

# LXX International Council Meeting

## WORKING MATERIALS

Porto, Portugal  
16<sup>th</sup> - 23<sup>rd</sup> October 2016



Human Rights Partner of ELSA



General Partners of ELSA



LL.M. Partners of ELSA



English Language Partners of ELSA



International Summer School Partner of ELSA



*elsa*

The European Law Students' Association

## GENERAL INFORMATION

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## THE INTERNATIONAL COUNCIL MEETING GUIDE

### What is an International Council Meeting?

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

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

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

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

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

### What is a Workshop?

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

In each ICM, there are seven Workshops; one for each area of activity. Each Workshop is conducted by the respective International Board member(s) and chaired by an experienced delegate.

The following Workshops will be held during the ICM:

**Board Management, External Relations and Expansion (BEE):** conducted by the President of the International Board and attended by National Presidents and other BEE officers of the ELSA Network.

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

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

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

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

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

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

### **What is a Joint Workshop?**

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

### **Who is a Workshop Officer?**

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

The task of the Chair is to conduct the Workshop in good order, to lead it together with the respective member of the International Board of ELSA.

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

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



During the Opening Workshop of each respective area, which will be held on Sunday, the Officers of the Workshop will be elected, and they will attend a training provided by ELSA International right after the end of the opening session in order to receive the detailed guidelines of their task. If you are interested in becoming a Workshop Officer, please contact the respective member of the International Board, as soon as possible, in order to volunteer.

### **Who is a Council Meeting Officer?**

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

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

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

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

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

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

## OBLIGATIONS OF THE NATIONAL GROUPS

### Important Information!

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

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

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

Moreover, the SotN Inquiry must be thoroughly filled out and submitted to the Deputy Secretary General of the International Board. Please make sure that your National Group submits the SotN Inquiry 14 days before the opening of the International Council Meeting as stated in the Decision Book. The 21<sup>st</sup> State of the Network Inquiry has already been sent out and you may find it [here](#). If you need any clarifications regarding the SotN Inquiry, please contact the Deputy Secretary General of the International Board at [secgen@elsa.org](mailto:secgen@elsa.org).

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

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

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

## REMINDERS

### General Reminder

If you really want to enjoy this ICM,

DO NOT FORGET THE FOLLOWING:

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

To be prepared for the Workshops...

- Read carefully from cover to cover and bring with you a copy of these Working Materials;
- Read the minutes of at least the two previous ICMs: [ICM Batumi](#) and [ICM Malta](#);
- Read and bring with you a copy of the [Statutes and Standing Orders](#) of ELSA;
- Read and bring with you a copy of the 44<sup>th</sup> edition of the [Council Meeting Decision Book](#);
- Bring the [One Year Operational Plan](#) of the International Board for the term 2016/2017;
- Bring your marketing materials so that you can promote your events;

To be prepared for your stay in Porto...

- Check out the [official website](#) and [Facebook page](#) of ICM Porto for further details, and make sure you have taken note of all the instructions given by the Organising Committee;
- Make travel arrangements to be in Porto in time for the opening of the ICM at 14.00 on Sunday the 16<sup>th</sup> of October 2016;
- Bring formal clothes for the plenary sessions;
- Rehearse your performance for the ELSA Vision Contest!

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

- Consider being a Workshop Secretary;
- Consider being a Plenary Secretary;
- Consider being a Teller;
- Consider being a member of the Nominations Committee;
- Consider hosting the LXXII ICM in Autumn 2017 or the LXXIII ICM in Spring 2018;
- Consider hosting the LVI IPM in Winter 2018;
- Consider running for the position as Secretary General of ELSA International 2016/2017;
- Consider running for Internal Vice Auditor of ELSA International 2016/2017.

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

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



## Deadlines for Nominations

The deadline for nominations for:

**SECRETARY GENERAL OF ELSA INTERNATIONAL 2016/2017**  
**INTERNAL VICE AUDITOR OF ELSA INTERNATIONAL 2016/2017**  
is on Monday the 17<sup>th</sup> of October 2016, at 23:59 (local time).

and

**INTERNATIONAL COUNCIL MEETING HOST AUTUMN 2017**  
**INTERNATIONAL COUNCIL MEETING HOST SPRING 2018**  
**INTERNATIONAL PRESIDENTS' MEETING HOST WINTER 2018**  
is on Tuesday the 18<sup>th</sup> of October 2016, at 23:59 (local time).

and

**COUNCIL GUESTS FOR ICM PRAGUE SPRING 2017**  
is on Friday, the 21<sup>st</sup> of October 2016, at 23:59 (local time).

Call for Secretary General of ELSA International 2016/2017



The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House?

This is your opportunity:  
**Join the International Board!**

**MAKE A DIFFERENCE FOR ELSA!**

**RUN FOR**

**SECRETARY GENERAL OF ELSA  
INTERNATIONAL  
2016/2017!**

What is the role of the Secretary General of ELSA International?

### **What is the role of the International Board?**

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

### **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.

### **Electoral Procedure for the International Board**

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

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

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

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

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REMINDERS

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



Call for Internal Vice Auditor of ELSA International 2016/2017



The European Law Students' Association

Are you an accurate person?

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

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

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

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

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

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

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

### **What are the general responsibilities of the internal auditors?**

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

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

- Basic knowledge of accounting;
- Basic knowledge of auditing;
- A certain interest in financial matters;
- No involvement in ELSA International for the term 2016/2017.

### **Electoral Procedure for the Internal Auditors of ELSA International**

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

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

The nominee shall prepare a personal presentation in writing and distribute it to the National Groups before 23:59 (local time) on the day before the Final Plenary session. The presentation

shall include a personal CV and an ELSA CV. It is also recommended that the presentation includes a Letter of Motivation.

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

**OBSERVATION: Be aware that this call is only for the Internal Vice Auditor since two Auditors have already been elected for the term 2016/2017 at the ICM in Malta, Spring 2016.**

Call for the host of the ICM Autumn 2017, ICM Spring 2018 and IPM Winter 2018



The European Law Students' Association

**AUTUMN ICM 2017**

**SPRING ICM 2018**

**WINTER IPM 2018**

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 plenaries!

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

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

**APPLY FOR HOSTING AN ICM OR AN IPM!**

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

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

## Election of the Host of the International Council Meetings in Autumn 2017 and Spring 2018

The hosts for the upcoming ICM, following the LXX ICM Porto 2016, has already been appointed. The spring ICM 2017 will take place in Prague, Czech Republic.

If your National or Local ELSA Group is thinking about organising an ICM in autumn 2017 or spring 2018 this is the right moment for you to apply!

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

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

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

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

Should you need more information, do not hesitate to contact the Deputy Secretary General of the International Board at [secgen@elsa.org](mailto:secgen@elsa.org).

## Election of the Hosts for the International Presidents' Meeting in Winter 2018

The host for the upcoming two IPM's have already been appointed. The Winter IPM 2017 will take place in Arłamów, Poland. The Summer IPM 2017 will take place in Zagreb and Rijeka, Croatia.

If your National or Local ELSA Group is thinking about organising an IPM in Winter 2018, this is the right moment for you to apply!

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

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

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

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

Should you need more information, do not hesitate to contact the Deputy Secretary General of the International Board at [secgen@elsa.org](mailto:secgen@elsa.org).

## Nomination and Election of Council Guests for ICM Prague Spring 2017

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

Council Guests are often elected amongst those people who have made a particular contribution to ELSA and who would not otherwise have the right to attend the following International Council Meeting.

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

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

## Memento

### **Voting Rights in the Plenary**

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

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

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

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

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

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

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

### **Letter of Authorisation**

The Letter of Authorisation must include:

- the contact details of your National Group;
- the names of the delegates of your National Group who are allowed to raise the voting cards during the voting process;
- the names of all other delegates representing your National Group;
- the list of Local Groups that are currently Members or Observers of your National Group (please indicate the status of each local group); and
- the signatures of two elected National Board members authenticating the letter.

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



**Proxy**

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

The Proxy must include:

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

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

**Head of Delegation**

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

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

**Reporting Time**

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

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

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

**ELSA Vision Contest**

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

**Voting Rights in the Workshops**

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

**Plenary Presentations**

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

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

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

### Finger Rules for the Workshops

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

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

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

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



## DRAFT TIMETABLES AND AGENDAS

### ICM TIMETABLE

#### General Timetable

	16th of Oct.	17th of Oct.	18th of Oct.	19th of Oct.	20th of Oct.	21st of Oct.	22nd of Oct.
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
08:30	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
09:00							
09:30							
10:00							
10:30							
11:00							
11:30	Letters of Authorisation	Workshops	Workshops	Mid-Plenary	Workshops	Workshops	Final Plenary
12:00							
12:30	Free Time	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
13:00							
13:30	Opening Plenary	Workshops	Workshops	Mid-Plenary	Sightseeing	Workshops	ELSA General Assembly
14:00							
14:30							
15:00							
15:30							
16:00						Opening Workshops	Workshops
16:30							
17:00	Officers & Freshers' Workshop	Reporting Time	Reporting Time	Mid-Plenary	Reporting Time	Dressing Time	
17:30							
18:00	HoD Meeting	Reporting Time	Reporting Time	Mid-Plenary	Reporting Time	Dressing Time	
18:30							
19:00	Dinner	Dinner	Dinner	Dinner	Dinner	Gala Ball	
19:30							
20:00	Party	Party	Party	Party	Party	Gala Ball	
20:30							
21:00	Party	Party	Party	Party	Party	Gala Ball	
21:30							

## DRAFT PLENARY AGENDA

Opening Plenary: Sunday the 16<sup>th</sup> of October 2016

- 14:00        **Introduction of the International Board 2016/2017**  
José Carlos Lencastre Torres Vieira Pouzada, Head of the Organising Committee
- 14:10        **Opening of the LXX International Council Meeting**  
Robert Vierling, President of ELSA International
- 14:15        **Presentation of the ELSA International Team 2016/2017**  
Robert Vierling, President of ELSA International
- 14:30        **Welcoming of Council Guests and Externals**  
Robert Vierling, President of ELSA International
- 14:40        **Presentation and information by the Organising Committee of the International Council Meeting**  
José Carlos Lencastre Torres Vieira Pouzada, Head of the Organising Committee
- 14:50        **Presentation of the ICM Sponsors and Partners**  
José Carlos Lencastre Torres Vieira Pouzada, Head of the Organising Committee
- 15:00        **Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II)**  
Mads Lorentzen, Deputy Secretary General of ELSA International
- 15:05        **Announcement of the list of votes**  
Mads Lorentzen, Deputy Secretary General of ELSA International
- 15:20        **Election of the Chair of the Plenary**  
Mads Lorentzen, Deputy Secretary General of ELSA International
- 15:30        **Election of the other Council Meeting Officers: the Vice Chair, two to four Secretaries, two to six Tellers, and three members of the Nominations Committee**  
Chair
- 16:00        **Approval of the International Council Meeting Agenda and presentation of the International Council Meeting structure**  
Chair
-

- 16:20        **Approval of the Minutes of the LXIX International Council Meeting in Malta, Spring 2016**  
Chair
- 16:35        **Presentation by Queen Mary University of London, School of Law**  
Petrova Lewis
- 16:45        **Information regarding the Officers' and Freshers' Training**  
Mads Lorentzen, Deputy Secretary General of ELSA International
- 16:55        **Information regarding the Heads of Delegation's Meeting**  
Mads Lorentzen, Deputy Secretary General of ELSA International
- 17:00        **Closing of the Opening Plenary**  
Chair

Mid Plenary: Wednesday the 19<sup>th</sup> of October 2016

- 10:00        **Opening of the Mid-Plenary**  
Chair
- 10:05        **Information from the Organising Committee**  
José Carlos Lencastre Torres Vieira Pouzada, Head of the Organising Committee
- 10:15        **Announcement of nominations**  
Nominations Committee
- 10:20        **Revision of the list of votes**  
Mads Lorentzen, Deputy Secretary General of ELSA International
- 10:30        **Presentation and approval of the Joint BEE and IM workshop related proposal**  
Chair and Workshop Chair
- 11:30        **Presentation and approval of the IM workshop related proposals**  
Chair and Workshop Chair
- 12:30        ***Lunch Break***
- 14:00        **Revision of the list of votes**  
Mads Lorentzen, Deputy Secretary General of ELSA International
- 14:10        **Presentation and approval of the Joint BEE and MKT workshop related proposal**  
Chair and Workshop Chair
- 14:40        **Presentation and approval of the STEP workshop related proposals**  
Chair and Workshop Chair
- 16:10        ***Break***
- 16:30        **Revision of the list of votes**  
Mads Lorentzen, Deputy Secretary General of ELSA International
- 16:40        **Presentation and approval of the Joint BEE, FM and S&C workshop related proposals**  
Chair and Workshop Chair
-

- 17:20        **Presentation of the ICM Host Candidate(s), Autumn 2017**  
Chair and Candidate(s)
- 17:30        **Questions and Answers for the ICM Host Candidate(s), Autumn 2017**  
Chair and Candidate(s)
- 17:50        **Presentation of the ICM Host Candidate(s), Spring 2018**  
Chair and Candidate(s)
- 18:00        **Questions and Answers for the ICM Host Candidate(s), Spring 2018**  
Chair and Candidate(s)
- 18:20        **Presentation of the IPM Host Candidate(s), Winter 2018**  
Chair and Candidate(s)
- 18:30        **Questions and Answers for the IPM Host Candidate(s), Winter 2018**  
Chair and Candidate(s)
- 18:50        **Presentation of the voting procedure**  
Chair
- 19:00        **Handing out of ballot sheets**  
Mads Lorentzen, Deputy Secretary General of ELSA International
- 19:10        ***Break***
- 19:40        **Casting of the votes**
- 19:50        **Presentation of the Partners of ELSA International**  
Robert Vierling, President of ELSA International
- 20:10        **Q&A session for ELSA International**  
Chair
- 20:30        **Announcement of the results of the elections**  
Chair
- 20:40        **Closing of the Mid Plenary**  
Chair



Final Plenary: Saturday the 22<sup>nd</sup> of October 2016

- 10:00        **Opening of the Final Plenary**  
Chair
- 10:05        **Information from the Organising Committee**  
José Carlos Lencastre Torres Vieira Pouzada, Head of the Organising Committee
- 10:15        **Announcement of nominations**  
Nominations Committee
- 10:20        **Revision of the list of votes**  
Mads Lorentzen, Deputy Secretary General of ELSA International
- 10:40        **Presentation and approval of the BEE and FM workshop related proposal**  
Chair and Workshop Chair
- 11:00        **Presentation and approval of the FM workshop related proposals**  
Chair and Workshop Chair
- 12:30        ***Lunch Break***
- 15:30        **Revision of the list of votes**  
Mads Lorentzen, Deputy Secretary General of ELSA International
- 15:40        **Proposed Revision of the Budget of ELSA International 2016/2017**  
Chair and Workshop Chair
- 16:30        **Presentation of the Council Guests for the LXXI ICM Prague 2017**  
Nominations Committee
- 16:40        **Report from the International Board of ELSA 2015/2016**  
Hector Tsamis, Secretary General of ELSA International 2015/2016
- 17:10        **Presentation of the Final Accounts of ELSA International 2015/2016**  
Marek Škultéty, Treasurer of ELSA International 2015/2016 and Workshop Chair
- 17:40        **Internal Auditors' Report of ELSA International 2015/2016**  
Kristine Gundersen and Rainhard Fuchs, Auditors of ELSA International 2015/2016
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- 18:00        **Presentation of the Final Accounts of ELSA Development Foundation 2015/2016**  
Marek Škultéty, Treasurer of ELSA International 2015/2016 and Workshop Chair
- 18:20        **Internal Auditors' Report of ELSA Development Foundation 2015/2016**  
Kristine Gundersen and Rainhard Fuchs, Auditors of ELSA International 2015/2016
- 18:40        **Relief of Responsibility for the International Board 2015/2016**  
Chair
- 18:50        ***Break***
- 19:10        **Presentation of the Candidate(s) for Internal Vice Auditor of ELSA International 2016/2017**  
Chair and Candidate(s)
- 19:20        **Questions and Answers for the Candidate(s) for Internal Vice Auditor of ELSA International 2016/2017**  
Chair and Candidate(s)
- 19:40        **Presentation of the Candidate(s) for the position as Secretary General of the International Board 2016/2017**  
Chair
- 19:50        **Questions and Answers for the Candidate(s) for the position as Secretary General of the International Board 2016/2017**  
Chair and Candidate(s)
- 20:10        **Presentation of the voting procedure**  
Chair
- 20:20        **Revision of the list of votes**  
Mads Lorentzen, Deputy Secretary General of ELSA International
- 20:30        **Handing out of ballot sheets**  
Mads Lorentzen, Deputy Secretary General of ELSA International
- 20:40        ***Dinner Break***
- 22:10        **Casting of the votes**
-

- 22:30        **Presentation of ELSA Lawyers Society**  
The Executive Board of ELS
- 22:50        **Presentations of international events**
- 23:10        **Announcement of the results of the elections**  
Chair
- 23:20        **Miscellaneous**
- 23:40        **Closing of the LXX International Council Meeting**  
Robert Vierling, President of ELSA International

## BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

### Timetable

	16th of Oct.	17th of Oct.	18th of Oct.	19th of Oct.	20th of Oct.	21st of Oct.	22nd of Oct.		
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
08:30	Arrival of Participants	Breakfast	Market Research Proposal and the way forward - <i>BEE &amp; MKT</i>	Breakfast	Breakfast	Breakfast	Breakfast		
09:00			Status Quo & Activity Reports			Marketing as a fundraising tool - <i>BEE &amp; MKT</i>		Mid-Plenary	The Ugly truth 2.0 - <i>BEE &amp; FM</i>
09:30		International Partner Contacting		The Non-Political Status of ELSA - <i>BEE &amp; IM</i>	Budget Revision - <i>BEE &amp; FM</i>				
10:00							Letters of Authorisation		
10:30									
11:00		Free Time		Lunch	Lunch		Lunch		
11:30									
12:00	Hot Topics	Break	IFP Partners	Mid-Plenary	Sightseeing	ELSA Talks	Final Plenary		
12:30									
13:00	Opening Plenary	Expansion	IFP Partners	Mid-Plenary	Sightseeing	ELSA Talks	Final Plenary		
13:30									
14:00	Opening Workshop	S&SO - <i>BEE &amp; IM</i>	ELSA Law School Fees - <i>BEE, FM &amp; S&amp;C</i>	Mid-Plenary	Sightseeing	ELSA Talks	Final Plenary		
14:30									
15:00	Officers & Freshers' Workshop	Reporting Time	Reporting Time	Mid-Plenary	Sightseeing	ELSA Talks	Final Plenary		
15:30									
16:00	HoD Meeting	Reporting Time	Reporting Time	Mid-Plenary	Sightseeing	ELSA Talks	Final Plenary		
16:30									
17:00	Dinner	Dinner	Dinner	Dinner	Dinner	Gala Ball	Party		
17:30									
18:00	Party	Party	Party	Party	Party	Gala Ball	Party		
18:30									
19:00	Party	Party	Party	Party	Party	Gala Ball	Party		
19:30									
20:00	Party	Party	Party	Party	Party	Gala Ball	Party		
20:30									
21:00	Party	Party	Party	Party	Party	Gala Ball	Party		
21:30									

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

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

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXIX International Council Meeting of ELSA](#);
- Read relevant parts of the [Council Meeting Decision Book 44th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2016/2017](#).

