the same board position must leave the meeting room during the presentation and hearing of their fellow candidates. During the presentation and hearing, no person shall leave the meeting room.

After the presentation and hearing of all candidates, the delegates shall be given considerable time to discuss how to vote.

Comment:

Since the election of the International Board is one of the Council's most important decisions, our members should be able to ask all pending questions in order to get an idea of every candidate which is inevitable for the decision making. Limiting the time for questions down to 10 minutes has already caused discontent during ICM Malta where important questions could not be posed. If a member still has questions after 10 minutes there should be the possibility to extend the amount of time on request.

Standing Orders amendment concerning article 20

ELSA Switzerland proposes the following to the Council:

Finance

Article 20 – Audit

20.1 The auditors as referred to in Article 16 of the Statutes of ELSA are hereby called Internal auditors of ELSA and shall be elected according to the electoral procedure of the International Board, but will not be required to provide an action plan. Internal auditors shall not hold any other elected or appointed position in ELSA on the International or National level ~~or ELSA Network~~ while in office. Elected or appointed positions on the local level are not subjected to this rule.

(...)

Comments:

The current rule, where Auditors are not entitled to have any other position within the network was established at the ICM Cologne in 2013. Even back then ELSA Switzerland warned already, that this rule would be too strict and cause problems in finding new internal auditors. Recent experiences confirmed this foresight:

The Auditors for the term 12/13 stepped down and the network was unable to find replacements. In the end ELSA as our alumni organisation stepped in, but not without waiving all claims against ELSA to be more impartial. This kind treatment can't be expected every year, where ELSA is unable to find internal auditors.

The Vice-Auditor for the term 13/14 stepped down because he was elected as a boardmember in his Nationalgroup. ELSA was unable to find a replacement at the ICM Opatija or ICM Malta for him. The position is still vacant.

For the term 14/15 only one Auditor was elected at the ICM Malta, the other positions for Auditor and Vice-Auditor are still vacant.

With this proposal ELSA Switzerland tries to find a compromise between the strict position that auditors should be completely impartial and the pragmatic position that Auditors are strongly needed, irrelevant of their position within the network. The influence of local officers on the international level is limited compared to national officers. Furthermore many former officers already have auditor positions on local level and are unwilling to give those up just to audit ELSA International.

Finally ELSA Switzerland wants to point out, that Auditors are chosen by the discretion of the council. Therefore the National Groups trust the Auditors integrities by giving them the duty to

check up on the work of the International Board and report it in a truthful and fair view to the Council. It is questionable whether this trust should simply be overthrown because the Auditors accepted other positions they were elected to.

Decision Book amendment to the Decision relating to the FM part (FM 01/08 I)**Proposed by ELSA Denmark, ELSA Finland, ELSA Norway and ELSA Sweden**

Fees

3. PUBLISHING THE GDP NUMBERS

The real GDP per capita numbers of the ELSA Countries – based on the issue of the annual “Human Development Report” published by the United Nations Development Programme (UNDP) – is to be made available to the National Groups together with the relevant invoice. The “Human Development Report” shall be made available ~~on ELSA Online prior to the invoice or~~ through a direct link to the online version of the report on the website of UNDP sent out together with the invoice.

Comment:

We do not have ELSA Online due to the fact that the project fell through a few years ago. Therefore it does not make any sense to have ELSA Online mentioned in the Decision Book.

Decision Book Amendment to the General AA Policies section of the AA-part (AA 01/13 I)

ELSA Finland and ELSA UK propose the following to the Council:

General AA Policies

1. General

~~1.1 An Academic Activity is, for example, an essay competition, a legal research group, a law review, a legal debate, a legal course, a lawyers at work event, a studies abroad event and a moot court competition.~~ An Academic Activity can consist of, for example: an essay competition, a legal research group, a law review, a legal debate, an educational legal course or moot court competition. These will be known as “core events”.

~~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.~~ Any other activity of ELSA that focuses on pragmatic skills development, and provides law students and young lawyers with closer contact with legal professionals shall be also considered (for labelling purposes) an AA event. This also includes events that allow them to use their legal knowledge in a practical activity, such as simulations of any kind, and the active application of such skills.

Decision Book Amendment to the S&C Policies, Minimum Quality Standards and Responsibilities section of the S&C-part (SC 01/13 I)

Proposed by ELSA Finland and ELSA UK:

ELSA Finland and ELSA UK propose the following to the Council:

S&C Policies, Minimum Quality Standards and Responsibilities

1. General

~~1.1 An S&C event is a seminar, a conference, a lecture, a panel discussion, a law school, an institutional visit, a study visit or any other activity fulfilling the definition in Art. 3.3 of the~~

Statutes of ELSA. An S&C event is an activity involving the acquisition of knowledge through exposure to professionals and foreign cultures (Art. 3,3 of the Statutes of ELSA). Examples of S&C events are a seminar, a conference, a lecture, a panel discussion, a law school, an institutional visit, and a study visit. It is noted that whilst S&C activities include the ones listed above they are not limited to such, and that in the broader spectrum an S&C activity is an event in which the focus is on the passive acquisition of knowledge. It is recommended for S&C officers to be creative when planning new types of events and to cooperate with other Key Area officers, combining elements from different Key Area events.

Comments:

The aim of this proposal is to provide some fluidity within the key areas so that officers can pursue objectives and events that they are passionate about, whilst maintaining a level of certainty in what constitutes an event for each key area. It must be made clear at this point that there is only a change logistically and not structurally and that this is intended to benefit local, and to a certain extent national, officers. Thus these new proposed definitions do not alter what could be considered the fundamentals of each area but help to deal with the grey area of events that may contain elements of both. This proposal shifts the definition from a nomenclature approach into more of a purpose based approach. It is also worth noting that this shift does not change the way that the key areas are presented to externals and their presentation from an exterior perspective will remain the same.

Outcome of a working group during IPM Graz:

- Re-labelling Key Areas would mean renaming the problem. We will probably not be able to find one or two names to better describe S&C and AA and there would be a lot of work in implementing new names for these areas.
- The problem seems to be that on a local level officers do not know which activities they are supposed to organize as S&Cers or AAers and which not. Same goes to creating new events and trying to include them to either of these areas.
- For now it seems like definitions of AA and S&C in the Decision Book are two lists of what appears to be randomly selected events. We see that it would be better to define what kind of events belong to which area, with the list as examples. This would hopefully create more flexibility and encourage officers to create new events.
- It should also be stated that one person can be in charge of both AA and S&C events when it comes to individual projects. For example, one officer could organize both an essay competition and a study visit and therefore join some of the AA workshops during ICM and some S&C workshops, too.
- S&C and AA officers can also work together within one project.

Decision Book Amendment to the Information Technology session in the IM part (IM 01/12 III)

ELSA Finland proposes the following to the Council

Information Technology

1. Websites in the network

- 1.1 Each National Group is responsible for maintaining an up-to-date website. As far as the local group has its own website these regulations shall be followed as well.
- 1.2 The address of the website should contain the either prefix “elsa-“, the name of the country in English and the top-level-domain “.org” or word “elsa” and the top-level-domain. ~~Alternatively the respective country code top level domain can be used.~~

Top level domain should be either “.org” or the respective country code top level domain.

Domains for local groups should be set up in the same way. They can also be configured as sub-domains of the domain of the respective national group.

The address www.elsa.org and subdomains under it are reserved for use of the International Board

Examples: www.elsa-norway.org, www.elsa-norway.no, www.elsa.no

Local group addresses: www.elsa-oslo.org, www.elsa-oslo.no, www.oslo.elsa-norway.org, www.oslo.elsa-norway.no–www.elsa-oslo.org, www.elsa-oslo.no

[...]

3. E-MAIL COMMUNICATION

3.1 The official E-Mail addresses of each group shall be the following: president@, secgen@, treasurer@, vpaa@ or aa@, vpbcc@ or mcc@, vpssc@ or sc@, vpstep@ or step@, vpmarketing@ or marketing@ followed by the domains mentioned in 1.2.

Comments:

These regulations cause unnecessarily long domains and email addresses and inhibits us to be more modern and more approachable by externals. Since domains and addresses which are already in use in the network haven't been causing any trouble so far, ELSA Finland suggests that this amendment will be approved.

INPUT PAPERS

THE INTERNATIONAL BOARD

Input paper on Key Area restructuring

Inspired by the discussion raised during the ICM Malta concerning the Key Area officers' titles and ongoing debates on national and local level about difficulties with distinguishing certain Key area activities, the International Board would like to initiate discussion on restructuring of the Key Areas.

During past years various activities were created in the Key Areas and nowadays it is difficult to determine to which of the areas they belong. Projects are complex and versatile and a clear border does sometimes not exist. We believe there might be a need to revise the current closed list of activities in the Key Areas. Unclear borderlines might remain, but it is still necessary to decide who will be responsible for carrying out the projects, as well as implementing quality standards and policies related to a particular activity/project.