Make sure to read [the Minutes](#) from at least the previous International Council Meeting. This is of great importance for the procedure, discussions and outcome of the Workshop sessions. If you bring your laptop with you, it is recommendable that you have these minutes downloaded on your computer.

Moreover, please go through the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me at [president@elsa.org](mailto:president@elsa.org) or on Facebook.

Welcome to the BEE Workshop!

**Robert Vierling**

President

ELSA International 2016/2017

## Draft Agenda

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### Sunday, 16<sup>th</sup> of October 2016 (17:00 – 18:30)

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17:00 – 18:30

#### **Opening Workshop**

##### **Description:**

During this workshop the agenda is presented and approved. The aim of this workshop is for the officers to get to know each other, to prepare for the upcoming week and to elect the workshop officers. This workshop will serve as an ice-breaker between the participants. In addition to that, the decision upon the workshop rules will be taken. Finally, we will have a round-table discussion to go through the expectations that the participants have for the BEE workshops.

##### **Preparation:**

Prepare your inputs for this International Council Meeting. Read the agenda carefully and think about workshop rules that could be adopted, especially “finger rules”. Think about why we have these meetings and how we can make the most out of them. What does this ICM mean for you? What do you intend to get out of it?

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### Monday, 17<sup>th</sup> of October 2016 (10:00 – 19:00)

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10:00 – 11:30

#### **Status Quo & Activity Reports**

##### **Description:**

During this workshop we will analyse the current status of the area of Board Management, External Relations and Expansion. We will review and discuss the Strategic Goals 2013 – 2018. We will analyse and discuss the State of the Network report and compare it with previous years to see the current trends and measure our accomplishments.

We will have time to share our plans, ideas and challenges for the upcoming year and to profit from each other’s experiences.

##### **Preparation:**

Please, make sure that your National Group has filled in the SotN questionnaire completely and objectively to provide us with quality results. Please make sure you read through the Activity Reports and OYOPs sent to the BEE mailing list. Here you can share what you have done so far and what you will do, and also ask for input from the other presidents, so be ready to present your report.

11:30 – 12:30

### **Contacting International Partners**

#### **Description:**

As already pointed out during the International Presidents' Meeting in Tallinn, the current regulations regarding the procedure to approach International Contacts are inefficient and not followed by the majority of the officers. This workshop aims to further discuss this issue and to come up with a solution on how to proceed with the approach of International Contacts in the future.

#### **Preparation:**

Read the External Relations part of the [International Council Meeting Decision Book of ELSA](#). Think about whether you find the regulations useful. Investigate whether your predecessors have used this rule and if so, was it beneficial for them? Think about a more efficient way of dealing with this matter.

12:30 – 14:00

### ***Lunch***

14:00 – 16:00

### **Hot topics**

#### **Description:**

I have received several topics which the presidents would like to approach. This workshop should give us the opportunity to discuss those topics but also other subjects, which may come up until we meet in ICM Porto. This workshop also aims to create an open atmosphere for the Presidents to share their experience and have a basis for further discussion throughout the week.

The following are the topics which I received:

- Networking - more links - more success;
- Partner searching process in ELSA → SWOT of ELSA in partnership questions, for example: ELSA does not work on summer and winter holidays - so what do we need to do to keep our partners for this period
- ELSA Vision and living it in our 'ELSA Lives'
- BEE skills
- How to sell ELSA to sponsors from an international perspective

#### **Preparation:**

Think about what matters to you and what challenges you may already face. Prepare your ideas on the abovementioned topics.

16:00 – 16:30

**Break**

16:30 – 17:00

**Update on Quality and Quantity Expansion within ELSA - Joint BEE and IM**

**Description:**

One of the OYOP Goals of ELSA International 2016/2017 is to focus on the Quality Expansion of the Association. This workshop aims to give an update to the Presidents and the Secretaries General about the Status Quo of some National Groups and to discuss the future involvement of rather inactive groups. Furthermore, the outreach to potential new ELSA Groups shall be discussed as well as the situation of the three observer countries of ELSA, ELSA Russia, ELSA Moldova and ELSA Belarus.

**Preparation:**

Think about what quality and quantity expansion means to you and which of the two should be the priority of ELSA International. Please also read the Section on Members and Observers in the [Statutes](#) starting from Article 5 to Article 9.

17:00 – 19:00

**Revision of the Statutes and Standing Orders – Joint BEE & IM**

**Description:**

At the ICM in Malta 2016 a Revision of the Statutes and Standing Orders was proposed. This Revision was amended at the Council Meeting and in the end recommended for the Council in ICM Porto to approve. For this reason, this workshop will be discussing the recommended proposal for the Revision of the Statutes and Standing Orders.

**Preparation:**

Discuss [the proposal](#) from ELSA International with your National Group and prepare an opinion on the matter. You can find the proposal [here](#).



**Tuesday, 18<sup>th</sup> of October 2016 (08:30 – 19:00)**

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08:30 – 10:00

**Market Research proposal and the way forward** - Joint BEE and MKT**Description:**

During this workshop we will discuss the Proposal to remove the International Market Research from the International Council Meeting Decision Book of ELSA. Following this discussion we will build the dialogue about the tools ELSA International shall use in the future to analyse the market and target groups' needs.

**Preparation:**

Please read [the proposal](#) in this document carefully and be prepared to share your opinion with the BEE and Marketing Officers. Think which opportunities modern technologies as well as our successful projects have to offer in order for us to acquire information through the new more cost- and time-efficient ways.

10:00 – 12:30

**Marketing as a fundraising tool** - Joint BEE and MKT**Description:**

Training on Marketing in regards to Fundraising

**Preparation:**

*No need for any special preparation*

12:30 – 14:00

**Lunch**

14:00 – 15:00

**ELS – A new beginning 2.0** - Joint BEE and IM**Description:**

The aim of this workshop is to follow up on what has been discussed during the International Presidents' Meeting in Tallinn and to discuss what needs to change in order for our members to be attracted to join ELS at the end of their active membership in ELSA.

**Preparation:**

Read the minutes of the workshop on Alumni/ELS at the [IPM Tallinn](#) and the [SAM Lviv](#). Be ready to present your own alumni work and what attracts ELSA members to join your alumni association after their active time. Be ready to present your involvement in the alumni work and what benefits your National or Local Groups receives from it.

15:00 – 16:00

**Deadlines and Teamwork – Joint BEE & IM****Description:**

A big part of the work as a Secretary General is administrative tasks. This includes working with many internal deadlines in order to keep the structure and efficiency of the Association. When handling deadlines, the Secretary General will need the Presidents help to engage the Board and ensure that the deadlines are kept. At this workshop this collaboration will be presented from the International Board perspective and there will be time to discuss how to improve such working relations.

**Preparation:**

Brainstorm about your own Board and how you believe the teamwork regarding the deadlines could be improved.

16:00 – 16:30

**Break**

16:30 – 17:00

**International Focus Programme Partners - Joint BEE, AA and S&C****Description:**

This workshop aims to raise awareness of whom to approach as potential IFP Partners and to highlight the importance of such partnerships for a successful implementation of the new International Focus Programme. Furthermore, the collaboration in finding an IFP Partner between the VP AA, VP S&C and the President shall be discussed.

**Preparation:**

If you already researched or even approached some potential partners be ready to present them and think of potential partnerships with in the area of Environmental Law.

17:00 – 19:00

**ELSA Law School Fees** - Joint BEE, FM and S&C

**Description:**

The Unification process has assisted ELSA Law Schools to continue to grow and develop. During the year 2015/2016, this Flagship Project received over 5500 applications. From those 5500+ applications, over 1000 students were given an opportunity to participate in an ELSA Law School. However, now it is time to really take this project to the next level by ensuring both quality and sustainability and therefore seek a proper way-forward for this Flagship Project to continue to grow. During this workshop we will discuss the ELSA Law Schools Fees and the introduction of an administrative fee that will safeguard the quality of ELSA Law Schools.

**Preparation:**

Please read through the minutes from [IPM Tallinn](#), [SAM Lviv](#) and [KAM Münster](#) with regards to this topic. Also, please review thoroughly [the proposals](#).

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**Thursday, 20<sup>th</sup> of October 2016 (10:00 – 12:30)**

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10:00 – 11:30

**The Ugly Truth 2.0** - Joint BEE and FM

**Description:**

This workshop will follow up on the workshops held during the International Presidents' Meeting in Tallinn and the Supporting Area Meeting in Lviv. ELSA International is going to give an update on the development since the Area Meetings. A discussion between the Presidents and Treasurers on the future of the association in regards to professionalism, growth and legal consequences shall be held.

**Preparation:**

Read the minutes of Workshops: “The ugly truth and the uglier truth” held during [the IPM in Tallinn](#) and [the SAM in Lviv](#). Think about where you see ELSA in the future and consider whether the Association can reach its goals with its current means. In this workshop [the proposal](#) by ELSA International regarding Procurement will also be discussed.

11:30 – 12:30

**The Non-Political Status of ELSA - Joint BEE and IM**

**Description:**

This workshop will focus on the Input Paper: Input Paper on the non-political status of ELSA written by ELSA Austria, ELSA Czech Republic, ELSA Germany, ELSA Norway and ELSA Sweden.

**Preparation:**

Read [the Input Paper](#) and please read [the minutes of the ICM in Malta](#).

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**Friday, 21<sup>st</sup> of October 2016 (09:00 – 16:00)**

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9:00 – 11:00

**Final Accounts & Relief of Responsibility 2015/2016 - Joint BEE & FM**

**Description:**

It might be early in the morning, but this workshop is not something you want to miss. The Treasurer of ELSA International 2015/2016 will present the Final Accounts of his term and the Secretary General of ELSA International 2015/2016 will present the Activity Report of their term. Next to that, his Auditors will read out the Audit Report. There will also be the possibility to ask questions about the Final Accounts.

**Preparation:**

Read [the Final Accounts](#) and the Auditors Report once they are finished and distributed to the Network.

11:00 – 12:30

**Budget Revision 2016/2017 - Joint BEE & FM**

**Description:**

During the previous International Council Meeting, the Budget for ELSA International 2016/2017 was approved by the Council. This was almost seven months ago. Plans can change and it is necessary to amend the Budget to be in accordance with the changed plans.

**Preparation:**

Read [the proposed amendments to the Budget](#).

12:30 – 14:00

**Lunch**

14:00 – 15:00

**Miscellaneous**

**Description:**

This workshop will give us the chance to discuss topics which came up during the week or which we were not able to discuss thoroughly during the hot topic workshop.

**Preparation:**

Please write down all things that came to mind during the week and hand them to one of the Chairs of the BEE Workshop as soon as possible.

15:00 – 16:00

**Closing Workshop**

**Description:**

We will evaluate the week, highlight the outcomes and close the BEE Workshop.

**Preparation:**

*No need for any special preparation*

**INTERNAL MANAGEMENT WORKSHOP**

## Timetable

	16th of Oct.	17th of Oct.	18th of Oct.	19th of Oct.	20th of Oct.	21st of Oct.	22nd of Oct.	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
08:30	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
09:00								
09:30								
10:00		ELSA Training	IT	Mid-Plenary	Studies Abroad Programmes - <i>IM &amp; AA</i>	Candidacy Workshop		Final Plenary
10:30		Human Resources	ICM Workshop Officers		Break	SotN Report		
11:00			IB Update					
11:30		Letters of Authorisation	Lunch	Lunch	Lunch	Lunch		Lunch
12:00								
12:30	Free Time	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
13:00								
13:30	Opening Plenary	ICM Improvements	ELSA - <i>BEE &amp; IM</i>	Mid-Plenary	Sightseeing	Misc. & Closing	ELSA General Assembly	
14:00								
14:30		NSI & NSR	Deadlines and Teamwork - <i>BEE &amp; IM</i>			Break	Break	
15:00								
15:30		Expansion	Hot Topics			ELSA Talks	Final Plenary	
16:00								
16:30		Opening Workshop	S&SO - <i>BEE &amp; IM</i>			Hot Topics	Final Plenary	
17:00								
17:30	Officers & Freshers' Workshop	Reporting Time	Reporting Time	Reporting Time	Dressing Time			
18:00								
18:30	HoD Meeting	Reporting Time	Reporting Time	Reporting Time	Dressing Time			
19:00								
19:30	Dinner	Dinner	Dinner	Dinner	Dinner	Gala Ball		
20:00								
20:30	Party	Party	Party	Party	Party	Party		
21:00								
21:30	Party	Party	Party	Party	Party	Party		
21:30								

## Preparations and Reminders for the Internal Management Workshop

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

- Read these Working Materials from cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXIX International Council Meeting of ELSA](#);
- Read relevant parts of the [Council Meeting Decision Book 44th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2016/2017](#).

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

Moreover, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me at [secgen@elsa.org](mailto:secgen@elsa.org) or on Facebook.

It is my pleasure to welcome you to the IM Workshop of the International Council Meeting in Porto

### **Mads Lorentzen**

Deputy Secretary General  
ELSA International 2016/2017

## Draft Agenda

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### Sunday, 16<sup>th</sup> of October 2016 (17:00 – 18:30)

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17:00 – 18:30

#### **Opening Workshop**

##### **Description:**

At this workshop the IM Workshop Officers will be elected. It is also the chance to get to know each other a little better before the ICM Week begins.

##### **Preparation:**

Think about running for one of the positions as Workshop Officer. Prepare a short presentation about yourself, your “ELSA-career” and a fun fact about yourself.

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### Monday, 17<sup>th</sup> of October 2016 (10:00 – 19:00)

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10:00 – 11:00

#### **ELSA Training**

##### **Description:**

At this workshop ELSA Training will be discussed. For some years now the usage of ELSA Training has been very limited. This term ELSA Training will be evaluated and restructured in order to ensure that ELSA does not continue a project that is administratively heavy and is of no big benefit for the Association. At this workshop the proposal from ELSA International, on quality standards for ELSA Training, will also be discussed.

##### **Preparation:**

Take a look at [elsa.org/training](http://elsa.org/training). Think about how to ensure better quality of ELSA Training as well as an increased usage of the International Trainers Pool within the Network. Discuss [the proposal](#) from ELSA International with your National Group and prepare an opinion on the matter.

11:00 – 12:30

#### **Human Resources**

##### **Description:**

This term is the second year of implementation of the Human Resources Strategy. This workshop will inform about the Strategy as well as the further implementation of the Strategy will be discussed.



**Preparation:**

Take a look at the Human Resources Strategy in the IM part of [the Decision Book](#). Evaluate whether your National or Local Group is following the Strategy. Brainstorm on how to improve the implementation of the Strategy.

12:30 – 14:00

**Lunch**

14:00 – 15:00

**ICM Improvements****Description:**

The preparations for this ICM in Porto will be fully described to the workshop participants. Tools to improve future ICM's will be introduced and discussed. At this workshop the proposal from ELSA International regarding EI ICM Nights will also be discussed.