The development of many projects, within one certain area, might have caused a disproportionate workload between the key area officers and we see an urge to rethink the current workload division in order to ensure more efficient use of human resources involved and to provide officers on all levels with same opportunities in order to develop new ideas and, at the same time, to maintain current ongoing projects/activities. In our opinion, having overworked areas is not a sustainable long term solution and we should strive towards a more balanced division of tasks and responsibilities. Potentially, we may move some activities from one area to another ~~the other~~ and maybe remove less popular activities from the policies and responsibilities entirely. When deciding so, different levels of ELSA should be taken into consideration and we should acknowledge that there might not be a universal solution applicable to all levels at the same time due to different circumstances we have.

Redefining the differentiating factor between the Key Areas might bring some solutions, and we should discuss what that factor should be. Do we want to provide the audience with knowledge and skills or maybe passive and active involvement of the audience during activities? We cannot offer a clear answer at the moment but we are open for any suggestions that will be discussed during ICM Bodrum.

Also, when it comes to dealing with externals, using our position titles has proved to be very difficult, incomprehensible and confusing. Thus, we should strive to make our internal structure more clear and professional and we believe, when restructuring the areas, this aspect should be taken into consideration to very high extend.

The topic of this input paper was already raised during IPM Graz and KAM Prague. No concrete conclusions were made, but some of the inputs were to try to implement project based distinction or to distinguish activities on a basis whether they are contributing to legal education, skills or practice. Also, participants emphasized the need to regulate social events/activities as the raising aspect of our association.

We are aware that these changes will require a lot of work and might create antipathy by members due to reasons of tradition, but we hope to have an open and honest discussion and to make a decision that will lead us to efficiency, satisfaction and better understanding. However, we do not

expect instant results and we will support any further discussion and attempts towards improvement of our internal structure.

Input Paper concerning ELSA's commitment to human rights and social responsibility

The International Board of ELSA would like to bring the following to your attention:

The purpose of the paper is to open the discussion on human rights (HR) and social responsibility in ELSA and to raise awareness of the related issues so we can facilitate a debate during the open WS at ICM Bodrum. Last term in office, ELSA's non-political status was a controversial topic and the discussion resulted in Guidelines prepared by a working group. The final version of guideline will be published before the ICM. This year we believe it is time to explore a related topic and define more precisely what it means to our association.

Commitment to human rights and social responsibility represent two of the pillars of ELSA. Our vision puts forward human dignity, the decision book has its own HR section, the Strategic Goals 2018 underline our HR commitment and the philosophy statement tells us to "act for the good of society".

The first obvious challenge is to define what ELSA refers to when using the term "human rights". Do we refer to the European Convention on Human Rights and its interpretation by the European Court of Human Rights? When we say "Human Rights is the main treasure and value of mankind" (Decision Book) - does this encompass equal rights between homosexuals and heterosexuals and what about abortion or euthanasia? In some countries these topics are extremely politically sensitive. In other countries they do not cause any debate and are considered natural HRs.

The next question is what ELSA can do when raising awareness of human rights. Can we say that our association support HR? Just to illustrate our point, freedom of expression, freedom of association, democracy and the rule of law are fundamental values in most European countries. They do however represent political ideas thus expressing support to them represents a political stand. This might seem a bit too farfetched but in theory, stating that ELSA supports democracy is contrary our non-political status. Consequently, ELSA should consider what actions we can take. Shall we only facilitate an academic exchange of opinions where our members can learn about different views on HRs; or shall we be more proactive and acknowledge that there are some universal HRs that we support - even though they might be controversial in certain countries?

The other issue we would like to explore is our commitment to social responsibility. The first question is naturally what this terms means. Does our commitment imply a duty to provide free legal aid, to organise charities for less fortunate people, stop using companies that have a negative impact on society and the environment?

We should also ask ourselves if we are socially responsible enough. Do we actually act for the good of society? Do we make a real impact? There is no doubt we create cross border exchange and enrich the education of a large number of law students. We should be proud of this, but is that a sufficient contribution? The International Board would be delighted to receive your reflections on these questions. ELSA Day in November encourages human rights events that are socially responsible - perhaps this project can give us some idea. Finally, we hope the increased focus on the above mentioned issues will contribute to a clearer understanding of what the core of ELSA consists of. Discovering ourselves can be challenging and it might lead to heated arguments. It is however inevitable and in the long run we believe ELSA would profit from finding herself.

NATIONAL GROUPS

Input Paper concerning Data Protection in ELSA

By ELSA Germany

>>*Private information is practically the source of every large modern fortune.*<< (Oscar Wilde, 1894)¹

During the last decade, computer technology has improved like no other idea of mankind before. About twenty years ago no one expected us being able to communicate via social network on a daily basis, storing our data in so called clouds and applying to ELSA events not by a real letter but via online form.

Also we as ELSA are always open for new possibilities and use them frequently. We started to connect via newly found Facebook Groups, have Skype sessions and use social media for advertising our events.

And of course all of this improves our association a lot. Today it would hardly be imaginable to have professional work communication from Azerbaijan to Iceland and from Norway to Malta without using internet.

But when it comes to speaking about the great opportunities online communication gave us, we also have to consider the negative sides that new chances always carry with them.

Not to close ourselves from using the advantages but to improve our own work, facing the risks and deciding about conclusions is necessary.

Especially we as law students should be the ones to question daily routines critically.

To exemplify this one can notice that everyone applying to become part of a delegation has to do so via Google Docs, giving a lot of personal details, such as the CV. We consider this a system in which ELSA has no influence whether, where or how the data is stored. From one day to another, Google could decide to not support Docs anymore, leaving us with no option of how to get applications done.

This also applies to the application process of most area meetings. In most cases participants were forced to fill a Google Doc with personal data like passport number or date of birth in order to apply to the respective meeting. In some cases this information was shared with other participants, enabling those to see and potentially copy personal information.

Not that we expect ELSA members to do so or use this for criminal reasons. But if one of our members is able to gather that information, why should an expert with potential criminal intention not do so?

¹ Oscar Wilde, *An Ideal Husband*, Act 1

There is also another aspect of publicly showing all participants' personal data like passport number, room allocation and invoice details.

Some people even in a close community like ELSA like to enjoy at least some kind of privacy and it should always be the choice of the particular individual what kind of information she or he would like to give to others.

We would like to point out, that in our opinion when organizing an event it is far more important to have a deeper thought about the protection of the personal data of all parties involved than caring about smaller issues such as the welcome bag or the range of jam at breakfast.

For future events we want to urge all organizing committees to not make personal data available to persons who don't absolutely require them for proper reasons. This starts by not having all participants in recipient or carbon copy field, but having them in blind carbon copy field. This starts by not sending invoices to all of the participants in one mail. And this also starts by not enabling other participants to see passport numbers of others.

We also would like to raise awareness of our dependence on Google Docs. If for some reason Google decides to no longer support a free version or changes their terms of use further than we are willing to accept it, we would no longer have a working system for applications and surveys. Therefore we would like to have the International Board to rethink the use of Google Docs and to do research on the use of freeware stored on our own servers.

We really appreciate the ongoing debates on having our own knowledge database, but everyone should keep in mind, that this database should meet a standard of data protection requirements from the very first second on. Consequently, part of the discussion should no longer be to use Dropbox.

All mentioned aspects also have to do with profound professional behavior, as all major organisations and companies do have guidelines and policies for data protection.²

Likewise our human rights partner, the Council of Europe recognises data protection an issue of great importance.³

In our approach the protection of personal information is a human right, closely connected to various human rights such as human dignity, personal freedom and freedom of expression.

So why are we as a human rights organisation not still applying at least the most basic standard of data protection yet?

² Siemens: www.siemens.com/privacy; Daimler: http://www.daimler.com/Projects/c2c/channel/documents/916654_Daimler_Data_Protection_Policy.pdf; CMS: http://www.cms-hs.com/e-Guide_CMS_Guide_to_Data_Privacy_0713 AIESEC: <https://opportunities.aiesec.org/legal>

³ www.coe.int/dataprotection

We hope that this discussion on Data Protection can continue during ICM Bodrum and that we will raise the awareness of this issue.

Thank you for your attention,
ELSA Germany

Input paper concerning the Implementation of the Profile of ELSA

By ELSA Germany and ELSA The Netherlands

We would like to raise discussion about the development of ELSA with respect to our core values that make up the overall vision of our association. According to our impression, these core values are not yet present in our activities as to a maximum degree.

The Profile of ELSA has been discussed previously during ICMs and other international meetings. ELSA Germany regards this stage of discussions as terminated by now and wants to move on to a stage of implementation and realization. We therefore call upon the network to not only adhere to indeed fruitful discussions but to evaluate the outcomes of these discussions as for taking further and more precise steps.