**Preparation:**

Take a look at ELSA International's Regulations to better understand the procedures regarding hosting an ICM. Brainstorm on how to improve the application procedure for ICM's as well as how to improve the ICM preparations for participants as well as the International Board. Discuss [the proposal](#) from ELSA International with your National Group and prepare an opinion on the matter.

15:00 – 16:00

**NSI & NSR****Description:**

At this workshop the proposal by ELSA International to remove the NSI & NSR will be discussed before a recommendation to the council is voted upon.

**Preparation:**

Discuss [the proposal](#) from ELSA International with your National Group and prepare an opinion on the matter.

16:00 – 16:30

**Break**

16:30 – 17:00

### **Update on Quality and Quantity Expansion within ELSA - Joint BEE and IM**

#### **Description:**

One of the OYOP Goals of ELSA International 2016/2017 is to focus on the Quality Expansion of the Association. This workshop aims to give an update to the Presidents and the Secretaries General about the Status Quo of some National Groups and to discuss the future involvement of rather inactive groups. Furthermore, the outreach to potential new ELSA Groups shall be discussed as well as the situation of the three observer countries of ELSA, ELSA Russia, ELSA Moldova and ELSA Belarus.

#### **Preparation:**

Think about what quality and quantity expansion means to you and which of the two should be the priority of ELSA International. Please also read the Section on Members and Observers in [the Statutes](#) starting from Article 5 to Article 9.

17:00 – 19:00

### **Revision of the Statutes and Standing Orders – Joint BEE & IM**

#### **Description:**

At the ICM in Malta 2016 a Revision of the Statutes and Standing Orders was proposed. This Revision was amended at the Council Meeting and in the end recommended for the Council in ICM Porto to approve. For this reason, this workshop will be discussing the recommended proposal for the Revision of the Statutes and Standing Orders.

#### **Preparation:**

Discuss [the proposal](#) from ELSA International with your National Group and prepare an opinion on the matter.

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## **Tuesday, 18<sup>th</sup> of October 2016 (10:00 – 19:00)**

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10:00 – 11:00

### **IT**

#### **Description:**

One of the biggest challenges in ELSA International these years are IT solutions. At this workshop the current IT solutions will be presented and new IT initiatives will be discussed.

#### **Preparation:**

Brainstorm on IT issues that you come across in your work as an ELSA Officer. Be ready to present IT solutions that you believe could solve issues as upholding a membership database, saving archive in a sustainable knowledge management system etc.

11:00 – 11:30

### **ICM Workshop Officers**

#### **Description:**

At this workshop the proposal by ELSA Norway on ICM Workshop Officers will be discussed before a recommendation to the council is voted upon.

#### **Preparation:**

Discuss [the proposal](#) from ELSA Norway with your National Group and prepare an opinion on the matter.

11:30 – 12:30

### **IB Update**

#### **Description:**

At this workshop the participants will receive an update on ELSA International topics and issues from an IM perspective. There will be opportunity for the participants to ask questions about and discuss the topics brought up.

#### **Preparation:**

*No concrete preparations*

12:30 – 14:00

### **Lunch**

14:00 – 15:00

### **ELS – A new beginning 2.0 - Joint BEE and IM**

#### **Description:**

The aim of this workshop is to follow up on what has been discussed during the International Presidents' Meeting in Tallinn and to discuss what needs to change in order for our members to be attracted to join ELS at the end of their active membership in ELSA.

#### **Preparation:**

Read the minutes of the workshop on Alumni/ELS at [the IPM Tallinn](#) and [the SAM Lviv](#). Be ready to present your own alumni work and what attracts ELSA members to join your alumni association after their active time. Be ready to present your involvement in the alumni work and what benefits your National or Local Groups receives from it.

15:00 – 16:00

**Deadlines and Teamwork – Joint BEE & IM**

**Description:**

A big part of the work as a Secretary General is administrative tasks. This includes working with many internal deadlines in order to keep the structure and efficiency of the Association. When handling deadlines, the Secretary General will need the Presidents help to engage the Board and ensure that the deadlines are kept. At this workshop this collaboration will be presented from the International Board perspective and there will be time to discuss how to improve such working relations.

**Preparation:**

Brainstorm about your own Board and how you believe the teamwork regarding the deadlines could be improved.

16:00 – 16:30

**Break**

16:30 – 19:00

**Hot Topics**

**Description:**

At this workshop the participants will have the chance to discuss any Hot Topics they might have.

**Preparation:**

Think about Hot Topics that you consider important to have a discussion on. Please let the Chair of the workshop know about these topics beforehand.

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**Thursday, 20<sup>th</sup> of October 2016 (10:00 – 12:30)**

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10:00 – 11:00

**Studies Abroad Programmes – Joint IM & AA**

**Description:**

In several Local Groups a Studies Abroad Programme is a way to engage both local students and exchange students in the activities of ELSA. The exchange students are an additional Human Resource that is very beneficial to have as a part of the local ELSA Members. At this workshop the Studies Abroad Programmes will be discussed both from an Academic and a Human Resources perspective.

**Preparation:**

If you have a Studies Abroad Programme in your ELSA Group, be ready to prepare inputs and ideas on how it works.

11:00 – 11:30

**Break**

11:30 – 12:30

**The non-political status of ELSA - Joint BEE and IM****Description:**

This workshop will focus on the Input Paper: Input Paper on the non-political status of ELSA written by ELSA Austria, ELSA Czech Republic, ELSA Germany, ELSA Norway and ELSA Sweden.

**Preparation:**

Read [the Input Paper](#) and please read [the minutes](#) of the ICM in Malta.

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**Friday, 21<sup>st</sup> of October 2016 (10:00 – 16:00)**

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10:00 – 11:00

**Candidacy Workshop****Description:**

At the ICM in Malta in spring 2016 no Secretary General of ELSA International was elected for the current term. For this reason, there has to be an election for Secretary General for the International Board in the current term. At this workshop the candidate(s) will have time to present themselves and the participants will have time to ask the candidate(s) questions.

**Preparation:**

Think about questions you would like to have answered by the candidate(s).

11:00 – 12:30

**State of the Network Report****Description:**

At this workshop the main numbers from the State of the Network Report will be presented. The participants will have the opportunity to ask questions about and discuss the report.

**Preparation:**

Brainstorm on questions you would like to answered regarding the SotN.

*12:30 – 14:00*

***Lunch***

14:00 – 16:00

**Miscellaneous & Closing****Description:**

It is time to say goodbye. This workshop will officially close the IM workshop of the ICM in Porto. However, before the closing the participants will have time to bring up miscellaneous topics as well as evaluate the week that has passed.

**Preparation:**

Think about potential miscellaneous topics you would like to discuss. Please give the topics to the Chair of the IM Workshop. Also prepare feedback regarding the workshops. Especially things you would like to have improved are very valid for the Deputy Secretary General of ELSA International.

**FINANCIAL MANAGEMENT WORKSHOP**

## Timetable

	16th of Oct.	17th of Oct.	18th of Oct.	19th of Oct.	20th of Oct.	21st of Oct.	22nd of Oct.					
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY					
08:30	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast					
09:00						Throwback		Accounting	Mid-Plenary	The Ugly Truth 2.0 - BEE & FM	Final Accounts & Relief of Responsibility - BEE & FM	
09:30		Budgeting	EDF - I	Misc.	Budget Revision - BEE & FM							
10:00								Letters of Authorisation		Lunch	Lunch	Lunch
10:30		Free Time	Lunch	Lunch	Lunch							
11:00									Lunch			
11:30		Regulations	EDF - II	Mid-Plenary	Sightseeing	Evaluation & Closing						
12:00	Budget Sharing						Handbooks	ELSA Law School Fees - BEE, FM & SC	ELSA Talks			
12:30		Financial Strategy	Reporting Time	Reporting Time	Dressing Time							
13:00	Reporting Time					Reporting Time	Reporting Time	Dressing Time				
13:30		Dinner	Dinner	Dinner	Dinner				Gala Ball			
14:00	Dinner					Dinner	Dinner	Dinner		Gala Ball		
14:30		Party	Party	Party	Party				Party			
15:00	Party					Party	Party	Party		Party		
15:30		Party	Party	Party	Party				Party			
16:00	Party					Party	Party	Party		Party		
16:30		Party	Party	Party	Party				Party			
17:00	Party					Party	Party	Party		Party		
17:30		Party	Party	Party	Party				Party			
18:00	Party					Party	Party	Party		Party		
18:30		Party	Party	Party	Party				Party			
19:00	Party					Party	Party	Party		Party		
19:30		Party	Party	Party	Party				Party			
20:00	Party					Party	Party	Party		Party		
20:30		Party	Party	Party	Party				Party			
21:00	Party					Party	Party	Party		Party		
21:30		Party	Party	Party	Party				Party			

## Preparations and Reminders for the Financial Management Workshop

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

- Read these Working Materials from cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXIX International Council Meeting of ELSA](#);
- Read relevant parts of the [Council Meeting Decision Book 44th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2016/2017](#).

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

Moreover, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me at [treasurer@elsa.org](mailto:treasurer@elsa.org) or on Facebook.

It is my pleasure to welcome you to the FM Workshop of the International Council Meeting in Porto.

**Rob van Bergen**

Treasurer

ELSA International 2016/2017



## Draft Agenda

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### Sunday, 16<sup>th</sup> of October 2016 (17:00 – 18:30)

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17:00 – 18:30

#### **FM Opening Workshop**

##### **Description:**

Time to get started! The FM Opening Workshop marks the beginning of a week full of discussions and experience sharing in the area of Financial Management. Participants will get to know each other and share their expectations for this ICM. Also, the Workshop Officers will be elected during this Workshop.

##### **Preparation:**

Be prepared to speak up and introduce yourself. Think about your expectations for the upcoming week.

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### Monday, 17<sup>th</sup> of October 2016 (10:00 – 19:00)

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10:00 – 11:00

#### **Throwback**

##### **Description:**

It is not Thursday, but this Monday morning is still the moment for a Throwback. This workshop is to give everyone that was not present at the Supporting Area Meeting in Lviv an overview of what was discussed, and the Treasurer of ELSA International will give an update on the work of the International Board so far.

##### **Preparation:**

Read [the Minutes](#) of the Supporting Area Meeting in Lviv.

11:00 – 12:30

#### **Budgeting**

##### **Description:**

During the VI Supporting Area Meeting 2016 in Lviv, Ukraine, the Workshop expressed the wish to have more practical workshops. This workshop is a good example of that and will consist of a closer look to the budgeting process. With the help of a fictional case, budgets and cash flows will be created.

**Preparation:**

Think about how to create and structure a budget. Be prepared to work on a case that includes budgeting.

12:30 – 14:00

**Lunch**

14:00 – 16:00

**Regulations****Description:**

In ELSA, the Internal Regulations can be found in the Statutes, Standing Orders and Decision Book. During this workshop, participants will learn everything they need to know about the regulations from an FM perspective. Not all regulations are necessary and not all of them are good. Therefore, ELSA International has quite some proposals to amend the Decision Book which will be discussed in this workshop.

**Preparation:**

Read the relevant part of the Internal Regulations of ELSA and the Proposals by ELSA International.

16:00 – 18:00

**Budget Sharing****Description:**

Last year, the Budget Sharing Workshop was almost as popular among Treasurers as Justin Bieber is among teenage girls. By looking at other budgets, you can gain knowledge and inspiration for your own budget.

**Preparation:**

Bring your Group's budget, preferably printed or in any other form that will make it easy to present.

18:00 – 19:00

**Financial Strategy****Description:**

During the International Council Meeting in Malta, the Council was in favour of implementing a Financial Strategy for 2016-2019. The Financial Strategy will be reviewed and discussed during this Workshop.

**Preparation:**

Read the Financial Strategy that can be found in [the Decision Book](#) of ELSA International

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**Tuesday, 18<sup>th</sup> of October 2016 (10:00 – 19:00)**

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10:00 – 11:30

**Accounting****Description:**

Following the Workshop on Budgeting, there is another more practical Workshop planned. This time the case continues with some invoicing, accounting and the creating of the financial report of the event.

**Preparation:**

Even though this Workshop is in the morning after what will undoubtedly be an amazing party, this Workshop requires a lot of attention and concentration. Please be prepared to work on the case and be ready to think.

11:30 – 12:30

**EDF - I****Description:**

Even though this information has already been spread during all the Area Meetings, the ELSA Development Foundation has a serious lack of awareness. This Workshop is about the possibilities that EDF has to offer. Furthermore, the Workshop will consist of creating a fictional EDF application, to show how easy it can be.

**Preparation:**

Read the relevant files about [EDF](#)

12:30 – 14:00

**Lunch**

14:00 – 15:30

**EDF - II****Description:**

EDF 201 was one of the most popular Workshops during SAM Lviv. During this Workshop, this will be continued with more discussions about possible priorities of the EDF and what to do with the capital. Furthermore, the Workshop will consist of judging a fictional EDF application to give more insight into the decision making process of the EDF.

**Preparation:**

Read [the Minutes](#) of the Workshop on EDF of SAM Lviv.

15:30 – 17:00

### **Handbooks**

#### **Description:**

During the SAM, the Workshop expressed the wish for an FM Handbook and to create a Working Group for that. To help the Working Group with what needs to be included in the Handbook, the Workshop will give inputs on what is absolutely necessary and what should not be included. Also, the Grant Handbook will be discussed.

#### **Preparation:**

Think about what you would like to see in the FM Handbook. Also, please read [the Grant Handbook](#).

17:00 – 19:00

### **ELSA Law School Fees - Joint BEE, FM & S&C**

#### **Description:**

The Unification process has assisted ELSA Law Schools to continue to grow and develop. During the year 2015/2016, this Flagship Project received over 5500 applications. From those 5500+ applications, over 1000 students were given an opportunity to participate in an ELSA Law School. However, now it is time to really take this project to the next level by ensuring both quality and sustainability and therefore seek a proper way-forward for this Flagship Project to continue to grow. During this workshop we will discuss the ELSA Law Schools Fees and the introduction of an administrative fee that will safeguard the quality of ELSA Law Schools.

#### **Preparation:**

Please read through the minutes from [IPM Tallinn](#), [SAM Lviv](#) and [KAM Münster](#) with regards to this topic. Also, please review thoroughly [the proposals](#).

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## **Thursday, 20<sup>th</sup> of October 2016 (10:00 – 12:30)**

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10:00 – 11:30

### **The Ugly Truth 2.0 - Joint BEE and FM**

#### **Description:**

This workshop will follow up on the workshops held during the International Presidents' Meeting in Tallinn and the Supporting Area Meeting in Lviv. ELSA International is going to give an update on the development since the Area Meetings. A discussion between the Presidents and Treasurers on the future of the association in regards to professionalism, growth and legal consequences shall be held.

**Preparation:**

Read the minutes of Workshops: “The ugly truth and the uglier truth” held during [the IPM in Tallinn](#) and [the SAM in Lviv](#) under the following links. Think about where you see ELSA in future and consider whether the Association can reach its goals with its current means. In this workshop [the proposal](#) by ELSA International regarding Procurement will also be discussed.

11:30 – 12:30

**Miscellaneous****Description:**

A flexible Workshop, where any topics that are not discussed in any other Workshop can be discussed. Also, if a discussion is cut off during the week, this Workshop is here to give more time for that.

**Preparation:**

Throughout the week, think about what topics you would like to discuss (more).

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**Friday, 21<sup>st</sup> of October 2016 (9:00 – 16:00)**

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9:00 – 11:00

**Final Accounts & Relief of Responsibility 2015/2016 - Joint BEE & FM****Description:**

It might be early in the morning, but this workshop is not something you want to miss. The Treasurer of ELSA International 2015/2016 will present the Final Accounts of his term and the Secretary General of ELSA International 2015/2016 will present the Activity Report of their term. Next to that, his Auditors will read out the Audit Report. There will also be the possibility to ask questions about the Final Accounts.

**Preparation:**

Read [the Final Accounts](#) once they are finished and distributed to the Network.

11:00 – 12:30

**Budget Revision 2016/2017 - Joint BEE & FM****Description:**

During the previous International Council Meeting, the Budget for ELSA International 2016/2017 was approved by the Council. This was almost seven months ago. Plans can change and it is necessary to amend the Budget to be in accordance with the changed plans.

**Preparation:**

Read [the proposed amendments](#) to the Budget.

*12:30 – 14:00*

***Lunch***

14:00 – 16:00

**Evaluation and Closing****Description:**

All good things come to an end. Even the FM Workshops. Unfortunately, it is time for goodbyes, but first, there should be an honest and open evaluation of the week, in order to make the next ICM even better.

**Preparation:**

Throughout the week, think about things that you think could be better. Be prepared to speak up and be honest about how you feel about the Workshops.