Subsequently, we shall at first recollect ourselves to the reason why ELSA was founded. The idea was to promote international contacts and mutual understanding among law students. This idea matured into a strong profile characterized by the core values such like the contribution to legal education as well as the promotion of social responsibility and Human Rights. By taking the question ELSA's identity into consideration yet again, we recognize that this identity is outstandingly remarked by our events as well as our activities. It is striking that more and more national and local groups are expanding their event portfolios regarding job fairs signifying a career related focus.

This leads to the question of the direction in which ELSA wants to develop.

Do we want to render ourselves conspicuous because of providing our members the possibility of connecting to law firms in order to facilitate their careers? Or shall we as a student network provide other students with opportunities serving to prepare oneself for the prospective career?

In our understanding, the aspect of career should solely be present in a mediate way with regards to a proper preparation of students as for their future.

Accordingly, the contribution to legal education is not fulfilled by organizing job fairs that help the students in making contacts with people as for their careers.

We want to put forward that the focus should rather be placed on our academic event portfolio encompassing those activities which contribute to legal education in a sense of developing oneself as well as improving one's individual skills.

In terms of Human Rights one has to notice the question of how far we do want to go in promoting human rights. Shall they only be an empty phrase serving as an accessory it is worth gracing with? Or do we strive for a coherent way of implementing Human Rights in our daily ELSA work? The ELSA Day truly is the first highly important step in order to raise Human Rights awareness among the network and the society. In regards of job fairs and career oriented recruitment, however, we cannot detect any consideration for the core values of ELSA such as promoting social responsibility and Human Rights.

Together as a network we should therefore continuously reflect the connection between our activities and the profile we acquired so far.

Referring back to the Profile of ELSA we want to emphasize on a distinct implementation of our core values and encourage all of our national and local groups to be concerned about our network's identity in order to actively support this in every objective that is to be proceeded with in the future.

We hope that this discussion on concrete realization of the Profile of ELSA can continue during ICM Bodrum and that we will raise the awareness in order to pave ELSA the way into a bright and successful future.

Thank you for your attention,
ELSA Germany

Input Paper on Event fees

By ELSA Denmark

This Input Paper mainly concerns "Decision Book, FM-area, Event Fees, nr. 1". In this part of the decision book we have our only explanation on our system for Event fees. It explains in short what has to be included in the participation fee. We find that this paragraph is short and does not really give a fulfilling explanation to what you have to include in the participation fee and what you can charge extra for. There are different issues that needs to be clarified in the mentioned paragraph:

1. **What is included in the participation fee;** At the SAM Madrid we realized that this paragraph is not as descriptive as it should be. In Madrid the participants were charged for the transport between the hostel and the workshops. We consider this form of transportation a part of the academic program but we fully understand that this could be interpreted differently. We should clarify what has to be included in the participation fee, as a minimum.
2. **What can you charge extra for;** For as long as we recall, there has been extra charges for transport (to/from the airport), the gala ball, the social program and so on. These extra charges are not mentioned in the Decision Book and have therefor been used freely to fund the things that were not mentioned as a part of the participation fees. We are not opposed to having these extra fees, but we find that it is time to regulate as well as clarify what you can charge extra for, and how much you are allowed to charge. Earlier we have seen that these extra fees have been used to fund some of the general expenses in hosting an International Internal Meeting and we think it is time to make sure that this does not happen again.

We respect that there are certain expenses in hosting a big International Internal Meeting, but we find that a more explanatory paragraph concerning Event fees will be helpful for both the Organizing Committees and the participants. This Input Paper is presented at the ICM Bodrum to start a discussion on this topic.

Best Regards,
ELSA Denmark

Input paper on Trainings

By ELSA Denmark

We would like to raise a discussion about the ITP as it is right now and how we can improve it. For many ELSAnyans, trainings is either something they value highly or find as a waste of time. It has been like this as long as we remember, but during the last year the focus on using trainers for national and international events has decreased. This influences the skills of the trainers obtained in the ITP and thereby results in trainings that gives an even smaller outcome for the participant. We would therefore like to point out some of the reasons that the trainings are not as good as they could be from our perspective;

1. **Inactive Trainers;** The current ITP has a lot of trainers, but at the moment it is difficult to say how many of these trainers are actually active. For the ITP to function properly we need to have an overview of which trainers we have, and in which areas they can give training. To do this, it might be an idea to track the trainings from the first request for having training in the given area and all the way till the evaluation of the training after it has been given.
2. **Training pr. Trainer;** One thing is to have a lot of active trainers, but another thing is to actually keep these trainers active. For a trainer to be experienced he/she needs to have a certain amount of training sessions pr. year. At the moment we feel that the active trainers does not give enough of training sessions which results in trainers that does not have a chance of actually keeping up to date, and as well gain enough experience in giving training. This is due to the fact that national groups are not asking for enough trainings.
3. **NTP;** A lot of national groups have during the years established National Trainers Pools. These pools are useful when having trainings that are more focused on skills or requirements that are specially used or needed in the current country. Trainers from NTP's are at the same time cheaper to get for a training session, since they normally do not have to travel from other countries in Europe. Despite this, the NTP's are not as internationally focused as the ITP and we feel that they have a tendency to remove calls for trainers from the ITP. This does not mean that NTP's are all bad. We feel that with a changed framework for training sessions in our association we can use these NTP's in corporation with trainers from the ITP to have more efficient trainings.
4. **Number of Participants;** A lot of training sessions are requested where the number of participants is too high to have as efficient a training as possible. This makes the outcome of the training sessions worse and hinders the trainer from passing on the full knowledge and experience to the participants. We feel that with more focus on downsizing the number of participants at a training session, the participants will get more involved, which will benefit both the participants and the trainer.

This is just a few of the problems that we see concerning ITP at the moment. Do not take this Input Paper as an insult towards the trainers in the ITP. Both the ITP and the NTP's are mentioned in our Strategic Goals for 2018 and it is time for us to have a discussion on how to improve this area of our organization. We need to find out how to redo our whole way of using training sessions as well as giving the trainers the right framework for actually passing on all their experience and skill.

APPLICATIONS

OBSERVERSHIP APPLICATIONS

Observership Application of ELSA Armenia

APPLICATION FOR OBSERVER STATUS: ARMENIA

TO: the International Council and the International Board of the European Law Students' Association

Dear Delegates to the ICM,
Dear Members of the International Board,

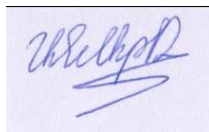
We, the board of LSA, are hereby tendering on behalf of the association LSA application for observer status of ELSA International.

We hereby declare:

1. to commit to the aims and activities of ELSA;
2. to comply with the Statutes and Standing Orders of ELSA International;
3. to guarantee the future representation of ELSA by our association being conducted seriously, respectfully and with dignity;
4. to accept all obligations and responsibilities referring to an observer status.

Our application is fully supported by our members, sponsors and partners, who hereby, together with the board, commit to taking any and all steps necessary to establish a durable and functional national group able and willing to represent the values of ELSA in Armenia.

The Republic of Armenia, 2 September, 2014



Ani Atanesyan
on behalf of the board

List of annexes:

- Statutes and Standing Orders of LSA (english, compatible with the Statutes and Standing Orders of ELSA International)
- Consolidated Activity reports of the board
- Declaration of commitment to the aims and activities of ELSA and the will to become a member of ELSA
- Report on the Organizational structure of LSA
- Report stating the status of recognition of Armenia and that there is no current member or observer of ELSA present in Armenia

LAW STUDENTS' ASSOCIATION

/LSA/

The Republic of Armenia

STATUTES

PREAMBLE

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

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

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

REALIZING that the European legal professions not only have to recognize the importance of growing international cooperation, but also have to prepare themselves for the demands created by this development;

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

EXPRESSING that within this competence, the supreme aims of ELSA are to encourage and facilitate direct contacts and cooperation, individually and collectively, whether informally or officially, between persons from different states involved in the field of law and to promote the usefulness of foreign legal experience by expanding the knowledge and understanding of the different concepts and solutions to legal questions developed in the member states;

REAFFIRMING, moreover, that ELSA hopes to encourage initial understanding and peaceful co-operation between member states in the spirit of the final act of the CSCE Conference concluded in Helsinki;

RECALLING that initiatives were undertaken by Ani Atanesyan, Tsovinar Ananyan, Anna Avetisyan and Ani Khlghatyan in order to prepare the creation of a European Law Students' Association in the Republic of Armenia;

THEREFORE the following Statutes are adopted by Law Students' Association NGO in order to further these above-mentioned principles and aims, in the spirit of the statutes and standing orders of ELSA International.

ARTICLE 1 NAME / SEAT / DURATION

1.1 The non-governmental organization “LAW STUDENTS ASSOCIATION” (hereinafter “Association”), is a kind of non-profit organization-non-governmental association, which doesn’t pursue an object of getting a profit and doesn’t distribute the received profit between the participants (non-commercial organization), associates law students, physical persons with legal profession-citizens of the Republic of Armenia, foreign citizens and stateless persons, in conformity with the procedure prescribed by law, on the basis of the community of their interests, in order to satisfy their non-religious spiritual or other non-material needs and implement other generally useful activities.

1.2 The official full name of the association shall be:

Law Students’ Association NGO.

1.3 The official abbreviation of the association’s name shall be:

LSA NGO

1.4 The registered seat of the Association shall be:

**apt.2, 8 A.Sakharov,
0001-Yerevan, Republic of Armenia,
tel. (+374)94 93-42-72.**

1.5 The Association is established for an unlimited period of time, notwithstanding the provisions of article 11 of the present Statutes.

ARTICLE 2 STATUTORY OBJECT

2.1 The Association is a non-political, independent, non-profit making association whose aims are to promote, establish and develop mutual understanding, cooperation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

2.2 The Association shall endeavor to achieve the aims laid down in the preamble and statutes of ELSA International by participating in any field that shall promote those aims. Moreover, the main fields of activity shall be the following, without any priority in order:

- the Student Trainee Exchange Program (“STEP”), involving the exchange of trainees and providing work experience in foreign legal systems;
- Seminars and Conferences (“S&C”), including *inter alia* the promotion and organization of law schools, study visits, seminars and conferences on legal issues, systems and skills;
- Academic Activities (“AA”), including *inter alia* the publication of law reviews, promoting essays and moot court competitions, a Legal Research Program (“LRP”) and an information database on studies abroad.

2.3 More generally, the Association may do anything that directly or indirectly falls within the scope of the provisions of the present article, always provided that (i) it is prohibited neither by law nor by the present Statutes, that (ii) it is in the best interest of the Association and that (iii) the non-commercial character of the Association remains intact.

ARTICLE 3 MINIMUM NUMBER OF MEMBERS

3.1 The minimum number of members shall be four (4).

3.2 Only Full Members, as defined in article 5, shall be taken into account for the purpose of the requirement laid down in the preceding paragraph.

ARTICLE 4 FOUNDING MEMBERS

4.1 The Association is established between the following persons (the “Founding Members”), without any priority in order:

- Ani / Atanesyan / advocate-Phd student / Talin / Armenian
- Tsovinar / Ananyan / judge assistant / Dilijan / Armenian
- Ani / Khlgatyan / lawyer-Phd student / Yervan / Armenian
- Anna / Avetisyan / lawyer-Phd student / Vanadzor / Armenian

4.2 The Founding Members shall be considered as Full Members for the purposes of article

ARTICLE 5 ADMISSION / WITHDRAWAL / EXPULSION

5.1 There shall be three categories of members:

- Full Members;
- Alumni;
- Honorary Members.

5.2 The following persons shall be eligible to qualify as Full Members of the Association:

- all students regularly enrolled in any law or law-related program taught at law universities in Armenia, e.g. Bachelor, Masters, PhD and similar programs up to a maximum of two years after obtaining their last degree or professional qualification;

5.3 Full Membership is contingent upon complying with the conditions set out in the preceding paragraph as well as upon payment of the Membership Fee, as defined in article 8 of the present Statutes.

5.4 A member shall automatically and immediately cease to be a Full Member when he/she

- fails to pay Membership fee more than one (1) year, or;
- ceases to fulfill the requirements provided for in Article 5.2 of the present Statutes, or;
- is expelled in accordance with paragraph 5.5.

5.5 A Full Member shall be expelled from the Association when he/she has, whether separately or jointly, violated the present Statutes, the Standing Orders and/or, more generally, harmed the interests of the Association and/or ELSA International, thereby causing considerable harm to the Association and/or ELSA International.

5.6 Former LSA members shall be eligible for Alumni Membership. Alumni are deprived from all Full Membership rights.

5.7 The title “Honorary Member” may be conferred to any person having proved outstanding and extraordinary merits for the Association. Honorary Memberships shall be awarded on an extremely restrictive basis only and shall be deprived from all Full Membership rights.

ARTICLE 6 THE NATIONAL COUNCIL MEETING

6.1 The National Council Meeting is the supreme decision making body of the Association.

6.2 All Full Members have the right to attend National Council Meetings as well as the right of audience. They have equal rights to vote and to run for executive positions.

6.3 The National Council Meeting’s tasks include, but are not limited to:

- deciding on any proposed amendments of these Statutes;
- adopting and amending the Standing Orders;
- hearing the activity report(s) presented by the National Board;
- electing and dismissing the National Board Members once a year or on request;
- granting discharge to the outgoing National Board;

- appointing two auditors for the forthcoming financial year;
- approving the auditors' report;
- approving the annual accounts;
- approving the budget.

6.4 The National Council Meeting shall convene at least once a year on such date as established by the National Board or on the motivated request of at least 1/3 of the members of all Full Members.

6.5 When a National Council Meeting is to be held, the National Board shall inform all Full Members accordingly by sending them each at least fourteen (14) working days prior to the intended date a convening notice containing the exact time, place and agenda of such meeting. The convening notice shall be sent via any usual written means of communication that are readily accessible, such as, but not limited to, letters, emails and facsimile.

6.6 All proposals supported by at least one-twentieth (1/20) of Full Members shall be added to the agenda. Such proposals shall be notified to the National Board, as defined in article 7, at least forty-eight hours prior to the National Council Meeting, thereby leaving enough time to duly inform all Full Members.

6.7 In case the agenda contains an item relating to statutory elections, a call for candidacies shall be included in the convening notice. All candidacies shall be communicated orally or in writing to the National Board prior to the National Council Meeting.

6.8 Save where provided otherwise, all decisions are taken by absolute majority (50% + 1) of the votes cast, being all valid votes either for or against a proposal, but not including abstentions.

6.9 Following a National Council Meeting, the original minutes thereof shall be kept at the registered seat of the Association. A copy shall be circulated to all Full Members via any usual written means of communication that are readily accessible, such as, but not limited to, letters, emails and facsimile. Any decision materially affecting third parties shall be communicated in writing to those concerned.

ARTICLE 7 THE NATIONAL BOARD

7.1 The National Board is the supreme executive and administrative body of the Association. Notwithstanding paragraph 6.1, its main tasks include, but are not limited to, carrying out the decisions of the National Council Meeting, promoting the aims of the Association, representing it and ensuring that all current affairs are expedited in accordance with the Statutes, Standing Orders, guidelines and policies of the Association.

7.2 The National Board shall at all times consist of the following mandatory posts:

- the President;
- the Secretary General;
- the Treasurer.

7.3 The maximum number of National Board members shall be seven (7).

7.4 The National Council Meeting may elect Vice-Presidents for the following areas:

- Academic Activities;
- Marketing;
- Seminars and Conferences;
- Student Trainee Exchange Program.

7.5 Notwithstanding the provisions of paragraph 7.7 and 7.8, the National Board may appoint any person ("Director") to carry out a specific task.

7.6 The National Board shall be accountable to the National Council Meeting for all of its actions, inactions and decisions. To that effect, the National Board shall draw up an annual activity report as well as the annual accounts along with the explanatory notes relating thereto, if any. All these documents shall all be submitted to the National Council Meeting for review and approval within one month of the end of the Financial Year, as defined in paragraph 9.7, and remain attached to the minutes of such meeting.

7.7 The President shall be the legal representative of the Association. Save where explicitly provided otherwise, the President is vested with sole signatory power to enter into any and all agreements in the name and on behalf of the Association, provided always that the terms and conditions of such agreement fall within the scope of the statutory object as set out in article 2 of the present Statutes.

7.8 By way of exception to the preceding paragraph, the Treasurer shall be the sole person authorized to open, operate and close bank accounts in the name and on behalf of the Association. The Treasurer shall be the sole authorized signatory on such bank accounts.

7.9 If deemed useful, the National Board may delegate the power to enter into specific contracts on behalf of the Association. The powers provided for in paragraphs 7.7. and 7.8. shall never be held by the same person.

ARTICLE 8 MEMBERSHIP FEE

8.1 Each Full Member of the Association shall pay an annual membership fee as established by the National Council Meeting.

8.2 The annual membership fee is to be paid within three (3) months of the beginning of the Financial Year, as defined in paragraph 9.7, or three (3) months after acceptance of the application by the National Board, as the case may be.

ARTICLE 9 FINANCES / BUDGET / FINANCIAL YEAR

9.1 The costs of running the activities of the Association shall be funded by, but not limited to, annual membership fees, sponsorships, advertisements, donations, subsidies, and more generally any levies from private or public entities, whether in cash or in kind.

9.2 Such funds must not be accepted if they are tied to conditions contrary to the aims and principles of the Association as expressed in the preamble and Article 2 of the present Statutes.

9.3 The Treasurer shall submit a budget for the subsequent Financial Year to the National Council Meeting who shall decide thereupon.

9.4 Immediately after the adoption of the budget, the National Council Meeting shall appoint two auditors who must not be on the National Board.

9.5 At the end of each Financial Year, the Treasurer shall present a detailed report on the financial situation of the Association, comprising the annual accounts, a breakdown of any expenses and income as well as the explanatory notes relating thereto, if any.