## MARKETING WORKSHOP

### Timetable

	16th of Oct.	17th of Oct.	18th of Oct.	19th of Oct.	20th of Oct.	21st of Oct.	22nd of Oct.
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
08:30	Arrival of Participants	Breakfast	Market Research Proposal and the way forward - <i>BEE &amp; MKT</i>	Breakfast	Breakfast	Breakfast	Breakfast
09:00							
09:30		Update from ELSA International	Marketing as a fundraising tool - <i>BEE &amp; MKT</i>	Mid-Plenary	Branding Management	Open Forum Pt. 1	Final Plenary
10:00							
10:30							
11:00		First Evaluation				STEP Promotion - <i>MKT &amp; STEP</i>	
11:30							
12:00	Letters of Authorisation	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:30							
13:00	Free Time	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
13:30							
14:00	Opening Plenary	Corporate Identity a.k.a. Life	Marketing Project Management a.k.a. What They Don't Teach You at School	Mid-Plenary	Sightseeing	Open Forum Pt. 2	ELSA General Assembly
14:30							
15:00		Social Media Marketing	Promotion Strategies of AA Projects & MCCs - <i>MKT &amp; AA</i>			Evaluation & Closing	Final Plenary
15:30							
16:00		Promotion Strategies in S&C - <i>MKT &amp; S&amp;C</i>	Reporting Time			Reporting Time	Dressing Time
16:30							
17:00	Opening Workshop	Reporting Time	Reporting Time	Gala Ball			
17:30							
18:00	Officers & Freshers' Workshop	Reporting Time	Reporting Time	Party			
18:30							
19:00	HoD Meeting	Dinner	Dinner	Dinner	Party		
19:30							
20:00	Dinner	Dinner	Dinner	Dinner	Party		
20:30							
21:00	Party	Party	Party	Party	Party		
21:30							

## Preparations and Reminders for the Marketing Workshop

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

- Read these Working Materials from cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXIX International Council Meeting of ELSA](#);
- Read relevant parts of the [Council Meeting Decision Book 44th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2016/2017](#).

Bring your fresh ideas and positive energy!

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

Use the Marketing mailing list ([elsa-marketing@listserv.elsa.org](mailto:elsa-marketing@listserv.elsa.org)) as well as [ELSA Marketing Team 2016/2017 Facebook group](#) and start the discussion before the International Council Meeting in Porto! These platforms can be used to bring up the ideas you would like to share, no matter whether you will be able to personally participate in the meeting or not.

Welcome to the #super\_contagious Marketing Workshop!

### **Ivan Chopyk**

Vice President for Marketing

ELSA International 2016/2017



## Draft Agenda

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### **Sunday, 16<sup>th</sup> of October 2016 (17:00 – 18:30)**

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17:00 – 18:30

#### **Opening Workshop**

##### **Description:**

It is high time to introduce ourselves to the Marketing Workshop! We will get to know each other a bit better and get to share our expectations for the whole ICM. During this Workshop we will also elect Workshop Officers and set up some Workshop rules.

##### **Preparation:**

Prepare a decent amount of motivation for the upcoming week. Also, consider becoming a Workshop Officer.

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### **Monday, 17<sup>th</sup> of October 2016 (10:00 – 19:00)**

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10:00 – 11:00

#### **Update from ELSA International**

##### **Description:**

During this Workshop you will receive a brief overview of the activities of the ELSA International Board up to the date.

##### **Preparation:**

*No need for any special preparation*

11:00 – 12:30

#### **First Evaluation**

##### **Description:**

This Workshop will be dedicated to experience sharing between the Marketing officers of the Network and teambuilding.

##### **Preparation:**

Think of the best practices in your work and be ready to share them with the others.

12:30 – 14:00

#### **Lunch**

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14:00 – 16:00

### **Corporate Identity a.k.a. Life**

#### **Description:**

As a follow-up from the VI. Supporting Area Meeting Workshop, we will discuss the current situation with the ELSA Corporate Identity within the Network and the results of the work of the Graphic Design Team.

#### **Preparation:**

Familiarise yourself with the [Corporate Identity Handbook of ELSA](#). Read the Uniformity section of the Marketing part of the [International Council Meeting Decision Book](#).

16:00 – 17:30

### **Social Media Marketing**

#### **Description:**

Social media constitutes a big percentage of the promotional platforms for the Marketeers in ELSA. Therefore, it is important to know how to handle such tools. This Workshop will be dedicated to tips and tricks, content strategy and especially promotion strategy with regards to social networks.

#### **Preparation:**

Think of the best examples of your social media behaviour and practices, and be prepared to share them.

17:30 – 19:00

### **Promotion Strategies in S&C - Joint MKT & S&C**

#### **Description:**

During this workshop, we will discuss different promotion channels that are usually used in ELSA. We will also highlight the importance of a well-prepared promotion strategy. During the workshop we will go through the unified promotion for ELSA Law Schools and we will also discuss the promotion for ELSA Delegations. Finally, we will discuss the importance of the quality in the promotion of our events.

#### **Preparation:**

*No need for any special preparation*

**Tuesday, 18<sup>th</sup> of October 2016 (08:30 – 19:00)**

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08:30 – 10:00

**Market Research proposal and the way forward** - Joint BEE and MKT**Description:**

During this workshop we will discuss the Proposal to remove the International Market Research from the International Council Meeting Decision Book of ELSA. Following this discussion we will build a dialogue about the tools ELSA International shall use in the future to analyse the market and target groups' needs.

**Preparation:**

Please read [the proposal](#) in this document carefully and be prepared to share your opinion with the BEE and Marketing Officers. Think which opportunities modern technologies as well as our successful projects have to offer in order for us to acquire information through the new more cost- and time-efficient ways.

10:00 – 12:30

**Marketing as a fundraising tool** - Joint BEE and MKT**Description:**

Training on Marketing in regard to Fundraising

**Preparation:**

*No need for any special preparation*

12:30 – 14:00

**Lunch**

14:00 – 17:00

**Marketing Project Management a.k.a. What They Don't Teach You at School****Description:**

Project Management is one of the most important skills when it comes to being an officer in ELSA. However, there is much more going on behind the scenes than the logistics and social programme. This Workshop aims to improve your skills in the marketing sphere of the project management.

**Preparation:**

Remember your personal experience when you have organised a project. Be ready to apply your knowledge in the practical part of the Workshop.

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17:00 – 19:00

### **Promotion Strategies of AA projects & MCCs – Joint MKT & AA**

#### **Description:**

The aim of this workshop is to brainstorm on different ways and strategies to promote the EMC2 & EHRMCC, LRG and Law Review internationally and also to evaluate the promotion of the ongoing project. However well-planned and organised, an AA event cannot reach its full potential without efficient promotion! It is very important for AA & MKT officers to cooperate and work together when planning projects. During this 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!

#### **Preparation:**

Discuss the promotion strategy you have in your Local/National Group together with your AA/MKT Officer.

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### **Thursday, 20<sup>th</sup> of October 2016 (10:00 – 12:30)**

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10:00 – 12:30

### **Branding Management**

#### **Description:**

The aim of this Workshop is not only to educate yourself on the main features of our Flagship Projects and other big projects, but also to dive deeply into the brand assets and brandlines of each and every one of them. Additionally, during this Workshop you will be presented with the outcome of the work of ELSA International in regards to finalising the brands of the projects and their future.

#### **Preparation:**

Study closely the existing brand assets of the Flagship Projects. Try to figure out, which ones are lacking specific branding elements.

**Friday, 21<sup>st</sup> of October 2016 (10:00 – 16:00)**

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10:00 – 11:00

**Open Forum, Pt. 1****Description:**

During the week we will often encounter situations, where there is not enough time to talk about interesting questions during the Workshop. This Workshop will be dedicated to such questions.

**Preparation:**

Note down the topics that you feel like discussing during this Workshop and hand them to the Chair in due time.

11:00 – 12:30

**STEP Promotion – MKT & STEP****Description:**

Promotion is an essential tool in getting great numbers in STEP. We should not only have a consistent profile and strategy when it comes to the Student Hunting, but focus as much on marketing and branding in the Job Hunting part.

**Preparation:**

Think of the improvements that can be made to have a better reach to our members. How can we make our look more professional and unforgettable for the potential STEP Traineeship Providers?

12:30 – 14:00

**Lunch**

14:00 – 15:00

**Open Forum, Pt. 2****Description:**

See the description of the **Open Forum, Pt. 1** Workshop.

**Preparation:**

See the preparations for the **Open Forum, Pt. 1** Workshop.

15:00 – 16:00

### **Evaluation and Closing**

#### **Description:**

During this Workshop we will talk about what Was Hot and Was Not during the week, compare expectations & reality and share some sentiments.

#### **Preparation:**

*No need for any special preparation*

## ACADEMIC ACTIVITIES WORKSHOP

### Timetable

	16th of Oct.	17th of Oct.	18th of Oct.	19th of Oct.	20th of Oct.	21st of Oct.	22nd of Oct.		
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
08:30	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
09:00									
09:30									
10:00		AA & MCC Introductory Workshop	Pre-Moots & How to Organise a MCC	Mid-Plenary	Studies Abroad Programmes - <i>IM &amp; AA</i>	ELSA Negotiation Competitions		Final Plenary	
10:30		Comparison of National MCC's			Local and National AA Projects				EMC2 - Back to the Future
11:00									
11:30		Letters of Authorisation	Lunch		Lunch	Lunch			Lunch
12:00	Free Time								
12:30	Free Time	Lunch	Lunch	Lunch	Lunch	Lunch			
13:00									
13:30	Opening Plenary	ELSA Day - <i>AA &amp; S&amp;C</i>	Implementation of the IFP - <i>AA &amp; S&amp;C</i>	Mid-Plenary	Sightseeing	MCC Quiz	ELS General Assembly		
14:00						Break	Break	Misc & Closing Workshop	Final Plenary
14:30									
15:00		Legal Publications - ELSA Law Review	IFP Partners			ELSA Talks			
15:30									
16:00		Legal Research Groups	Promotion Strategies of AA Project and MCCs - <i>MKT &amp; AA</i>			Final Plenary			
16:30									
17:00									
17:30		Reporting Time	Reporting Time			Reporting Time	Dressing Time		
18:00									
18:30	Officers & Freshers' Workshop	Reporting Time	Reporting Time	Dressing Time					
19:00	HoD Meeting								
19:30	Dinner	Dinner	Dinner	Dinner	Gala Ball	Party			
20:00									
20:30									
21:00	Party	Party	Party	Party	Party				
21:30									

## Preparations and Reminders for the Academic Activities Workshop

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

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXIX International Council Meeting of ELSA](#);
- Read relevant parts of the [Council Meeting Decision Book 44th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2016/2017](#);
- Read the [AA Handbook](#);
- Read the [MCC Handbook](#).

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

Moreover, please read the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact us at [academicactivities@elsa.org](mailto:academicactivities@elsa.org), [mootcourts@elsa.org](mailto:mootcourts@elsa.org) or on Facebook.

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 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!

### **Jakub Čája**

Vice President for Academic Activities  
ELSA International 2016/2017

### **Christine Beck**

Vice President for Moot Court Competitions  
ELSA International 2016/2017



## Draft Agenda

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### Sunday, 16<sup>th</sup> of October 2016 (17:00 – 18:30)

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17:00 – 18:30

#### **Opening Workshop**

##### **Description:**

During this session we will set up the framework of the Workshops. We will introduce ourselves to each other and ELSA International will give an overview of the following days. Moreover, the workshop officers will be elected.

##### **Preparation:**

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

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### Monday, 17<sup>th</sup> of October 2016 (10:00 – 19:00)

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10:00 – 11:00

#### **AA & MCC Introductory Workshop**

##### **Description:**

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

##### **Preparation:**

Please browse through the Academic Activities part of [the Council Meeting Decision Book](#) and [the AA Handbook](#).

11:00 – 12:30

#### **Comparison of National MCCs**

##### **Description:**

This is your time to shine! During this Workshop you will have the opportunity to share your National Moot Court Competition(s) with the rest of the Workshop. After the presentations we will discuss the differences and similarities between them in order to be able to learn from each other. If there will be enough time, you can also present your Local Moot Court Competitions.

##### **Preparation:**

Prepare a Power Point Presentation of your NMCC and talk to your respective AA/MCC Officer.

12:30 – 14:00

**Lunch**

14:00 – 15:30

**ELSA Day - Joint AA & S&C**

**Description:**

The aim of this workshop is to support the preparations for the 5th edition of ELSA Day. By highlighting and implementing Human Rights in our Key Areas we can provide our members with opportunities in this field of law, as well as contribute to the academic development of Human Rights. ELSA's largest international human rights event, the ELSA Day, will take place 5 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 an impact as possible. ELSA International will present the updates of the 5th Edition of ELSA Day whilst giving importance to its structure and to the topic chosen for this Edition "Migration Law".

**Preparation:**

Please find out what ELSA Day events your national/local group will organise. Check out <http://elsa.org/elsa-day/> and have a look at [the Outline of the 5th Edition of ELSA Day](#).

15:30 – 16:00

**Break**

16:00 – 17:30

**Legal Publications - ELSA Law Review**

**Description:**

The aim of this workshop is to present ELSA International's Law Review. Law Reviews do exist in the Network, though not so many. However, we have noticed that this project has a huge potential within the Network. ELSA has a proud history in this regard and since the international Law Review was re-introduced two years ago we need to give an update on the status quo and discuss what we can improve. Moreover we will show how you can establish a Law Review in your Groups.

**Preparation:**

Please bring a copy of your Law Review if you have one in your group. Also, check out [elsa.org/law-review](http://elsa.org/law-review).

17:30 – 19:00

### **Legal Research Groups**

#### **Description:**

In this workshop, we will provide you with the updates about the new edition of the International Legal Research Group. Our next step is to promote it to the Network and involve as many researchers as possible. Moreover, in this workshop, we will present the analytic timeline, we will present the responsibilities of all the people involved and we will brainstorm on how to further develop the project. In addition, we will provide an update about the ongoing LRG on Labour Law in cooperation with International Labour Organization.

#### **Preparation:**

Please think about what we can improve from the previous LRGs. To get an overview about LRGs, have a look at: [legalresearch.elsa.org](http://legalresearch.elsa.org).

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### **Tuesday, 18<sup>th</sup> of October 2016 (10:00 – 19:00)**

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10:00 – 11:30

### **Pre-Moots and how to organise a MCC**

#### **Description:**

Moot Court Competitions are growing within our Network, but there is still a need for improvement. The 5<sup>th</sup> edition of the EHRMCC has already been launched. The Competition is getting bigger and expanding all over Europe. Therefore, there is a need for discussion on how to improve the different stages of it. Every year, around 80 teams register and only 20 of them take part in the Final Round in Strasbourg, France. The aim of the pre-moots is to create an additional oral stage of the Competition. In this way, we can give the chance to teams from different countries to plead against each other and prepare for the Final Round, or – if they don't qualify – experience the oral stage of the EHRMCC. The difference between the National Rounds and the pre-moots is in encouraging ELSA Groups to organize pre-moots in cooperation with foreign ones, in order to make them acquire an international character.

#### **Preparation:**

Visit [the webpage of EHRMCC](#) and get familiar with the Competition and its structure. Moreover, study the rules of the Competition. If you are organising a pre-moot prepare to share your experience.

11:30 – 12:30

### **Local and National AA Projects**

#### **Description:**

The aim of this session is to provide the forum for the officers to present their various projects. In a lot of cases there is not enough time during the workshops to present unique projects organised by the National and Local Groups. This is why we included this session to ensure this kind of exchange which is important for the development of the whole Key Area.

#### **Preparation:**

Think about the projects you would like to discuss and present. You are welcome to use different tools (PPT presentations, marketing materials etc.). Please contact ELSA International in case you want to present your projects in the workshop and send them to Jake.

12:30 – 14:00

### ***Lunch***

14:00 – 16:00

### **Implementation of the International Focus Programme - Joint AA & S&C**

#### **Description:**

Our term is the first year of the Environmental Law International Focus Programme. Therefore, it is crucial that our officers get a clear understanding of the impact that this programme has to offer and also analyse the opportunities that it has linked to it. The aim of this workshop is to present to the officers the IFP program and first cycle of the three-year programme. We will also present activities in the Network that will be focused on the development of the new IFP. We will discover ways of cooperation between the Key-areas. Finally, via this workshop officers will have a clear idea with regards to events that they could organise.

#### **Preparation:**

Be familiar with [the IFP Handbook](#). Also, read the IFP related parts of [the Decision Book](#).

16:00-16:30

### ***Break***

16:30 – 17:00

**International Focus Programme Partners - Joint BEE, AA & S&C**

**Description:**

This workshop aims to raise awareness of whom to approach as potential IFP Partners and to highlight the importance of such partnerships for a successful implementation of the new International Focus Programme. Furthermore, the collaboration in finding an IFP Partner between the VP AA, VP S&C and the President shall be discussed.

**Preparation:**

If you already researched or even approached some potential partners be ready to present them and think of potential partnerships within the area of Environmental Law.

17:00 – 19:00

**Promotion Strategies of AA projects & MCCs – Joint MKT & AA**

**Description:**

The aim of this workshop is to brainstorm on different ways and strategies to promote the EMC2 & EHRMCC, LRG and Law Review internationally and also to evaluate the promotion of the ongoing project. However well-planned and organised, an AA event cannot reach its full potential without efficient promotion! It is very important for AA & MKT officers to cooperate and work together when planning projects. During this 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!

**Preparation:**

Discuss the promotion strategy you have in your Local/National Group together with your AA/MKT Officer.

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**Thursday, 20<sup>th</sup> of October 2016 (10:00 – 12:30)**

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10:00 – 11:00

**Studies Abroad Programmes – Joint IM & AA**

**Description:**

In several Local Groups a Studies Abroad Programme is a way to engage both local students and exchange students in the activities of ELSA. The exchange students are an additional Human Resource that is very beneficial to have as a part of the local ELSA Members. At this workshop the Studies Abroad Programmes will be discussed both from an Academic and a Human Resources perspective.