9.6 The report shall be examined and reviewed by the two auditors appointed in accordance with paragraph 9.4 who will verify that the Treasurer has executed his/her mandate in an orderly manner and issue a recommendation on whether or not to grant discharge to the members of the National Board for the performance of their duties for the Financial Year under review.

9.7 The Financial Year shall start on January 1st and end on December 31st of the subsequent calendar year.

ARTICLE 10 AMENDMENT OF THE STATUTES

10.1 The National Council Meeting in its capacity as supreme decision-making body of the Association is solely competent to vote upon any amendments to the present Statutes.

10.2 A convening notice shall be sent to each Full Member in accordance with the provisions of paragraph 6.5.

10.3 The proposal to amend the statutes shall be included as a separate item in the agenda.

10.4 The National Council Meeting may validly deliberate only if two thirds (2/3) of the Members are present or duly represented.

10.5 In order for amendment to be adopted, a qualified majority of two-thirds (2/3) of the votes cast is required; votes cast meaning all valid votes either for or against a proposal, but not including abstentions.

10.6 Articles 8 and 9 of the Law shall be strictly observed.

ARTICLE 11 DISSOLUTION

11.1 The Association can be dissolved only by a decision of the National Council Meeting or the court.

11.2 The National Council Meeting forms a dissolution committee and defines the procedure and terms of dissolution. At the end of the dissolution of the Association the dissolution committee uses the property left after making the compulsory payments for realization of charter objectives and goals of the Association in conformity with the procedure prescribed by the National Council Meeting, and if it is impossible transfer it to the state budget.

11.3 The Association can be reorganized by the decision of the National Council Meeting or in the cases prescribed by law by court decision in conformity with the procedure prescribed by law.

ARTICLE 12 SEVERABILITY

12.1 In case any provision or provisions of the present Statutes is held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

12.2 Invalidity or unenforceability of one or more provisions of the present Statutes shall not affect any other provision of the present Statutes.

ARTICLE 13 GOVERNING LAW / JURISDICTION / COMPROMISE

13.1 The laws of the Republic of Armenia shall govern the Association and all the provisions of the present Statutes shall be construed in accordance therewith.

13.2 The Association shall be subject to the exclusive jurisdiction of the courts of the Republic of Armenia to the fullest extent permitted under law.

13.3 It shall be attempted to resolve any dispute between the Association and any member or any contractual party by way of mediation prior to bringing forward any legal proceedings.

Thus executed by the undersigned, being the Founding Members,
in the year two thousand and thirteen, on the [29] day of august.

[signature page immediately follows]

Ani Atanesyan
Tsovinar Ananyan
Ani Khlghatyan
Anna Avetisyan

CONSOLIDATED ACTIVITY REPORTS OF THE BOARD

LSA started its activity 4 years ago⁴. The beginning of activity was very difficult. But, fortunately, many students and young researchers believed and helped us to continue our activity. Now we can proudly declare, that we overcome all the difficulties and now are ready to work more intensively and efficiently.

During its activity “Law Students’ Association” non-governmental organizations” has organized the following events:

- “International Humanitarian Law” interuniversity intellectual competition on 15 November, 2010, in Yerevan State University /YSU/,
- “Refugees’ Defense of Rights” contest on 18-20 November, 2010, in Yerevan, “ANI PLAZA” Hotel,
- “Protection of the Environment and Economic Development” conference on 17 February, 2011, YSU,
- “Human Rights in Conflict Management” International Student Conference on 18-20 April, 2011, YSU,
- “The legal permission for euthanasia. The medical and legal viewpoints” round-table-discussion between the students of YSU and Yerevan State Medical University after Mkhitar Heratsi /YSMU/ on 8-9 October, 2011, YSMU,
- “Legal issues of the legislation of the Republic of Armenia” Interuniversity conference, on 5-6 March, 2012, YSU,
- “International Humanitarian Law” interuniversity intellectual competition, on 15 November, 2012, YSU,
- “Legal issues of the new code of criminal procedure of RA.”, round -table-discussion, on 20 March, 2013, YSU,
- “Legal issues of the new code of civil procedure of RA.”, round -table-discussion, on 25 March, 2013, YSU,
- “Ratification of the Statute of the International Criminal Court by RA. Problems and Process”, international conference, with the ICLAW organization, on 06 April 2013, AUA.
- Interuniversity conference “Legal issues of the new code of civil and criminal procedure of RA”, on 15-16 October, 2013, YSU.
- Conference for Phd students “ Just one step before the final thesis”, on 16 December, 2013, YSU.
- “Welcome New Year” Party, on 28 December, 2013 Yerevan
- Interuniversity intellectual competition “The fundamental Human Rights” , on 23 March, 2014, Yerevan State University /YSU/.
- International Conference “ 95th Anniversary of Yerevan State University”, with the Yerevan State University, Student Scientific Association of YSU, on 16 May, 2014
- Visits to the Administrative Court of RA, 10.07.2014- 25.08.2014, Yerevan
- Annual Conference, on 20 December, 2014, Yerevan, YSU

⁴ At first it was named “Armenian Young Lawyers-Researchers’ Association” non-governmental organization, but connected

DECLARATION OF COMMITMENT TO THE AIMS AND VALUES OF ELSA

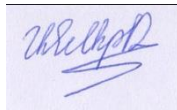
Law Students' Association /hereinafter LSA/ started its activity 4 years ago. The Republic of Armenia gained its independence from the Soviet Union in 1991 and now our country is a member of many famous international organizations, such as UN, the Council of Europe, WTO and etc. Unfortunately, there is not existing member or Observer of ELSA in the Republic of Armenia.

We were informed about the ELSA nearly 2 years ago from Internet. The aims and activities of ELSA are acceptable for us and we sure, that cooperation with ELSA and moreover the gaining of the observer's status will assist us to increase our international cooperation with the other law students and young lawyers.

We, as member of LSA, declare the recognition ELSA's aims and values.

At the same time we express our desire to become a member of ELSA joining the big family of the European Law Students Association and realize the aims and means of ELSA in the Republic of Armenia.

Best Regards
The President of LSA



Ani Atanesyan

REPORT OF THE ORGANIZATIONAL STRUCTURE OF “LAW STUDENTS’ ASSOCIATION”/LSA/**1) The board of LSA**

Following the National Council Meeting held on 2-nd of September, LSA disposes of a full board, comprised of:

President:	Ani Atanesyan
Secretary Generaly:	Ani Khlgatyan
Treasurer:	Tigran Alekyan
VP S&C:	Lilit Enoqyan
VP STEP:	Anna Avetisyan
VP Marketing:	Tsovinar Ananyan

2) Membership and Funding

LSA counts, as of September 2014, 110 members from all years and study courses of the law faculties of the Republic of Armenia. Membership is open to all students regularly enrolled at law faculties of the Republic of Armenia.

Nowdays, membership in LSA Armenia is free and not subject to any membership fees. While we reserve the right to re-introduce membership fees and have informed the members of the possibility, the financing of ELSA Armenia consists, for the moment, exclusively of the support of our corporate partners and sponsors.

2) Local groups

Nowdays, LSA does not have any local groups, because the most of members of our organization are from the Yerevan State University, where we carry out our main activity.

3) Administration and communication

LSA is incorporated as a non-profit association. We have a stabile office and its address is Yerevan, RA, A. Sakharov 8, apt.2, tel. (+374)9493-42-72, (+37410)546-978. LSA has office facilities at the Law Faculty of Yerevan State University too. We have partnerships with the Chamber of Advocates of RA, BAR Association of RA, Yerevan State University of RA. We have the university’s full support wherever necessary and possible.

Board meetings are held on two weekly basis. The members are informed of the relevant decisions taken by mail and Facebook.

The official language of ELSA Armenia is Armenian.

STATUS OF RECOGNITION OF ARMENIA

LSA is a non- governmental organization and has its center of activities in the Republic of Armenia. The Republic of Armenia is a sovereign state, a member of the United Nations.

Exclusivity

The board hereby declares that there is not ELSA group in Armenia now. No other associations in the Republic of Armenia are a Member or Observer of ELSA.

Observership Application of ELSA Moldova

TO: The International Council and the International Board of the European Law Students' Association

**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 Moldova National initiative Group was formed at, and is supported by the Moldova State University from Chisinau, Republic of Moldova. ELSA 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

LETTER OF SUPPORT

**UNIVERSITATEA DE STAT
DIN MOLDOVA****Facultatea de Drept**

MD-2009, Chişinău
str. M. Kogălniceanu 65
tel: 57-78-01, fax (+37322) 577853
drept.usm.md

11.09.2014 Nr. *702*

**MOLDOVA STATE
UNIVERSITY****Faculty of Law**

MD-2009, Chisinau
65, M. Kogălniceanu str.
tel: 57-74-01, fax (373-22) 577853
drept.usm.md

Eduard Serbenco, Ph.D.
Vice-Dean
Faculty of Law
Moldova State University

LETTER OF SUPPORT

Dear ELSA Family,

On behalf of Moldova State University, I want to congratulate ELSA Moldova Initiative Group for deciding to establish ELSA Moldova and to bring in Chisinau and in Republic of Moldova the biggest international association for law students. Since the moment of their first event, students from our University became interested in ELSA and we all are looking forward to enlarge the association and to assist students in their activity.