**Preparation:**

If you have a Studies Abroad Programme in your ELSA Group, be ready to prepare inputs and ideas on how it works.

11:00 – 12:30

**EMC2 - Back to the future****Description:**

In order to be able to take decisions for the future, we need to know what happened in the past. Therefore we will look into the history of the EMC2 and afterwards discuss about its future.

**Preparation:**

Look into [the website](#) and get familiar with the EMC2.

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**Friday, 21<sup>st</sup> of October 2016 (10:00 – 16:00)**

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10:00 – 11:30

**ELSA Negotiation Competitions****Description:**

There are various types of academic competitions throughout the Network. The most well-known ones are perhaps the Essay Competitions and Negotiation Competitions. Some of these projects are more successful than others. We should find out which ones work for us the best and identify the opportunities involved. Especially the Negotiation Competitions seem to grow fast within the Network in various versions. The ELSA Negotiation Competition team worked last year on the uniformity of the concept of ELSA Negotiation Competition (ENC). During this WS, we will present the concept of the ENC. Moreover, we want to discuss the possibilities of further development and expansion of this project and how we want to achieve this, through the newly established Coaching system.

**Preparation:**

Be ready to share to the rest of the members your experiences regarding the academic competitions in your Local or National Group. Get familiar with [the ELSA Negotiation Competitions Package](#).

11:30 – 12:30

### **Lawyers at Work Events**

#### **Description:**

The aim of this workshop is to discuss how a Lawyers @ Work (L@W) event can be a real academic activity and to share best practices on how to achieve this.

#### **Preparation:**

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

12:30 – 14:00

### **Lunch**

14:00 – 15:00

### **MCC Quiz – who knows the one million dollar question?**

#### **Description:**

Did you pay attention and did you do your homework? During this Workshop we will test your MCC knowledge. What do you really know about the EMC2 and the EHRMCC? This will be a good exercise to learn more about ELSAs' international moot court competitions.

#### **Preparation:**

Do your research and pay attention during the Workshops. Show us what you've got!

15:00 – 16:00

### **Miscellaneous and Closing Workshop**

#### **Description:**

The main aim is to discuss topics we did not have time to address or finish during the week. Moreover, we will evaluate our week in the ICM and give you our final words.

#### **Preparation:**

Be ready to give us the feedback in order for us to know where we can improve for next time.

## SEMINARS AND CONFERENCES WORKSHOP

### Timetable

	16th of Oct.	17th of Oct.	18th of Oct.	19th of Oct.	20th of Oct.	21st of Oct.	22nd of Oct.
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
08:30	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
09:00							
09:30		Status Quo	ELSA Law Schools	Mid-Plenary	Training	Study Visits & Institutional Visits	Final Plenary
10:00							
10:30							
11:00							
11:30							
12:00	Letters of Authorisation	Lunch	Lunch	Lunch	Lunch	Regional cooperation within S&C events	
12:30							
13:00	Free Time	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
13:30							
14:00	Opening Plenary	ELSA Day - AA & S&C	Implementation of the IFP - AA & S&C	Mid-Plenary	Sightseeing	Misc.	ELG General Assembly
14:30							
15:00							
15:30		ELSA Delegations	Break			Closing Workshop	
16:00							
16:30		ELSA Webinars	IFP Partners				
17:00	Opening Workshop	Promotion Strategies in S&C - MKT & S&C	ELSA Law School Fees - BEE, FM & S&C	Final Plenary			
17:30							
18:00	Officers & Freshers' Workshop	Reporting Time	Reporting Time		Reporting Time	ELSA Talks	
18:30							
19:00	HoD Meeting	Dressing Time	Dinner		Dinner	Dinner	
19:30							
20:00	Dinner	Dinner	Dinner	Dinner	Dinner	Gala Ball	
20:30							
21:00	Party	Party	Party	Party	Party	Party	
21:30							



## Preparations and Reminders for the Seminars and Conferences Workshop

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

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

- Read these Working Materials from cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXIX International Council Meeting of ELSA](#);
- Read relevant parts of the [Council Meeting Decision Book 44th Edition](#);
- Read the [One Year Operational Plan \(OYOP\) of ELSA International 2016/2017](#).

Make sure to read the Minutes from at least the previous International Council Meeting. This is of great importance for the procedure, discussions and outcome of the Workshop sessions. If you bring your laptop with you, it is recommendable that you have these minutes downloaded on your computer.

Moreover, please go through the following draft agenda carefully. Should you need any clarifications, please do not hesitate to contact me at [seminarsconferences@elsa.org](mailto:seminarsconferences@elsa.org) or on Facebook.

Welcome to the S&C Workshop!

**Nigel Micallef**

Vice President for Seminars and Conferences  
ELSA International 2016/2017

## Draft Agenda

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### **Sunday, 16<sup>th</sup> of October 2016 (17:00 – 18:30)**

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17:00 – 18:30

#### **Opening Workshop**

##### **Description:**

During this workshop the agenda is to be presented and approved. The aim of this workshop is for officers to get to know each other, to prepare for the upcoming week and to elect the workshop officers. This workshop will serve as an ice-breaker between the participants. In addition to that, the decision upon the workshop rules will be taken. Finally, we will go have a round-table discussion to go through the expectations that the participants have for the S&C workshops.

##### **Preparation:**

Prepare your inputs for this International Council Meeting. Read the agenda carefully and think about workshop rules that could be adopted, especially “finger rules”. Think about why we have these meetings and how we can make the most from them.

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### **Monday, 17<sup>th</sup> of October 2016 (10:00 – 19:00)**

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10:00 – 11:00

#### **Status Quo**

##### **Description:**

During this workshop we will analyse the current status of the area of Seminars and Conferences. To review and discuss the Strategic Goals 2013 – 2018. We will analyse and discuss the State of the Network report and compare it with previous years to see the current trends and measure our accomplishments.

##### **Preparation:**

Please, make sure that your National Group has filled in the SotN questionnaire completely and objectively to provide us with quality results.

11:00 – 12:30

### **Priorities in the S&C Area**

#### **Description:**

During this workshop we will discuss the priorities of the ELSA network within the S&C area and therefore determine which projects require more attention, improvements and further tools to make the life of an S&C'er easier.

#### **Preparation:**

Send your Activity Report to the S&C mailing list prior to the ICM and be ready to discuss your trending S&C projects within your network.

12:30 – 14:00

### ***Lunch***

14:00 – 15:30

### **ELSA Day - Joint AA and S&C**

#### **Description:**

The aim of this workshop is to present and elaborate on ELSA's commitment to human rights and raise awareness about the Council of Europe and Human Rights. By highlighting and implementing Human Rights in our Key Areas so that we can provide our members with opportunities in this field of law, as well as contribute to the development of Human Rights in the form of academic results. During the workshop, ELSA International will present the 5<sup>th</sup> Edition of ELSA whilst giving importance to its structure and to the topic chosen for this edition 'Migration Law'.

#### **Preparation:**

Find out what Human Rights events you have in your local/national group.

15:30 – 16:30

### **ELSA Delegations**

#### **Description:**

The area of ELSA Delegations has grown significantly during the past years. During this workshop we will discuss possible improvements and the ways how to maximize benefits for our members. We will also go through the statistics from the previous years to show the growth of ELSA Delegations. During the workshop we will also discuss improvements with regards to both promotion and the Delegations Guidelines.

**Preparation:**

Read the Institutional Relations part of [the Decision Book](#) which is found under the BEE part. Also, read [the Guidelines](#) for the delegates for different institutions. Think about an effective promotion strategy for ELSA Delegations.

16:30 – 17:30

**ELSA Webinars****Description:**

As stated in the 2018 Strategic Goals, ELSA shall offer a broader range of legal education opportunities and hence develop a wider catalogue of academic and scientific events which will be available to both National and Local officers. During this workshop, ELSA International will present the concept of ELSA Webinars to S&C Officers. The aim of this workshop is that of providing a clear insight for all officers with regards to the advantages of Webinars and a way forward on how this project would effect the network. ELSA International will explain the goals for the upcoming year related to the implementation of this project.

**Preparation:**

Be ready to discuss and think outside the box.

17:30 – 19:00

**Promotion Strategies in S&C - Joint MKT & S&C****Description:**

During this workshop, we will discuss different promotion channels that are usually used in ELSA. We will also highlight the importance of a well-prepared promotion strategy. During the workshop we will go through the unified promotion for ELSA Law Schools and we will also discuss the promotion for ELSA Delegations. Finally, we will discuss the importance of the quality in the promotion of our events.

**Preparation:**

*No need for any special preparation*

**Tuesday, 18<sup>th</sup> of October 2016 (10:00 – 19:00)**

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10:00 – 12:30

**ELSA Law Schools****Description:**

Officers will be provided with a brief introduction about the ELSA Law Schools' requirements. During the workshop, statistics for the summer cycle 2015/2016 will be presented. We will also go through the ELSA Law School Summer Cycle 2016/2017. Finally, we will discuss the unification process, its problems and solutions to improve the overall quality of ELSA Law Schools.

**Preparation:**

Check the respective part of [the Decision Book](#) related to ELSA Law Schools, [the ELSA Law Schools Portal](#) and also go through [the ELSA Law School Handbook](#). Finally, brainstorm and prepare suggestions relating to the quality assurance within ELSA Law Schools.

12:30 – 14:00

***Lunch***

14:00 – 16:00

**Implementation of the International Focus Programme - Joint AA & S&C****Description:**

Our term is the first year of the Environmental Law International Focus Programme. Therefore, it is crucial that our officers get a clear understanding of the impact that this programme has to offer and also analyse the opportunities that it has linked to it. The aim of this workshop is to present to the officers the IFP program and first cycle of the three-year programme. We will also present activities in the Network that will be focused on the development of the new IFP. We will discover ways of cooperation between the Key-areas. Finally, via this workshop officers will have a clear idea with regards to events that they could organise.

**Preparation:**

Be familiar with [the IFP Handbook](#). Also, read the IFP related parts of [the Decision Book](#).

16:00-16:30

***Break***

16:30 – 17:00

**International Focus Programme Partners** - Joint BEE, AA & S&C

**Description:**

This workshop aims to raise awareness of whom to approach as potential IFP Partners and to highlight the importance of such partnerships for a successful implementation of the new International Focus Programme. Furthermore, the collaboration in finding an IFP Partner between the VP AA, VP S&C and the President shall be discussed.

**Preparation:**

If you already researched or even approached some potential partners be ready to present them and think of potential partnerships within the area of Environmental Law.

17:00 – 19:00

**ELSA Law School Fees** - Joint BEE, FM & S&C

**Description:**

The Unification process has assisted ELSA Law Schools to continue to grow and develop. During the year 2015/2016, this Flagship Project received over 5500 applications. From those 5500+ applications, over 1000 students were given an opportunity to participate in an ELSA Law School. However, now it is time to really take this project to the next level by ensuring both quality and sustainability and therefore seek a proper way-forward for this Flagship Project to continue to grow. During this workshop we will discuss the ELSA Law Schools Fees and the introduction of an administrative fee that will safeguard the quality of ELSA Law Schools.

**Preparation:**

Please read through the minutes from [IPM Tallinn](#), [SAM Lviv](#) and [KAM Münster](#) with regards to this topic. Also, please review thoroughly [the proposals](#).

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**Thursday, 20<sup>th</sup> of October 2016 (10:00 – 13:00)**

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10:00 – 13:00

**Training**

**Description:**

External Trainer will deliver a training on a specific topic.

**Preparation:**

*No need for any special preparation*

**Friday, 21<sup>st</sup> of October 2016 (10:00 – 16:00)**

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10:00 – 11:30

**Study Visits & Institutional Visits****Description:**

To present updates and improvements made in the sub-area of Study Visits and Institutional Visits. To evaluate organised activities and discuss challenges connected with them. To discuss how to better implement the Study Visit agreement. Go through the Institutional Relations regulations and peculiarities related to those. Exchange the best practices on fundraising and organising Study Visits and Institutional Visits. To sum up, the aim of this workshop is that of raising awareness on the importance of organising Study Visits and Institutional Visits at a local level whilst providing S&C officers with the necessary skills and knowledge on the preparations for the organisation of an international Study Visit and Institutional Visit.

**Preparation:**

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

11:30 – 12:30

**Regional Cooperation within S&C events****Description:**

During the Key Area Meeting in Münster this topic sparked a great deal of interest between the participants. Regional cooperation can be a key to enhancing and sharing human resources, financial resources, knowledge and other factors. Therefore, these co-operations can lead to unique and more professional projects while embracing the true meaning of ELSA.

**Preparation:**

Please read through [the minutes](#) from KAM Münster with regards to this topic.

12:30 – 14:00

**Lunch**

14:00 – 15:00

### **Miscellaneous**

#### **Description:**

Due to the fact that, most of the workshop topics are prepared by ELSA International, we also need a time to discuss the topics of your interest. Therefore, this workshop will aim at the issues, which are not represented in the initial agenda. The floors is yours.

#### **Preparation:**

*No need for any special preparation*

15:00 – 16:00

### **Closing Workshop**

#### **Description:**

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

#### **Preparation:**

*No need for any special preparation*



## STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP

### Timetable

	16th of Oct.	17th of Oct.	18th of Oct.	19th of Oct.	20th of Oct.	21st of Oct.	22nd of Oct.	
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
08:30	Arrival of Participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
09:00								
09:30								
10:00		STEP Calendar	Decision Book	Mid-Plenary	Matching	STEP Tools		Final Plenary
10:30		Statistics	Proposals			Cancellations		
11:00								
11:30								
12:00	Letters of Authorisation	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
12:30								
13:00	Free Time							
13:30	Opening Plenary	OYOP + SG'18 + SoTN Report	Training	Mid-Plenary	Sightseeing	STEP - National Peculiarities	ELS General Assembly	
14:00						The Theory of Job Hunting		Misc. & Closing Workshop
14:30								
15:00								
15:30		STEP Procedure	STEP Team		ELSA Talks	Final Plenary		
16:00			Reception					
16:30								
17:00	Opening Workshop	Reporting Time	Reporting Time	Reporting Time			Dressing Time	
17:30								
18:00	Officers & Freshers' Workshop	Dinner	Dinner	Dinner	Dinner	Gala Ball		
18:30	HoD Meeting							
19:00	Party	Party	Party	Party	Party	Party		
19:30								
20:00	Party	Party	Party	Party	Party	Party		
20:30								
21:00	Party	Party	Party	Party	Party	Party		
21:30								

## Preparations and Reminders for the STEP Workshop

Please read through and bring with you the following documents:

- [Statutes and Standing Orders](#)
- [Council Meeting Decision Book, STEP part](#)
- [STEP Handbook](#)
- [STEP Calendar 2016/2017](#)
- [Minutes of the STEP Workshop from ICM Malta](#)
- [Minutes of the STEP Workshop from KAM Munster](#)
- [International Focus Programme \(IFP\) Handbook](#)
- [Strategic Goals 2018](#)

It is important to get familiar with the abovementioned documents in order to be prepared for the Workshops. If you bring your laptop with you, it is recommended that you have the documents downloaded on it.

Please, also read this Agenda carefully. You will have an overview of the topics that will be discussed and you will be able to prepare your own contributions and inputs to be shared with the other Workshop participants! Should you need any clarifications, do not hesitate to contact VP STEP of ELSA International at [step@elsa.org](mailto:step@elsa.org).

Last but not least, bring positive energy, your own thoughts and ideas and a lot of ELSA Spirit!

Welcome to the STEP Workshop and get ready to STEP it UP!

*STEPfully yours,*

**Alyona Litvinova**

Vice President for Student Trainee Exchange Programme

ELSA International 2016/2017

## Draft Agenda

### **Sunday, 16<sup>th</sup> of October 2016 (17:00 – 18:30)**

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17:00 – 18:30

#### **Opening Workshop**

##### **Description:**

Presentation and approval of the Agenda for the International Council Meeting Porto, in particular for the STEP Workshop. Election of the Workshop Officers and decision upon the Workshop rules. Sharing our expectations for the upcoming week and getting to know each other!

##### **Preparation:**

Think about your expectations for this ICM, what topics you would like to discuss and what should be the outcome. Your inputs are essential for shaping our Workshops for your needs.

### **Monday, 17<sup>th</sup> of October 2016 (10:00 – 19:00)**

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10:00 – 11:00

#### **STEP Calendar**

##### **Description:**

Presentation of the STEP Calendar 2016/2017. Raising awareness regarding the set deadlines. Providing the Officers with necessary knowledge on planning their work throughout the term, as well as evaluating how the STEP Calendar has been used prior to ICM Porto.

##### **Preparation:**

Read [the STEP Calendar 2016/2017](#). Think about how it has helped you so far in your work and if you have already identified any challenging periods for your National Group.

11:00 – 12:30

#### **Statistics**

##### **Description:**

Presentation of the Second Cycle Evaluation for the term 2015/2016, as well as the overall Statistics for the aforementioned term. Knowing the past, enables us to make realistic plans for the future.

##### **Preparation:**

Be ready to present the last term's results of your National Group and share the improvements you would like to make.