We declare that we support all activities and aims of ELSA and the application of ELSA Moldova for the Observership status.

Yours truly,

Eduard Serbenco





The European Law Students' Association 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 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 – Moldova, and shall be abbreviated to ELSA 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 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 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 Moldova is a public, non-profit and non-political association. ELSA 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 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 Moldova headquarters are located at: M. Kogălniceanu 65 street, Block 2B, of. 22, MD-2009 Chisinau, Moldova.

Section 3. Membership

3.1. Local Groups

Art 9. ELSA Moldova Members

ELSA 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 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 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 Moldova; and
- The application for Observership is approved by the National Board.

Art 11. Members

Membership of ELSA is open to Observers of ELSA 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 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 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 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 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 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 Moldova or ELSA; or
- Not paid any fees or amounts due to ELSA Moldova for four consecutive Council Meetings; or
- Caused considerable harm to ELSA 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 Moldova Local Group Members

Membership to ELSA Moldova is open to:

- All students enrolled in any year of the course offered by the Law Faculties at any University from Moldova;
- Those graduates who have acquired a qualification from the Law Faculties from Moldova, until up to two years following graduation;
- Any graduates who are in possession of a law qualification from a faculty outside of Moldova, but who are, residing in Moldova, up to two years following the graduation.

Art 18. Termination of Membership

A member shall automatically and immediately cease to be an ELSA 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 Moldova following a decision taken by the National Board of ELSA Moldova, if that member 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 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 Moldova;
 - Ceased to support the aims and activities of ELSA or ELSA 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 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 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 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 Moldova members.

Art 23. The National Council Meeting

1. All those who are members of ELSA 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 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 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 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 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 Moldova and its tasks are to carry out the decisions of the Council Meeting, to promote the aims and efficiency of ELSA 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 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 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 Moldova or if they are otherwise not in the interests of ELSA and ELSA Moldova;
 - d) Revenue from any property (movable or immovable) that ELSA 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 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 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 Moldova, shall be managed by the Treasurer. Without prejudice to the foregoing section, the Secretary General of ELSA 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 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 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 Moldova may be dissolved by a decision approved by the two-thirds of all members of the ELSA 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 Moldova will withdraw its membership from ELSA International.

Art 33. Liquidation

1. The National Council Meeting, upon a decision to dissolve ELSA Moldova, shall elect two liquidators and shall decide about the destination of the net assets and property of ELSA 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 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 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 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 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 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 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 Moldova, keeps the minutes and the stamp of ELSA Moldova and prepares all documents which he/she signs with the President.
- b) By all means informs the members and the friends of ELSA Moldova for its actions and progress in all events.

Art 17. The Treasurer

- a) He/she is in charge of the finances of ELSA 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 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 Moldova members about traineeship opportunities by ELSA International and also informs the latter for traineeships offered by national agencies.

- d) Vice-President of Marketing

He/she undertakes the public relations of ELSA Moldova, seeks for sponsors, the relevant information for ELSA Moldova in every direction and generally the promotion of ELSA 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 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 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 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 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 Moldova, claim outstanding debts and pay debts due. They shall thereafter divide the net assets and property, if any, equally between ELSA Moldova's members unless the National Council decides otherwise.



The European Law Students' Association
REPUBLIC OF MOLDOVA

DECLARATION OF COMMITMENT TO THE AIMS AND MEANS OF ELSA

Officially, ELSA Moldova has started its activity on 5th May 2014 when it was registered at the Ministry of Justice of Moldova. Helped by our friends from ELSA Iași Local Group from ELSA Romania, we have familiarized with aims and activities of ELSA.

Therefore, we, as members of ELSA Moldova, declare the recognition and commitment to the vision, purpose and methods of ELSA International.

At the same time, we express our will to become an ELSA Observership Member, to join ELSA family and realize the aims and means of ELSA.



REPORT OF THE ORGANIZATIONAL STRUCTURE OF ELSA MOLDOVA

1. The National Board of ELSA Moldova

Officially, after 5th of May 2014, ELSA Moldova is a national Association registered at the Ministry of Justice. ELSA Moldova is composed of:

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

2. Local Groups of ELSA Moldova

ELSA Moldova is composed from 3 Local Groups – ELSA Chisinau, ELSA Cahul and ELSA Bălți.

3. Membership and Funding

ELSA Moldova counts 25 members from 3 law faculties from Moldova and we are planning to double the total number of ELSA Moldova members until 1st of October.

Currently, registration fee in ELSA Moldova Local Groups is 100 MDL, equal to 5.4 EUR and the annual membership fee is fixed by every Local Group.

4. Administration and communication

ELSA Moldova is public, non-profit and non-political association established and operating 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 its Statutes and Standing Orders.

Board meetings are held once a week in the office provided by Moldova State University. The members are informed about relevant decisions by email, phone or social networks. The official languages of ELSA Moldova are Romanian and English.

STATUS OF RECOGNITION OF REPUBLIC OF MOLDOVA

Republic of Moldova has gained its independency in 1991, 27th of August and obtained formal recognition as an independent state at the United Nations. Moldova became a member of the Council of Europe on June 29, 1995.

ELSA EXCLUSIVITY IN REPUBLIC OF MOLDOVA

Members of ELSA Moldova Initiative Group declares that ELSA Moldova is the only ELSA group in Republic of Moldova. No other association in the Republic of Moldova are a Member or Observer of ELSA.

ANNEXES

ANNEX 1 – Final Accounts of ELSA International 2013/2014

The Final Accounts of ELSA International 2013/2014 and Annexes can be seen and downloaded on the following links:

http://files.elsa.org/FM/Final_Accounts_2013_2014/Final_Accounts_of_ELSA_2013-2014.pdf

http://files.elsa.org/FM/Final_Accounts_2013_2014/ANNEXES_to_Final_Accounts_of_ELSA_2013-2014.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 – Auditing Report on the Final Accounts 2013/2014

The Auditing Report on the Final Accounts of ELSA International 2013/2014 can be seen and downloaded on the following link:

http://files.elsa.org/FM/Auditors_Reports/ELSA_Audit_Report_13_14.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 – Final Accounts of the ELSA Development Foundation

The Final Accounts of the ELSA Development Foundation for 2013/2014 can be seen as Annex 2 to the Consolidated Financial Statements and downloaded on the following link:

http://files.elsa.org/FM/Final_Accounts_2013_2014/ANNEXES_to_Final_Accounts_of_ELSA_2013-2014.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 4 – Auditing Report of the Final Accounts of ELSA Development Foundation 2013/2014

The Final Accounts of the ELSA Development Foundation for 2013/2014 can be seen as Annex 2 to the Consolidated Financial Statements and downloaded on the following link:

http://files.elsa.org/FM/Auditors_Reports/EDF_Audit_Report_13_14.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 5 – Proposed Revision of the Budget of ELSA International
2014/2015**

INCOME	Approved Opatija	Proposed in Bodrum
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	200.00	150.00
Total Income from Members	23,200.00	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	50,000.00	52,500.00
Uncategorized Income	600.00	600.00
Total General Income	118,800.00	121,250.00
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	16,800.00
Total EMCC Income	51,800.00	51,800.00
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	3,000.00
EYF Project Grant	17,000.00	17,000.00
Transition BBQ Income	1,500.00	2,000.00
Total Project Income	103,000.00	103,500.00
TOTAL INCOME	222,100.00	225,050.00
EXPENSES		
Financial Expenses		
Bank Charges	350.00	350.00
Interest Expense	300.00	300.00
Total Financial Expenses	650.00	650.00

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	1,000.00
Total ELSA House	37,300.00	37,300.00
Internal Audit	1,500.00	1,500.00
Internal Meetings		
Autumn ICM	2,700.00	3,500.00
Other Internal Meetings	2,000.00	2,000.00
Spring ICM	2,500.00	2,500.00
Total Internal Meetings	7,200.00	8,000.00
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
Office Supplies	1,750.00	1,750.00
Phone and Fax	700.00	700.00
Postage and Delivery	150.00	150.00
Upgrade of Office Facilities	1,000.00	1,000.00
Total Office and Communication	4,500.00	4,500.00
Previous Term Expenses	500.00	500.00
Representation	300.00	300.00
Statutes Amendments	0.00	0.00
Trainings	2,500.00	2,500.00
Travel Expenses		
Directors' Travel Expenses	1,500.00	1,000.00
Meetings with Externals	3,000.00	2,500.00
Meetings within the Network	4,000.00	4,000.00
Total Travel Expenses	8,500.00	7,500.00
Uncategorized Expenses	1,830.00	3,680.00
Total General Expense	121,530.00	123,180.00
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	9,000.00
EMCC Travels	4,000.00	4,000.00
Total EMCC	48,000.00	48,000.00
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	3,000.00
OYOP Weekend	500.00	500.00
Train the Trainers week	1,000.00	1,500.00
ITP Refreshment Weekend	0.00	0.00
EYF Project	17,000.00	17,000.00
Transition BBQ	1,200.00	2,000.00
Total Project Expense	99,900.00	101,200.00
TOTAL EXPENSE	222,080.00	225,030.00
Net Ordinary Income	20.00	20.00
Other Income/Expense		
Other Expense		
Currency change loss	20.00	20.00
Total Other Expense	20.00	20.00
Net Other Income	- 20.00	- 20.00
PROFIT FOR THE YEAR	0.00	0.00