12:30 – 14:00

**Lunch**

14:00 – 16:00

**One Year Operation Plan & Strategic Goals & State of the Network Report – What (else) do you want from me?**

**Description:**

Presentation of the OYOP of ELSA International 2016/2017, the STEP part of the Strategic Goals 2018 and the 21<sup>st</sup> SoTN Report. To give the floor to the Local and National Officers to present their plans for the upcoming term.

**Preparation:**

Be ready to present your One Year Operation Plan.

16:00 – 17:00

**The Theory of Job Hunting**

**Description:**

To learn more about how to conduct Job Hunting – tools, strategy and human resources. Presentation of the goals for STEP Expansion and STEP Globalisation. Having focus on what has been done prior to ICM Porto, and what can be achieved in the weeks after the meeting.

**Preparation:**

Read [the Minutes](#) from the Job Hunting Workshop from the VI. KAM Münster. Be ready to present what you have already achieved during the Job Hunting period, what you would like to improve and how ELSA International can help you.

17:00 – 19:00

**STEP Procedure**

**Description:**

Presentation of the different parts of the STEP Procedure and the new features introduced.

**Preparation:**

Is there something in STEP you would like to see improved?

**Tuesday, 18<sup>th</sup> of October 2016 (10:00 – 19:00)**

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10:00 – 11:00

**Decision Book****Description:**

To get familiar with the STEP part of the Decision Book and to get a common understanding of its articles.

**Preparation:**

Read the STEP part of [the Decision Book](#).

11:00 – 12:30

**Proposals****Description:**

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

**Preparation:**

Read [the Minutes](#) of the “STEP Legal Issues” Workshop from the VI. KAM Münster. Read the proposals related to the STEP part of [the Decision Book](#).

12:30 – 14:00

***Lunch***

14:00 – 17:00

**Training****Description:**

To provide the Officers with the necessary knowledge and skills for successful cooperation within the Network and with the externals.

**Preparation:**

*No need for any special preparation*

17:00 – 18:00

### **STEP Team**

#### **Description:**

Raising awareness regarding the importance of the STEP Officers working together, sharing the experience and being able to rely on the other Officers in our daily work.

#### **Preparation:**

Do you have a STEP Team? How do you use it in your daily work? Which Officers other than STEP Officers do you cooperate with while conducting your activities?

18:00 – 19:00

### **Reception**

#### **Description:**

Presentation of the content of the Reception and what we should focus on. Brainstorming on how the Reception can be improved.

#### **Preparation:**

Be ready to present how the Reception is normally conducted in your Local and/or National Group.

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## **Thursday, 20<sup>th</sup> of October 2016 (10:00 – 12:30)**

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10:00 – 11:30

### **Matching**

#### **Description:**

Matching is the essential part of STEP, and something that we sell to our potential STEP Traineeship Providers – how else can we lessen their administrative work? The presentation of the Matching process will be made. You will also learn how the better understanding of the Matching process can be used during the Student Hunting.

#### **Preparation:**

Think about the questions you have regarding Matching.

11:30 – 12:30

### **Cancellations – Don't Go Breaking My Heart**

**Description:**

Presentation of the reasons and consequences of the cancellations. Brainstorming on how to deal with the cancellations and what we can improve.

**Preparation:**

Think about how we can avoid a high number of cancellations.

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### **Friday, 21<sup>st</sup> of October 2016 (10:00 – 16:00)**

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10:00 – 11:00

### **STEP Tools**

**Description:**

Presentation of the tools and materials that make our work as STEP Officers more efficient. The success of STEP depends on using correct tools while promoting STEP to the externals.

**Preparation:**

Be ready to present the tools you use in your STEP work and think of the experience you would like to share.

11:00 – 12:30

### **STEP Promotion – MKT & STEP**

**Description:**

Promotion is an essential tool in getting great numbers in STEP. We should not only have a consistent profile and strategy when it comes to the Student Hunting, but focus as much on marketing and branding in the Job Hunting part.

**Preparation:**

Think of the improvements that can be made to have a better reach to our members. How can we make our look more professional and unforgettable for the potential STEP Traineeship Providers?

12:30 – 14:00

### ***Lunch***

14:00 – 14:30

### **STEP – National Peculiarities**

**Description:**

Presentation of the portal for the national traineeships existing in ELSA Czech Republic and ELSA Poland.

**Preparation:**

Think if there are some STEP projects held in your Local or National Group you would like to share with the other STEP Officers.

14:30 – 16:00

### **Miscellaneous & Closing Workshop**

**Description:**

Discussion of the remaining topics. Evaluation of the ICM Week and closing of the STEP Workshop.

**Preparation:**

Think about the topics you wish to bring up and be ready to give constructive feedback of the event.



## ACTIVITY REPORTS

### INTERNATIONAL BOARD 2016/2017

Robert Vierling

| President of ELSA International 2016/2017

#### **Board Management**

- Ensuring a great team spirit;
- Organising and planning team activities;
- Individual evaluation talks after the area meetings;
- Group evaluation after the area meetings;
- Organising a Board Day;
- Restructuring the ELSA International Team:
  - Adapting the amount of people to a more realistic level;
  - Unifying the team for a more simple and clear structure;
  - Enhancing the importance of the role of a director;
  - Planning a work-weekend with the directors in Brussels;
- Preparing a vision contest performance as a board task outside of the office.

#### **External Relations**

- Follow up on transition partner meetings;
- Researching past negotiations and contacts;
- Skyping with a potential new partner from London;
- Partner meeting with a potential partner in Berlin;
- Negotiations with a potential LL.M. partner from the USA;
- Research and approach of In-Kind partners;
- Research and approach of potential IFP partners;
- Attending meetings of Board members with externals such as INTA, the accountant, PwC etc.;
- Checking and approving partner contacting requests from the Network;
- Assisting the approach of potential new ELSA Delegations;
- Planning the Annual Partners Reception;
- Meetings with other student organisations.

**Expansion**

- Focus on quality expansion;
- Skype meetings with and assistance for ELSA Belarus;
- Email to the Dean of the University of the Republic of San Marino;
- Trying to establish a contact with Law Students from the Republic of San Marino;
- Contact and coordination of the approach to inactive member countries;
- Trying to get other ELSA Member countries involved in the approach of inactive member countries to secure a more close connection to the Network and a sustainable return to the international level.

**General**

- Co-working on the tax and grant situation;
- Assisting national presidents with challenges they faced;
- Administrative work;
- Coordination of the photo-shoot;
- Chairing of Board Meetings;
- Assisting in the ICM Porto support.

**ELS**

- Cooperation with ELS
- Meeting during transition and discussion of change of approach
- Skype meetings and coordination of the support
- Restructuring the role of ELS at the International Council Meetings
- Opening the General Assembly of ELS for ELSA members
- Offering a social event by young ELS members to ELSA members
- Creation of the opportunity to ask one to one questions about their area of interest

**Internal Meetings**

- Preparation of the WM and general planning of the 53rd International Presidents' Meeting
- Preparation of the workshops with a hands down approach
- Workshops held on current issues of ELSA International
- Attendance at the KAM for the ELSA Law School proposals
- Correcting and compiling the minutes of the IPM

Mads Lorentzen

| Deputy Secretary General of ELSA International 2016/2017

**General**

- Creating the Network Support Report.
- Compiling the One Year Operational Plan.
- Planning the IM workshops of the Supporting Area Meeting and compiling the Working Materials.
- Planning the IM workshops of the International Council Meeting in Porto and doing the final editing of the compilation of the Working Materials.
- Preparing IM and General SotN Questions and doing the final editing of the compilation of the State of the Network Inquiry.
- Creating the webpage for the Call for the ELSA International Team.
- Preparing Board Meeting agendas and written + corrected minutes.
- Implementing the new Organisational Structure of the ELSA International Team
- Communication with Coaching Countries
- Making general updates on ELSA.org.
- Generally helped the other Board Members with administrative questions and tasks.

Rob van Bergen

| Treasurer of ELSA International 2016/2017

**Accounting and budgeting**

- Hiring an accountant, advised by the former Treasurer and Auditors of ELSA International
- Starting to work with new accounting software
- Restructuring the budget to be proposed at the ICM Porto

**Grants**

- Finalising the grant report for the African Regional Round of the EMC<sup>2</sup>
- Finalising the grant report for the Final IFP Conference in Trieste
- Researching the Erasmus+ grant situation

**ELSA Development Foundation**

- Creating a new application system and budget template

**ELSA House**

- Researching options for improvements of the House and the Office in particular

**International Internal Meetings**

- Preparing International Internal Meetings
- Conducting Workshops at the IPM in Tallinn
- Conducting Workshops at the SAM in Lviv

**Communication with the Network**

- Introduction to Coaching Countries
- Introduction to FM mailing list
- Meeting with several Coaching Countries

Ivan Chopyk

| Vice President for Marketing of ELSA International 2016/2017

**General**

- Preparation of the 60th edition of the Synergy Magazine
- Creation of the branding outline of the Key Areas projects
- Confirmation of advertising deals
- General assistance with the website
- Creation of various promotional materials, *inter alia*, marketing kits for the 5th edition of the EHRMCC and 15th edition of the EMCC
- Establishment of the contact with coaching National Groups
- Preparation of the work outline for the ELSA International Marketing team
- Attendance of the VI Supporting Area Meeting in Lviv, Ukraine
- General assistance with the website

Jakub Cája

| Vice President for Academic Activities of ELSA International 2016/2017

**ELSA Law Review**

- Updating the content on the webpage;
- Attending the meeting and further communication with Wolf Legal Publishers;
- Launching of the 3rd Edition on 30th August 2016.

**ELSA Legal Research Groups**

- Updating the content on the webpage;
- Attending a meeting with the International Labour Organization regarding the progress of the LRG on Labour Law and future cooperation between ELSA and ILO;
- Keeping in contact with the Council of Europe and other institutions regarding the new LRG proposals;
- Conference call with the possible future academic partner.

**ELSA Day**

- Creating the new ELSA Day webpage;
- Preparing the Outline, Forms and other relevant documents;
- Launching the 5th Edition;
- Keeping in contact with the Council of Europe.

**Internal Meetings**

- Planning the AA workshops of the Key Area Meeting;
- Conducting the AA workshops of the Key Area Meeting;
- Preparing the AA related State of the Network Inquiry Questions.

**Communication with the Network, Coaching Countries**

- Keeping in contact with Local and National AA officers;
- Making an introduction to the Coaching Countries;
- Preparing the first coaching visit to ELSA Norway.

**International Team**

- Issuing the call for the International AA Team;
- Conducting interviews with the applicants.

Christine Beck

| Vice President for Moot Court Competitions of ELSA International 2016/2017

**EHRMCC**

- Launched on 4th August 2016;
- Contact with judges from the European Court of Human Rights;
- Visited/kept in contact with the CoE, EHRA;
- Contact with teams;
- Fundraising strategy;
- Gathering of Judges for the Final Round;
- Gathering of experts to score the Written Submissions;
- Start of preparations of the logistics in Strasbourg.

**EMC2**

- Preparing the launch;
- Monthly Skype meetings with the Regional Round Organizers;
- Conference calls with the Academic Board regarding the revision of the rules and the revision of the case;
- Application for the grant from UNCECA;
- Visited/kept in contact with all the Sponsors;
- Started the preparations for the 15th anniversary;
- Creation of a document to help the Regional Round Organizers to fundraise for their Round;
- Gathering of Panellists.

**Internal Meetings**

- Conducted the local Workshops at the IPM Tallinn;
- Conducted Workshops at the KAM in Münster.

**Communication with the Network**

- Made an introduction to the Coaching Countries.

**Director & Assistants**

- Implementation of the new structure of the ELSA International Team:
  - 2 Directors;
  - 6 Assistants;
- Had Skypes and personal meetings with the team;
- The team started the work.

Nigel Micallef

| Vice President for Seminars &amp; Conferences of ELSA International 2016/2017

**ELSA Law Schools**

- The creation of the online evaluation form for the ELSA Law Schools cycle 2015/2016.
- The creation of the ELSA Law School Summer Cycle 2016/2017.
- The specification form and therefore the start of ELSA Law Schools cycle 2016/2017 was created.
- The establishment of the first statistics with regards to all ELSA Law Schools.
- Assisting with quality improvements and other issues with specific ELSA Law Schools.
- Assisting with the promotion of Winter ELSA Law Schools.
- Seeking and discussing major improvements to the Unification of ELSA Law Schools.

**ELSA Delegations**

- Preparing all the necessary documents for ELSA to apply for observer-ship status within the International Maritime Organization (IMO).
- Researching new Organisations that ELSA can start to send Delegates to.
- Expanding on new cooperation's and therefore providing more diverse opportunities.
- Setting up the ELSA Delegations calls calendar for the term 2016/2017 which shall include a minimum of six calls.
- Submitting a 4-year report also known as 'Quadrennial Report' to the United Nations.

**International Focus Programme (IFP)**

- Preparing all the necessary documents and applying for observer-ship status within the United Nations Framework on the Convention on Climate Change (UNFCCC) and United Nations Environment Programme (UNEP). Our applications will be reviewed in the upcoming months. If ELSA is successful, then we would be able to establish ELSA Delegations related to Environmental Law.
- Together with ELSA's President, we have researched different Organisations & Law-Firms that could potentially become our IFP Partner.
- The establishment of a new IFP co-ordinating structure via the International Focus Programme Director and Coordinators structure.
- Preparations for the IFP Week coordination.

**ELSA Webinars**

- Researching different sustainable and long-term programmes that could be ELSA's software for this project. Short-listing the researched platforms.



- Testing out the researched programmes to evaluate all the benefits of each programme before proceeding further.
- Setting up a draft calendar

#### **IBA-ELSA Students' Conference**

- Coordination of the second international annual Conference on International Courts and Tribunals in London which is held in cooperation with the International Bar Association. This is connected to the fact that on ELSA's behalf I am responsible for the academic programme and I will be the co-chair of this conference.
- One of my main tasks with regards to this conference is finding several international speakers that could form part of the panel discussions.
- I have also assisted with the co-ordination of the promotion of the conference towards our network.

#### **Key Area Meeting**

- Compilation of the Key Area Meeting Working Materials.
- Prepared interactive workshops for S&C Officers in order to provide participants with the basic knowledge about the S&C Area.

#### **Miscellaneous**

- Communication with the network and the Coaching countries.
- Organisation of the Study Visits to the ELSA House.
- Updating the information that is provided on Officers' Portal.
- The creation of more S&C Tools.

Alyona Litvinova

| Vice President for Student Trainee Exchange Programme of ELSA International  
2016/2017

**General**

- Creating the STEP Calendar 2016/2017
- Finalising the selection results from the term 2015/2016 – dealing with the remaining cancellations
- Cooperation with the IT team on updating of the STEP interface
- Introduction to the long-term STEP Traineeship Providers and renewing the cooperation with some of them
- Appointing of the STEP International Team
- Conducting STEP Workshops at the VI KAM in Münster
- Introduction to the Coaching Countries

## INTERNATIONAL BOARD 2015/2016

Hector Tsamis

| Secretary General of ELSA International 2015/2016

### Administration

- Updating the Regulations of ELSA according to the decisions of the Council during the LXIX ICM Malta 2016.
- Following-up with the lawyer and notary of the International Board of ELSA about the procedure to be implemented on the ratification and introduction of the new Statutes and Standing Orders of ELSA, which were positively assessed by the Council.
- Implementing the approved by the Council proposal for the restructuring of the IM part of the Council Meeting Decision Book.
- Compiling the National and Local Group Report Questionnaire 2016.
- Compiling of the Network Support Inquiry 2016.
- Finalising the 20th State of the Network Report along with the Director for Internal Management, David Pereira.
- Proper keeping, organisation and formatting of the minutes from the meetings of the International Board of ELSA and of the Board of Directors of EDF.
- Coordinating the procedure for the appointment of the Deputy Secretary General of ELSA International 2016/2017.
- Coordinating the procedure and preparing the required documents related to the VISA applications of Ivan Chopyk and Alyona Litvinova, Vice President for Marketing and Vice President for STEP of ELSA International 2016/2017 respectively.
- Collaborating with the Director for Quality Management, José Pouzada, and the Director for Internal Management, David Pereira.
- Collaborating with the members of the Proofreading Team of ELSA International, Froso Drakopoulou, Ruth Azzopardi, Olivia-Mădălina Ghiorghiu, Olga Koumpouri and Sascha Goslin.

### Human Resources

- Communicating and meeting ELSA alumni.
- Coordinating the 1st annual evaluation of the Human Resources Strategy of ELSA.
- Finalising and issuing of the Human Resources Manual.
- Collaborating with the members of the Human Resources Team of ELSA International, Zulfya Huseynova and Amandine Vole.

### **Training**

- Finalising the updating of the new comprehensive ITP Trainers' Database.
- Communicating with the ITP Trainers.
- Managing the procedure of the Pre-Training Questionnaires.
- Creating the new webpage of ELSA Training ([www.elsa.org/training](http://www.elsa.org/training)).
- Preparing and issuing the 1st edition of Agility, the new training publication of ELSA.
- Making a proposal to the ITP for the introduction of the position of ITP Coordinator.
- Replacing the Pre-Training Questionnaire with a new simpler application form, the ITP Training Request.
- Finalising and issuing of the National Trainers' Pool Manual.
- Collaborating with the members of the Training Team of ELSA International, Karolina Bogusz and Valeriu Drăgălin.

### **LXIX International Council Meeting in Malta**

- Preparing the plenary sessions and the IM workshops.
- Delivering the IM workshops.
- Communicating with the Chair and the Vice Chair of the plenary sessions.
- Communicating with the Head of the Organising Committee, Nigel Micallef, and cooperating with the other OC members prior to and during the ICM.
- Collecting and compiling the ICM minutes.
- Evaluating the ICM.

### **LXX International Council Meeting in Porto, Portugal**

- Communicating with the Head of the Organising Committee, José Pouzada, prior to the ICM and until the end of my term.
- Being involved in the discussions and procedure regarding the change of the location from Coimbra to Porto.
- Pre-ICM visit to Porto during transition in July along with Mads Lorentzen, Deputy Secretary General of ELSA International 2016/2017.

### **Coaching National Groups**

- Participating in the 2016 spring National Council Meeting of ELSA Norway, held in Oslo, and meeting in person with the National Board and Local Officers.
- Travelling to Slovenia for a coaching visit with ELSA Slovenia and meeting in person with the National Board and Local Officers.
- Meetings with ELSA France, ELSA Georgia, ELSA Slovenia, ELSA Turkey and ELSA Montenegro during the ICM Malta.
- Establishing a more stable contact with ELSA Montenegro and being involved in the signing of their payment agreement with ELSA International.

- Communicating with ELSA Belarus and becoming aware of their situation.
- General communication with my Coaching National Groups.

#### **External Affairs**

- Meeting with the notary of ELSA International in Amsterdam, the Netherlands, during transition in July along with Mads Lorentzen, Deputy Secretary General of ELSA International 2015/2016.
- Participating as member of the Management Team and as representative of ELSA in the 2016 spring Informal Forum of International Student Organisations (IFISO) in Zagreb, Croatia.
- Participating in the 2016 Annual General Meeting of the European Law Faculties Association held in Groningen, the Netherlands, in order to represent ELSA, along with Antonia Markoviti and Vedran Stanković, Vice President for Academic Activities and Vice President for STEP respectively.

#### **Miscellaneous**

- Being responsible for the management of the International Board of ELSA, after the resignation of the President.
- Communicating with the IM Officers around the ELSA Network.
- Managing of the main email address of ELSA (elsa@elsa.org).
- Assisting in the establishment of ELSA's intranet on Google Apps with administrative and operational tasks, such as the creation of all email accounts for the National and Local ELSA Groups as well as of a draft structure for the online archive.
- Compiling the minutes from the V Supporting Area Meeting held in Prague, Czech Republic, in September 2015.
- Finalising the minutes from the LII International Presidents' Meeting held in Brno, Czech Republic, in February 2016.
- Coordinating the transition schedule, preparing and delivering the IM transition sessions to Mads Lorentzen, Deputy Secretary General of ELSA International 2016/2017.
- Creating an updated version of the Internal Management Manual.
- Participating in the 14th edition of the ELSA Moot Court Competition on WTO Law (EMC2) as member of the International Organising Committee.
- Participating in the 2016 spring National Council Meeting of ELSA Denmark, held in Copenhagen, and delivering an IM workshop session.
- Participating in the organisation of the 35th Anniversary Celebration of ELSA held in Brussels, Belgium on May 7th, 2016.
- Categorising and labelling the archive in the basement of the ELSA House once in May and once during transition in July along with Mads Lorentzen, Deputy Secretary General of ELSA International 2016/2017.

- Contributing with drafting and proofreading of articles to the Annual Report of ELSA International 2015/2016.
- Writing the Strategic Plan Yearly Report 2015/2016.
- Communicating with the Organising Committee of the LXXI ICM Prague 2017.

Marek Škultéty

| Treasurer of ELSA International 2015/2016

**Tax situation clarification**

- 1st half of the term – regular discussions with treasurers of other Brussels based NGO's, several meetings with accountants and legal experts
- 2nd half of the term - settled on cooperation with PWC (February), negotiation of a service contract and its execution; in-depth VAT scan; finalization expected during the term 2016/2017

**Successful implementation of a Financial strategy**

- 1st half of the term - Implementation proposal with outcomes of SAM workshop's discussions passed at ICM Batumi; Chairing and managing the working group;
- 2nd half of the term - Thorough financial analysis of ELSA International's financial statements for several past years; analysis used as a basis of the Financial Strategy which was passed at ICM Malta

**EDF**

- Chairing the Foundation - Receiving, reviewing and recommending of total 19 applications to the Board of Directors and granting 8,000 €, administration issues related to the EDF (Chamber of Commerce)
- Reformation: Initial EDF proposal developed and passed at ICM Batumi to improve transparency; overseeing the working group on EDF reformation; development of a new EDF application system and its passing at the ICM Malta
- Development of a new EDF financial reporting template in Cooperation with Director for Fundraising

**Grants**

- Successful 2-year Structural Grant application from EYF worth 27,000 €
- Successful 2016 Erasmus + Grant application worth 35,000 €
- Attendance and grant administration of LRG Strasbourg Conference (worth 18,000 €) + grant reporting
- Attendance and grant administration of Final IFP Conference (worth 18,200 €) + grant reporting
- Administration of Council of Europe's grants exceeding 7,000 €
- Grant reporting of 2015 Erasmus +, grant worth 35,000 €
- Unsuccessful application for LRG Conference in 2016
- Administration of a UNECA Grant for the EMC2 African Regional round worth 34,000 € and flight arrangements for teams from the African Regional round

**Coaching Groups**

- Attendance of NCM Ukraine and NCM Germany, videos as a form of communication
- Delivering workshops at the NCM attended regarding finances and ELSA International in general
- Meetings with coaching countries during meals at ICM Batumi and ICM Malta

**Improvements of ELSA International's financial management**

- Involvement of a professional Brussels-based accountant, who is to assist ELSA international with certain accounting and legal issues; initiation and developing of the cooperation's format
- Frequent knowledge exchange and with other students NGOs, implementation of gained insight into ELSA's FM

**Accounts 2015/2016**

- Interim audit and creation of Interim accounts
- Final Auditing weekend with the auditors, finalization after departing ELSA House, preparation of accounts and their presentation for ICM Porto

**Project involvement**

- Financial matters of Study Visits to the House and Christmas Cocktail
- Treasuring tasks for the Moot Courts - Invoicing of EMC2 and EHRMCC teams; tracking of individual payments; responding to requests and accounting; communication with assistants on logistic arrangements and travel arrangements; financial planning and budgeting of the competitions; financial reporting for the WTO and COE;
- Attendance of EMC2 and HRMCC2 as logistic and personnel support, overseeing financial matters on the spot

**Invisible tasks**

- Financial Management of a budget reaching 350,000 €
- Disposition of the assets of the association and accounting; communication with the Bank, accounts' management
- Various purchases of equipment or travel arrangements
- Responsible for the House, utilities (phone, internet, water, electricity, heating, printer, etc.) and communication with the Landlord



Dagne Sabockyte

| Vice President for Marketing of ELSA International 2015/2016

**Synergy number 58th and 59th**

- Planning, gathering articles and advertisements
- Creating the layout
- Proofreading together with the Assistant for Synergy and the Proofreading Team
- Arranging shipping to all ELSA groups
- Evaluating the magazine together with Marketing Officers at ICM Batumi

**Synergy number 60th**

- Planning and contacting externals for articles and advertisements

**Advertising**

- Coordinating the update of the price levels and the advertising media card
- Updating the email communication strategy towards potential advertisers
- Including adding a html solution (Mailchimp)
- Coordinating the gathering of contacts in America and Asia (mainly LL.M. providers)
- Coordinating Christmas and Synergy Early Bird campaigns, communication with current advertisers,
- Researching improved IT-solutions for online advertisements
- Acquired six new advertising partners during the term
- Most of the work was done with the help of Directors for Advertisements

**Corporate Identity**

- Closing the logo update project from the term 2015/2016
- Evaluation of the CI at ICM Batumi
- Involving and coordinating the Graphic Design Team with working group tasks regarding the CI update (including meetings, research, drafting of a proposal)
- Drafting proposals on business cards and ELSA logo regulations (both approved at ICM Malta)
- Coordinating the creation of a new CI Handbook
- Coordinating creation of updated non-regulated CI materials (word documents, certificates, Powerpoint template, business cards)
- Planning the implementation of the updated CI together with the Graphic Design Team

**Promotion of the Flagship Projects**

- Creation of a new PR strategy for ELSA (promoting ELSA through the Flagship Projects)
- Identifying the Flagships and starting to define their brands
- Creating marketing materials for ELSA Delegations, ELSA Moot Court Competition on WTO Law, European Human Rights Moot Court Competition, Legal Research Groups, Summer ELSA Law Schools and STEP
- Most of the graphic work was done together with the Graphic Design Team

**Other Projects**

- Created a brand and marketing package for ELSA Day 2015
- Created a new brand for the revived ELSA Law Review

**Social Media**

- Active and more targeted use of Facebook
- Introduction of an official EMC2 Instagram account and official ELSA LinkedIn page
- Heavy use of Twitter during the final rounds of the moot court competitions
- Creating and coordinating Network-wide social media campaigns for the Flagship and other projects of ELSA
- Received assistance from the Director for PR

**External Relations**

- Responsible for the communication with the Economist, Druka, and, between the period April-July 2016, with Queen Mary University of London, CBL International, Severnvale Academy, London School of English and University of Law
- Attended several partners meetings together with the President
- Organised and attended partners meetings in London during transition 2016 (International Bar Association, Severnvale Academy, Queen Mary University of London, CBL International)
- Responsible for the coordination of the External Relations Team between May-July 2016, during which three new negotiations were initiated

**Other**

- Planned and executed Marketing and several joint workshops at SAM Prague, ICM Batumi and ICM Malta
- Undertook responsibility for five coaching groups (ELSA Bosnia and Herzegovina, ELSA Croatia, ELSA Lithuania, ELSA the Netherlands, ELSA Spain - later also ELSA Latvia)

- Visited internal meetings of ELSA Austria, ELSA Belgium, ELSA Croatia, ELSA Lithuania, ELSA the Netherlands
- Was part of the Final Oral Round Organising Committees for European Human Rights Moot Court Competition and ELSA Moot Court Competition on WTO Law
- Administrative board matters (board meetings, etc)
- Planned and delivered Marketing Transition
- Responsible for the layout of the Agility magazine
- Editor in chief of the Annual Report 2015/2016

Antonia Markoviti

| Vice President for Academic Activities of ELSA International 2015/2016

#### **Legal Research Group on Freedom of Expression**

- Coordination of the International Coordinating Team for the LRG;
- Final technical amendments and update of the website;
- Frequent communication with the Media & Internet Division of the Council of Europe (CoE);
- Publication of the Final Report with a big promotion success;
- Provision of certificates signed by the Secretary General of the Council of Europe to the 28 final participating countries;
- Further care of following up the final report and publication in other channels (website of the CoE)

#### **Legal Research Group on Labour Law**

- Coordination of the International Coordinating Team for the LRG;
- Cooperation with the Assistant for Human Resources for the selection of the participants;
- Frequent communication with the LEGOSH Departments of the International Labour Organisation and arrangement of two transition meetings.

#### **ELSA Law Review (ELR)**

- Frequent communication with the Director for ELR, who passed on the information to the Editorial Board;
- Creation of the ELR page on the ELSA website;
- Creation of the ELR page on Wikipedia;
- Creation of the ELR alumni and readers group on LinkedIn;
- Arrangement of the printed archive at the ELSA House with the valuable assistance of the Editor, Mariagiulia Cecchini;
- Contact made with the ELR alumni who worked on the project;
- Initiation of a cooperation with Wolf Legal Publishers (WLP);
- Arrangement of two meetings with WLP and initiation of updates on the publication and planning of the future opportunities;
- Publication of the 2nd edition of the ELR and preparations for the 3rd one.

#### **ELSA Day & Human Rights**

- Communication with the CoE for the shared award to the winner of ELSA Day;
- Announcement of the new focus of ELSA Day 2016 for earlier preparation of the Network;

- Collection of contacts relevant to the new focus of ELSA Day.

#### **ELSA Negotiation Competition (ENC)**

- Creation of its own page on the ELSA website;
- Release of the ENC Package and promotion;
- Coordination of the team

#### **General Academic Activities & Network**

- Coaching visits to Slovak Republic, Romania, Moldova, Cyprus;
- Assistance at the Regional Round of EMC2 in Brno, Czech Republic;
- Transition meetings in Madrid, Lisbon and Tilburg with Robert and Jakub respectively;
- Maintained contact and communication with IE Law School, Catolica Global School of Law and DLA Piper;
- Research for contacts for the new LRG;
- Arrangement of the printed and online AA archive and creation of practical databases.

#### **Final Words**

I would like to wholeheartedly thank my teams for their amazing job and dedication, the AA Officers of the Network for their great efforts and achievements and of course my colleagues and friends from the International Board 15/16. I wish the best of luck to the new IB and especially to my dear successor.

Ada Gawrysiak

| Vice President for Moot Court Competitions of ELSA International 2015/2016

### **ELSA Moot Court Competition on WTO law**

#### **Administration**

- Preparation of the launch of the Competition, 18th of September
- Registration process of participants and communication with the teams, 40 countries, 90 teams all together registered
- Registration form moved from google form to the website
- Constant communication with the Regional Round Organizers, Academic Board of the Competition, the Case Author, WTO and Sponsors
- Guiding the Case Author towards the Case and Bench Memorandum writing
- Updating EMC2 Regional Round Organizers' Manual
- Gathering information about past history of EMC2
- Getting in touch with former Academic Supervisors and stabilising the situation between them and ELSA
- Establishing new documents for calculation of the scores
- Establishing new, more efficient timekeeping system and updating all the documents accordingly
- Updating all pleading documents by making them shorten and more comprehensive
- Communication with teams participating in the Final Oral Round, providing them with logistic information, visa invitation letters, etc.
- Creation and distribution of the Final Report to all sponsors and externals

#### **Panelists**

- Gathering Panellists for the Written Submission scoring, providing them with judging materials
- Coordination of the scoring process of the Written Submissions, for the first time every paper was double scored, we have 80 Panellists for scoring
- Preparation of the new score sheets and oral pleadings materials for the Competition
- Gathering Panellists for the Regional Rounds and sending confirmed names to the Organizers, briefing them on spot
- Gathering almost 50 Panellists for the Final Oral Round and liaising communication with them, creating their schedule, briefing
- Creating a call for the 15th edition Panellists applications and issuing it on the website

#### **Academic Board**

- Managing communication between 20 Academic Board Members
- Conference call regarding revision of the case
- Conference call regarding revision of the Rules

- Updating the Rules
- Constant discussion regarding implementation of the existing Rules
- Working on implementation of the new timekeeping system
- Meeting in person with several Members twice during the term

### **World Trade Organization**

- Daily contact
- Reporting
- Communication via email and phone
- Pre-visit before the Final Oral Round in May, Geneva
- Bigger involvement this year in marketing and promotion of EMC2
- Separate OC from WTO staff helping with FOR preparations and during the final week
- Evaluation meeting held in June

### **Fundraising**

- Establishment of the new sponsors structure that revolutionised EMC2 fundraising
- Increasing amount of sponsorship income for more than double comparing to last year
- Gaining two platinum sponsors, and 6 gold sponsors, 3 completely new sponsors
- Constant cooperation with all EMC2 general sponsors, and African Round sponsors
- Contacting very big amount of African institutions to sponsor specifically African RR and teams participating in Africa
- Doing a research of EMC2 potential future sponsors
- Receiving around 4.000 EUR for special ELSA's EMC2 fund
- Stabilising the situation with the donations and EMC2 fund, for the first time distribution of the funds towards teams in need
- Organizing evaluation meeting with 8 sponsors and the WTO in order to keep good contact for the future and introduce representatives of a new board
- Creation of the EMC2 fundraising strategy

### **Marketing**

- Working with Dagne on marketing materials, several promotion packages for Officers and FOR marketing strategy
- Increased promotion of the EMC2 during the FOR
- Creating several press releases and its distribution
- Publishing press release about African Round via African Press Release Centre, 64 institutions shared that press release
- Creation of the Competition booklet with ICTSD that was distributed at WTO annual conference and published on ICTSD website
- Working with ICTSD regarding African Round PR strategy

- Creation of common PR strategy on tweeter with ICTSD and WTO for the African Regional Round
- Re-launching the EMC2 website, getting testimonials
- Getting unified video from Patron of the Competition – Roberto Azevedo, Director General of the WTO
- Successfully contacting and liaising with WTO and Sponsors regarding their support of EMC2 to be mentioned on their websites
- Updating the Media card
- Worldwide promotion of the Competition, approaching plenty of Universities by sending to them direct email about Competition
- Contacting people in specific regions as Caribbean, New Zealand, Australia in order to raise awareness about the EMC2 there
- For the first time, support from WTO regarding the publicity of the Competition, promotion of EMC2 in WTO social media
- For the first time a huge banner was welcoming participants into the WTO headquarters during the FOR and announcing that the EMC2 was happening