ANNEX 6 - Debtors of ELSA International as of the 17th of September 2014

Type of debt	Date	Owned to	Open balance
ELSA Albania			
Membership Fee 2014/2015	09.07.2014	ELSA	59.44
Total ELSA Armenia			59.44
ELSA Armenia*			
Opening Balance	01.08.2014	EDF	27.00
Opening Balance	01.08.2014	ELSA	96.29
Total ELSA Armenia			123.29
ELSA Azerbaijan			
Opening Balance	01.08.2014	ELSA	-6.57
Membership Fee 2014/2015	09.07.2014	ELSA	306.25
Invoice for copyright violation reimbursement**	17.09.2014	ELSA	430.50
Total ELSA Azerbaijan			730.18
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	1304.88
Total ELSA Bulgaria			1304.88
ELSA Croatia			
Membership Fee 2014/2015	09.07.2014	ELSA	296.09
Total ELSA Croatia			296.09
ELSA Estonia			
Membership Fee 2014/2015	09.07.2014	ELSA	3.62
Total ELSA Estonia			3.62
ELSA France (Payment Agreement)			
Opening Balance	01.08.2014	ELSA	3400.00
Membership Fee 2014/2015	09.07.2014	ELSA	490.05
Total ELSA France			3890.05
ELSA Georgia			
Membership Fee 2014/2015	09.07.2014	ELSA	6.05
Total ELSA Georgia			6.05
ELSA Hungary			
Membership Fee 2014/2015	09.07.2014	ELSA	304.05
Total ELSA Hungary			304.05
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		900.00
Total ELSA Latvia				900.00
ELSA Lithuania				
Membership Fee 2014/2015	09.07.2014	ELSA		225.83
Total ELSA Lithuania				225.83
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 Norway				
Membership Fee 2014/2015	09.07.2014	ELSA		14.25
Total ELSA Norway				14.25
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		875.61
Membership Fee 2014/2015	09.07.2014	ELSA		125.73
Total ELSA Serbia				1001.34
ELSA Spain				
Membership Fee 2014/2015	09.07.2014	ELSA		1211.19
Total ELSA Spain				1211.19
ELSA Ukraine				
Opening Balance	01.08.2014	ELSA		-3.38
Membership Fee 2014/2015	09.07.2014	ELSA		568.04
Total ELSA Ukraine				564.66
TOTAL				17505.24

*These are former member countries of ELSA

**This invoice is due 2nd of October, that is after this list of debtors was compiled

ANNEX 7 - Strategic Plan Yearly Report

Strategic Plan Yearly Report

First year of implementation of the Strategic Plan 2013/2018

Introduction

The Strategic Plan '18 was accepted in the ELSA Council in the ICM in Cologne. After many hours of research, discussion and voting, the national groups finally agreed on the content. The document was made.

Chronological development

Start of the term

2013/2014 was the first year of implementation of the document. This was a difficult task, since the Council had not decided yet on ways of monitoring, evaluation and promotion. Neither had the Council had proper discussions on the meaning of the document. That is why I spent a big part of the BEE workshops (during the IPM's & ICM's) on strategic development.

- IPM Tbilisi

After some basic workshops on the topic of the new strategic plan, the group came to the conclusion that the strategic plan should be seen as [an inspirational document](#) for the development of ELSA groups. There were discussions on the topic of monitoring/evaluation, promotion and implementation. The conclusions of these discussions resulted in the creation of the [SotN Strategic Questionnaire](#) and the creation of [two new Working Groups](#): a Strategic Implementation WG and a Strategy Development WG.

- ICM Opatija

During the workshops in Opatija we had the same small discussion groups. The first set up of a Strategic Implementation document was discussed. The meaning of the document was also discussed again, and the same conclusions were made.

- IPM San Sebastian

This IPM was called a Strategy IPM. All participants were there because of their interest in the strategic development of ELSA. A first version of the [Strategic Implementation Manual](#) and a first version of the [Strategy Development Guide](#) were properly evaluated and discussed. Furthermore, there were open discussions (Interactive Future Thinking Sessions) in which smaller groups of people had the opportunity to intensely discuss topics of development. Some very interesting conclusions came out of these sessions!

- ICM Malta

There was not much time in the schedule for strategic development during this ICM. A final version of the implementation manual and ways of promotion were discussed.

End of the term

In the last months of our ELSA term, both the Working Groups concluded their work and produced their final documents. These documents were to be published by the next international board. Ways of promotion and monitoring were still left open. The SotN Strategic Questionnaire was kept as a way of evaluation.

Outcomes of 2013/2014

SotN Strategic Questionnaire

During the previous strategic cycle, the President of EI had to make all national presidents fill in a SGQ (Strategic Goals Questionnaire) at the end of their term. In the SGQ there were four questions with a quantitative answer. Usually around 36 – 40 countries NG's filled in the SGQ, either before the end of their term or by their successor after the summer. Since the new Strategic Plan was filled with qualitative goals, this SGQ could not be used anymore. I created a new form of monitoring – the qualitative SotN Strategic Questionnaire. It makes NG's give an update to the IB about the strategic focus areas in their own NG twice a year (forcefully, since their voting rights are dependent on it). This SotN SQ is quite some work – both for the IB and for the NG's – but it can give a good qualitative overview of the development of an NG in terms of the Strategic Plan. A way of analysis of these results is yet to be discussed.

Strategic Implementation Manual

To help Local and National Groups, a Working Group created the Strategic Implementation Manual. In this manual every strategic goal is explained and every operational goal has 'tips & tricks' and 'best practices'. There is also a glossary with explanation of certain ELSA terms. The SIM is to be sent out to all areas of the Network to be used for inspiration for development. It is also to be promoted as such.

The Working Group consisted of: Marko Dolenc (ELSA Croatia), Max Cortolezis (ELSA Austria), Loes van der Graaf (ELSA The Netherlands), Milena Adamczewska (ELSA Poland) and Anneloes Dijkstra (ELSA International).

Strategic Development Working Group

To increase the awareness and knowledge about strategic development (as a process), another Working Group created a Strategy Development Guide. In this Guide, groups can read about the procedure of creating a strategy document for their own ELSA group.

The Working Group consisted of: Ola Linder (ELSA Sweden), Armin Khoshnewiszadeh (ELSA Norway) and Maximilian Scriba (ELSA Germany).

General evaluation of the year

A lot of time was invested in discussing general strategy and strategic development in ELSA. It was difficult to get people outside the BEE area involved, so it was mostly kept inside the BEE area. In the end, I am very happy with the outcome of the year. Strategy was high on the agenda at IPM's and ICM's and there was a lot of development into making strategy more accessible. The

Implementation Manual can be of great use for Local and National Groups to understand the Strategic Plan better and the Strategy Development Guide can be of great use for groups who want to strategically develop their own groups more.

Recommendations for next year

- Discuss monitoring and evaluation more concretely and make decisions within this area
- Make the concept of strategy more known within other ELSA areas and involve these areas in the creation of handbooks/manuals/guides
- Take conclusions faster after discussions, otherwise too much time goes into discussing things time after time
- Implement another strategy IPM (with interactive future thinking sessions), this was very successful

Anneloes Dijkstra

President

ELSA International 2013/2014

ANNEX 8 – ELS Programme

All Alumni together under Turkish sun this autumn!

The ELSA Lawyers Society (ELS) invites all Alumni of ELSA to join the Alumni Meeting at the LXVI International Council Meeting in Bodrum, Turkey. It's been few months since we all got together in Malta and it looks like the upcoming ICM in Bodrum is where this is going to be happening again. ELS is happy to invite all ELSA Alumni to participate in its programme. If you are looking to reunite with your old ELSA buddies join us in sunny Bodrum between 22 and 26 October!

Read on what we have planned for you...

Wednesday 22 October

08:00 – 10:30

Breakfast

10:00 – 12:00

Meeting with ELSA Internal Management Workshop: Discussion concerning the cooperation between ELSA and ELS.