### **Regional Rounds**

- Participation in the Regional Rounds and coordination of the Competition there, calculation of the scores, interpretation of the Rules, support for the Regional Round Organizers, Panellists preparation
- Preparations of all needed pleading documents for the Organizers
- Managing shipment of EMC2 sponsors marketing materials to the Rounds
- Monthly skype meetings with every RR Organizer
- I would like to express my gratitude towards the EMC2 Regional Round Organizers for their outstanding job that was highlighted by EMC2 Panellists, Sponsors and teams

### **African Regional Round**

- Reaching self-sustainability of the African Regional Round as one of the biggest success of my term
- Establishment of cooperation with the United Nations Economic Commission for Africa (UNECA)
- Applying for grant and reporting to UNECA
- Receiving grant of 37,032.75 \$ towards Round, all the teams travel and accommodation costs at the RR were covered
- Coordinating with teams, RRO, and WTO regarding financial support for the best 3 teams participating in FOR, fundraising for the teams, using donations from ELSA's special fund helped teams to cover partly their costs
- Applying to several institutions for grants for the next years
- Establishment of a contact with United Nations Conference on Trade and Development (UNCTAD)



- Getting additional prizes for the teams: fully paid internship programme at the ICTSD, full scholarship to the IELPO LL.M. programme and living stipend, participation in a TRALAC sponsored conference, including travel expenses and accommodation, books from ACWL, internship opportunity in UNCTAD
- Weekly conference calls with WTO and Regional Round Organizers before the Round
- Bigger involvement in all the logistics and promotion of the Round
- Starting cooperation with East African Law Students' Association (EALSA)

### **Final Oral Round**

- Overall planning and coordination of the Final Oral Round, which took place between the 7th-12th of June 2016, Geneva, Switzerland
- Appointment of the International Organizing Committee
- Working with Dagne on marketing materials for the FOR, first time we printed additional freebies for participants – notebooks, pens, cotton bags with EMC2 logo
- Lowering the participation fees for teams by half
- Ordering food and liaising with catering companies for various receptions
- For the first time cooperation with BIICL conference, one of the most important international conferences on WTO law - all the participants and coaches could attend the Conference free of charge
- Promotion on spot of our sponsors was reviewed and improved, more tools were added
- Increased exposure of platinum sponsors at the FOR
- Getting professional photographer to get good pictures for future promotion of the Competition
- Getting, gathering, coordinating work of almost 50 Panellists
- Bigger involvement of ELSA in liaising communication with WTO regarding FOR and all the formal proceedings and order of ceremonies
- Supporting for the first time ever financially teams in need that participated in the FOR by covering partly their fees from a special ELSA's EMC2 fund
- Opening ceremony in WTO with Professor Yuejiao Zhang, an Appellate Body Member
- Announcing semi-finalists at the Tribute to Professor John Jackson and Ambassador Julio Lacarte Muró– new side event for this year, where Director General of the WTO welcomes ELSA EMC2 participants and wished them the best for the future
- Award Ceremony was led by Deputy-Director General Karl Brauner
- Overall organization of the Final week went very smoothly, high academic quality was kept on satisfying level and all needed logistics were handled perfectly thanks to the support of the IOC – FOR was a big success.

**Future improvements**

- Big workload on the position of VP MCC that may not be handled by every person holding this position, less general Board responsibilities shall be put on VP MCC as attending EDF, Board Meetings, etc.
- Brainstorming session about future improvements on VPMCC position was held in the Board
- New idea regarding MCC team structure by adding Director that would liaise communication with assistants
- Possibility of pro-bono involvement of EMC2 sponsor Lakshmikumaran & Sridharan in establishing IT system for EMC2 that would partly outsource administration of the Competition was discussed at transition meeting in Geneva

**15th years of ELSA Moot Court Competition publication**

- Recruiting authors and gathering advertisements
- Reviewing articles
- Liaising with proofreading team
- Issuing the publication online and preparations for printed distribution
- I would like to thank Nikolai Lyngnes from ELSA Norway, proofreading team and Dagne for their work with the publication

**15th edition preparations**

- Issuing a call for a case author
- Issuing a call and appointing Regional Round Organizers
- Starting process of updating the Rules of the Competition by discussing issues with team coaches, assistants and Academic Board
- Creating timeline for 15th edition
- Recruiting new Academic Board Members

**European Human Rights Moot Court Competition****Administration**

- Preparation of the launch of the Competition, 18th of August
- Registration of the teams for the 4th edition of the Competition
- Registration form moved from google form to the website
- Registration process of participants and communication with the teams, 26 countries, 79 teams all together registered
- Publication of the Final Report
- Constant communication with the Council of Europe

**Judges**

- Gathering Judges to score the Written Submissions/attend the Final Oral Round
- Preparations of all the pleading materials for Judges
- Coordinating the scoring process of the Written Submissions by Judges
- First time ever double scoring of Written Submissions
- Managing 26 Judges at the FOR
- 3 Judges from the European Court of Human Rights were judging the Grand Final

**Academic Board**

- Constant contact with 6 Members regarding the academic perspective of the Competition, interpretation of the existing Rules
- 3 meetings held during the term with members in person
- Managing process of updating the Rules

**Fundraising**

- Establishment of a database with human rights focused law firms, institutions and universities
- Establishment of a sponsorship proposals
- Establishment of sponsors structure
- Receiving funds from Permanent Representation of Turkey to the CoE

**Marketing**

- Establishment of unified marketing materials by discussing and agreeing with CoE on colours and logo that will be since now on always used without any changes
- Re-launching the EHRMCC website
- Updating the media card
- Working with Dagne on EHRMCC promotion strategy, implementing facts about EHRMCC in marketing materials and having separate promotion tools towards Officers

**Final Oral Round**

- Overall planning and coordination of the Final Oral Round, which took place between the 15th-19th of February 2016, Strasbourg, France
- International Organizing Committee consisted of 16 people
- For the first time reception hosted by the City of Strasbourg during the FOR
- For the first time quarterfinals were held
- Deputy Secretary General of the Council of Europe participated in the Award Ceremony
- Cooperation with ELSA Strasbourg
- Panel discussion on the career in human rights field was held
- Opening reception hosted by Permanent Representation of Greece

- Closing reception hosted by Permanent Representation of Bulgaria

#### **5th edition preparations**

- Preparations of the new, comprehensive, clear Rules of the Competition
- Creating timeline for 5th edition
- Establishing contact and discussing involvement of Permanent Representation of Cyprus to the CoE
- Recruiting case author and communicating regarding the case deadline
- Preparations for expansion of the competition to 20 teams in the FOR
- Liaising the possibility of CoE shipping posters directly to National Groups

#### **Moot Court Competitions in the Network**

- Establishment of the Working Group for Moot Court Competitions
- Setting up and publication of the Moot Court Competitions Handbook
- Publication of the templates for: Rules, timetable, teams guidelines, judges guidelines, budget, timekeeping for the Officers to be used for the organization of their own MCC
- Starting the work on several internal materials about EMC2 and EHRMCC
- Finalization of the work of the Working Group
- Coordination of the Working Group work at its final stage

#### **Coaching National Groups**

- Attendance at the Officers Meeting of ELSA Estonia
- Attendance at the NCM of ELSA Sweden
- Attendance at the NCM of ELSA Austria
- Meeting with all my coaching countries during ICM Batumi, IPM Brno and ICM Malta while having common launches
- I visited all my coaching countries during my term and I am proud of all their achievements

#### **Miscellaneous**

- Establishment of the Working Group for Moot Court Competitions scoring
- Communication with Local and National Officers regarding their MCCs
- Participation in the World Forum for Democracy
- Participation in the preparations for ELSA Partner's Reception
- Participation in the IPM Brno
- Pre-visit in Passau and Brno for the EMC2 Regional Rounds
- Participation at the NCM of ELSA Denmark
- Participation at the NCM of ELSA Poland

- Participation at SIEL Biennial Conference Johannesburg, South Africa
- Contact and meetings with several alumni based in Brussels
- Clearing the situation with anonymity rule in EMC2 and EHRMCC
- Working on idea of establishment of Senior Advisory Board for ELSA International
- Constant communication with all Assistants from EMC2 and EHRMCC Team
- At the end of my Activity Report I need to express my extreme gratitude towards Maja, Dominik, Alexandra, Robert, Gaia, Beverly, William and Alexandra for all their hard work and dedication throughout the whole year

Matej Sadlon

| Vice President for Seminars and Conferences of ELSA International 2015/2016

**General**

- ELSA Law Schools' unification:
  - Systematic regulation of the ELSA Law Schools;
  - ELSA Law Schools' coaching system establishment;
  - ELSA Law Schools' calendar establishment;
  - ELSA Law Schools' application system creation;
  - ELSA Law Schools' terms and conditions;
  - Self-updated ELSA Law Schools Portal;
  - Updated ELSA Law Schools' handbook;
  - First year of its implementation together with ELSA Law Schools' Team.
- Changed the structure of the ELSA Delegations' team and delegated administrative tasks to the respective team members;
- Enlarged the number of the institutions covered under ELSA Delegations together with the ELSA Delegations' team;
- Coordinated the new IFP selection and preparation;
- Coordinated the preparation of the IFP Almanac and Final IFP Conference on Media Law;
- Coordinated the creation of the IFP Environmental Law handbook;
- Co-organised IBA/ELSA Conference on Banking, Finance and Careers;
- Supervised the organisation of the Concluding LRG Conference on Social Rights and Austerity Measures;
- Coordinated ELSA's delegation to World Forum for Democracy;
- Coordinated Study Visits to the ELSA House;
- Together with other Board members, introduced the strategy of the Flagship projects;
- Researched and negotiated an IT partnership together with the IT team;
- Created the new websites for ELSA and its Flagship projects together with the IT team;
- Established the Applications system platform together with the IT team;
- Researched, selected and prepared a platform for intranet, which can be used by each single member of an ELSA Local Group;
- Carried out all the duties connected with a Board member's position (preparing for KAM, IPM, ICMs, participating at the Board Meetings, transition for IB 2016/2017 etc.);

- Communicated with coaching countries: Belgium, Greece, Poland, Romania, Republic of Macedonia; delivered workshops during several NCMs and other meetings and events.

Vedran Stankovic

| Vice President for Student Trainee Exchange Programme  
of ELSA International 2015/2016

<b>General</b>
<ul style="list-style-type: none"><li>• Job Hunting: 13 ELSA International STEP employers (22 traineeships)</li><li>• Globalization: draft of the new agreement with ALSA</li><li>• STEP Portal: new STEP Portal; new system of uploading the traineeships</li><li>• STEP Interface: employers' interface improvements (for selecting and ranking the applicants); automatic e-mail messages function; introduction of online TSF interface</li><li>• STEP forms: complete abolishment of pdf forms/introduction of online forms</li><li>• Introduction of the Traineeship Agreement between the trainee and the employer</li><li>• Data protection: introduction of the Privacy Policy</li><li>• Attended NCMs: Czech Republic, United Kingdom, Germany</li></ul>



## ELSA INTERNATIONAL TEAM 2015/2016

Elif Benan Yaman, Lala Darchinova, Andreas Chorakis,  
Petros-Orestis Katsoulas, Mariagiulia Cecchini,  
Sergio Avila Testa & Nóra Nagy  
| 35<sup>th</sup> Anniversary Team of ELSA International 2015/2016

### General

- Helping with the preparations for the celebration of the 35th anniversary during the ICM in Malta.
- Setting up an anniversary coaching system for the National Groups.
- Collecting different materials from the past of ELSA, such as photos, videos, testimonials.
- Starting a video “challenge” on Facebook to promote the anniversary and to create materials for the future.
- Contacting the National Groups to support them with their own celebrations.
- Collaborating with the ELSA Lawyers’ Society on the creation of an anniversary video.

## Alessandra Marson &amp; Federica Simonelli

| External Relations Team of ELSA International 2015/2016

**Alessandra Marson**

- Kept up the contact with the existing partners.
- Started the External Relations Coaching system.
- Co-created an External Directory archive containing all past and current Partners of ELSA International; this archive will be updated yearly Negotiated a possible partnership proposal with the following companies/organisations: Global Brigades, Airbnb, InterRail, Your Trainers Group, EF, UIA.
- Negotiated a possible partnership proposal with following universities: Cornell, UCLA School of Law in Los Angeles, Syracuse University College of Law, USC Gould School of Law, Coastal Law, Penn Law, Frodham Law University, Berkley University, Brookling Law School, NYU, Widener University.
- Created and carried out a questionnaire on the BEE mailing list on the externals' strategies used by National ELSA Groups.

**Federica Simonelli**

- Kept up the contact with the existing partners.
- Started the External Relations Coaching system.
- Created an External Directory archive containing all past and current Partners of ELSA International; this archive will be updated yearly.
- Negotiated a possible partnership proposal with the following companies/organisations: Docsity, LinkedIn and the International Chamber of Commerce.
- Worked on a more detailed database of previous International Board members, whose contacts were gathered in order to re-establish contact with these professionals and potential contributors as Alumni.
- Created and carried out a questionnaire on the BEE mailing list on the externals' strategies used by National ELSA Groups.

Froso Drakopoulou, Ruth Azzopardi,  
Olivia-Madalina Ghiorghiu & Olga Koumpouri  
| Proofreading Team of ELSA International 2015/2016

#### **Froso Drakopoulou**

- Proofreading ¼ of the minutes corpus from the last LXIX ICM Malta.
- Proofreading parts of the new website of ELSA (elsa.org).
- Proofreading the articles comprising the EMC2 Anniversary Publication for the 15 years.
- Proofreading the articles comprising the Agility Publication.

#### **Ruth Azzopardi**

- Proofreading parts of the new website of ELSA (www.elsa.org).
- Proofreading the MKT Workshop notes as part of the ICM Malta 2016 minutes.
- Proofreading the ELSA Law Schools Handbook.
- Proofreading the new website of ELSA Delegations (delegations.elsa.org)
- Proofreading the MCC Organiser's Manual.

#### **Olivia-Mădălina Ghiorghiu**

- Proofreading of the PARTNERS tab on elsa.org and all the text displayed on lawschools.elsa.org;
- Revising of the AA Workshop notes as part of the ICM Malta minutes;
- Proofreading of the ELSA Law Schools Handbook (along with Olga and Ruth);
- Proofreading of the MCC Organiser's Manual (along with Ruth);
- Proofreading of the 14th edition of EMC2 Final Report;
- Final proofreading of the EMC2 15th Anniversary publication.

#### **Olga Koumpouri**

- Proofreading of the LXIX ICM Malta Working Materials and EI Officers' Activity Reports
- Correction and compilation of the Minutes (Plenary and Workshop Minutes) of LXIX ICM Malta
- Proofreading of 10 articles published in the 59th edition of Synergy
- Checking of the context (grammatical and syntactical corrections) of the updated website of ELSA International
- Proofreading of the updated ELSA Law Schools Handbook, drafted by the EI 15/16 ELSA Law Schools Team

Antti Lankinen & Andrew Dumbrawa  
| Information Technology Team of ELSA International 2015/2016

**Antti Lankinen, Member**

- Bringing major updates to elsa.org with other team members;
- Updating the homepage of elsa.org;
- Writing and adding new content to elsa.org;
- Creating new subpages to elsa.org;
- Adding new things to the ELSA website, for example new sponsors and an update to the ELSA team-page;
- Researching into which Wordpress plugins etc. we could use and what we needed;
- Helping other ELSA members with IT-related questions;
- Migrating mailing lists to Google Mail;
- Researching about moving to Google services (Google for NGOs).

**Andrew Dumbrawa, Member and IT Support**

- Providing support in terms of website maintenance:
  - Searching and implementing solutions for different WordPress issues;
  - Solving template and plugin incompatibilities;
  - Providing help in content creation.
- Finding a long-term and unitary solution for delegating the administration of the website to professionals:
  - Searching for an IT company which specializes in both managing servers and wordpress websites;
  - Providing help in negotiating a favourable deal.

## Zulfiya Huseynova &amp; Amandine Vole

| Human Resources Team of ELSA International 2015/2016

- Further updating the organisational chart of the association, which has been given to the Vice President for Marketing of ELSA International 2016/2017 for visualisation, and aims to help freshers and partners to understand the organisation and the key players of ELSA.
- Further updating the Alumni Database of ELSA International by issuing an application form for alumni to fill in and by expanding our research, which actions both contributed in providing us with their contact details and up-to-date information.
- Drafting the Human Resources Manual, along with Alina Shchetinina and Hector Tsamis, Secretaries General of ELSA International 2014/2015 and 2015/2016 respectively, in order to provide the ELSA Network with information as well as tips and tricks on the Human Resources Strategy of ELSA and all five of its Cycles.
- Reviewing the first annual evaluation of the Human Resources Strategy.
- Assisting the Secretary General of ELSA International with various other HR-related tasks.

Karolina Bogusz

| Training Team of ELSA International 2015/2016

**Karolina Bogusz**

- Working on the structure of the content of the 1st edition of Agility, the new training publication.
- Collecting articles for the above mentioned publication.
- Participating in and contributing to the training-related IM Workshops in ICM Malta.
- Communicating with the ITP trainers.

David Pereira

| Director for Internal Management of ELSA International 2015/2016

- Compiling and updating of the 20th State of the Network Report.
- Contributing to the creation of an updated version of the Internal Management