12:00 – 13:30

Free time

13:30 – 15:00

Lunch in the Hotel

15:00 – 18:00

Free time

18:00 – 18:05

Presentation of Alumni Meeting Programme for ICM Bodrum at the Mid-plenary

18:05 – 20:30

Free time

20:30 – 22:30

Dinner at Italian Restaurant. One of the things which make Bodrum unique is, for sure the heavenly Mediterranean touch. We are going to enjoy delicious Italian cuisine under palm trees – and of course, with sea view.

Thursday 23 October

08:00 – 10:30

Breakfast

10:30 – 13:30

Free time / ELSA Conference on Human Rights (TBA)

13:30 – 14:30

Lunch in the Hotel

15:00 – 18:00

Sightseeing

In our 2 hour tour around Bodrum, we will first visit the Ancient Amphitheatre of Bodrum, which goes back to the 4th Century BC and is still in use for concerts. We will then render a visit to the Mausoleum of Halicarnassus, built in 350 BC and one of the Seven Wonders of the Ancient World.

19:30 – 20:00

Opening of Alumni Meeting at the LXVI International Council Meeting. ELS welcome reception with a glass of wine for all Alumni and ELSA members.

– by Executive Committee of ELS and Burcu Filiz

20:00 – 02:00

Gala Ball

02:00 – 04:00

Meds Party**Friday 24 October**

08:00 – 10:00

Breakfast

10:00 – 12:00

Open Workshop with ELSA – on ELSA history

12:30 – 19:30

Boat Tour

One cannot experience Bodrum without joining a boat tour! During our 7 hour tour, we will sail to different and exciting bays of Bodrum with our boat and enjoy our included lunch.

19:30 – 20:30

Free Time

20:30 – 23:00

Dinner at Sea Food Restaurant. There is no better way to finish our joyful day: Our seafood dinner will take place in a white gazebo near beach, with fresh and light – but surely tasteful – courses.

23:00 – 03:00

Party with ELSA**Saturday 25 October**

08:00 – 10:30

Breakfast

10:30 – 13:30

Free time

13:30- 15:00

Lunch in the Hotel

15:00 – 15:10

ELS presentation at the Final Plenary of ELSA

15:30 – 17:30

ELS Assembly Meeting

17:30 – 20:00

Free time

20:00 – 23:00

Dinner at Turkish Restaurant. On our last night, we are going to taste delicious examples of Turkish cuisine. The restaurant is placed on a platform above the beach and offers an excellent view of sea, sunset and island – a great way to say “see you soon” to Bodrum! (Drinks are subject to payment)

23:00 till late **Beach Party at Hotel**

Sunday 26 October

08:00 – 10:30

Breakfast

10:30 – ... Departure

How to apply

Please fill in the application form for Alumni Meeting available at <http://icmbodrum.org/index.php/participation/els-externals> and send it to Burcu Filiz at els-preicm@elsaturkey.org by **28 September,2014**. You can find more information about the ICM at <http://icmbodrum.org> Kindly direct any queries you may have about Alumni Programme to: secgen@elslawyer.org , president@elslawyer.org or els-preicm@elsaturkey.org

ANNEX 9 – Draft Council Meeting Host Agreement

**INTERNATIONAL
COUNCIL
MEETING HOST
AGREEMENT**

regarding

“ICM_____”

between

The Organising Committee of the LXVII International Council Meeting of ELSA
(Hereinafter the **OC**), represented by the Head of the OC

and

ELSA International
(Hereafter **EI**), acting by the members of the International Board
(Hereafter **IB**), represented by the Secretary General of ELSA International

Dates of the ICM**Article 1**

- 1.1 The dates of the International Council Meeting (hereinafter the ICM) will be from ____ of _____ to ____ of _____ 201_.
- 1.2 EI authorizes the OC to host the ICM on the terms and conditions set out in this Agreement.

Venue and Logistics**Article 2**

- 2.1 The venue of the ICM will be _____, _____.
- 2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.
- 2.3 The logistics of the ICM must be assured at the latest before the arrival of the IB.

Financial Implications**Article 3**

- 3.1 The OC shall host the ICM on its own account. Any profit or loss arising from the organisation of ICM shall be kept by or covered by the OC.
- 3.2 No exclusivity can be proposed to any sponsor of an ICM since the sponsors of ELSA International have the right to be featured during the ICM.
- 3.3 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).
- 3.4 The OC shall comply with Council Decision FM 01/07 I “Maximum Participation Fee for Statutory Meetings and International Internal Meetings” when charging the participation fee.
- 3.5 The OC is not allowed to charge additional fees for accommodation, food or reception. However, a maximum special fee of 60€ per participant may be charged covering the Gala Ball, Social Programme, Sightseeing and Transportation. It is under discretion of OC to decide how these four fees shall be split.

- 3.6 According to the IM Policies, the participation fee for 9 members of ELSA International shall be covered by the OC. This fee includes accommodation for ten nights, meals and special fees requested from other participants.
- 3.7 The OC shall cover accommodation for a maximum of two nights for two speakers.
- 3.8 The OC shall cover accommodation for a maximum of eight nights for the Chair and Vice-Chair of the plenary.
- 3.9 The OC shall cover the Gala Ball fees of 9 delegates of ELSA International, the Chair and the Vice-Chair.

Responsibilities of the OC

Article 4

The OC shall act in the utmost good faith in the organisation and management of the ICM on behalf of EI, and shall in particular be responsible for:

- 4.1 Appointing one person to be responsible for the communication and report to the IB before as well as during and after the ICM.
- 4.2 Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3 Fundraising for the ICM in order to have a sufficient financial basis for the event.
- 4.4 Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.5 Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.6 Providing adequate reception upon arrival of the participants and external guests.
- 4.7 Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the fees directly to the OC.
- 4.8 The OC shall not be limited by the Decision Book “Event Fees” and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.9 Fulfilling the logistical requirements annexed to this agreement.
- 4.10 Arrange a sponsor’s fair in which also the Sponsors of ELSA International can participate.

-
- 4.11** Send regular reports to the IB on the organisation before the aforementioned event.
- 4.12** Submit financial report after the ICM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.
- 4.13** Stay available and responding to requests from the IB within one week from receiving the request.
- 4.14** To provide receipts, upon request, to all the participants.
- 4.15** Provide ELSA International with a risk management plan, containing an analysis of likely risks, as well as mitigation strategies.

The plan should at least include:

- Number of qualified first aid and security personnel;
- A plan to encounter identified high and low impact risks.

The plan has to be provided to ELSA International the latest 4 months before the beginning of the International council Meeting and is subject to continuous updates until the beginning of the International Council Meeting.

Responsibilities of EI

Article 5

EI shall be responsible for:

- 5.1** Appointing one person to be responsible for the communication and report to the OC before as well as during and after the ICM.
- 5.2** Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the ICM to external contacts of ELSA International.
- 5.3** Advising the OC in budgeting and accounting if requested.
- 5.4** Sending statutory invitations to the Member and Observer Groups.
- 5.5** Preparing the Working Materials and the plan for the Workshops and Plenary sessions of the ICM.
- 5.6** Ensuring the well-functioning of the Workshops during the ICM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.

- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in Annex I of this ICM Host Agreement Requirements.
- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests. EI shall cover all costs of specific arrangements, except the accommodation for the speakers
- 5.9 Staying available and responding to requests from the OC within one week from receiving the request.

Discharge of ICM Host/OC

Article 6

- 6.1 If any problems occur before, during or after the ICM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.
- 6.2 When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.
- 6.3 The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.4, 4.10 and 4.12.
- 6.4 Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within five days from the phone call was received.

Should the OC not send such report or the report should not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.

From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

ELSA International

Head of OC

ELSA_____

_____, ____ of _____ 201_

Annex I to the ICM Host Agreement for the LXVII/LXVIII 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.

INTERNATIONAL PRESIDENTS’ MEETING HOST AGREEMENT

regarding

“IPM_____”

between

The Organising Committee of the XLIX International Presidents’ Meeting of ELSA
(Hereinafter the OC), represented by the Head of the OC

and

ELSA International
(Hereafter EI), acting by the members of the International Board
(Hereafter IB), represented by the Secretary General of ELSA International

Dates of the IPM

Article 1

1.1 The dates of the International Presidents' Meeting (hereinafter the IPM) will be from the ____ to the ____ of August 2015.

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 _____ 2015

ELSA International

Head of OC

ELSA_____

Annex I to the IPM Host Agreement for the LI 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 11 – Letter of Authorisation

LETTER OF AUTHORISATION

National Board of: _____

Address: _____

Tel: _____

Email: _____

Number of Local Groups: _____

(Please write their name on the back of the page clearly with CAPITAL letters)

The following delegates from ELSA _____ are hereby authorised to vote and speak on behalf of their National Group at the LXVI International Council Meeting in Bodrum, Turkey between 19th and 26th of October 2014.

1. _____
(*voting delegate name*)

4. _____
(*name*)

2. _____
(*voting delegate name*)

5. _____
(*name*)

3. _____
(*voting delegate name*)

6. _____
(*name*)

7. _____
(*name*)

On behalf of ELSA _____

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature: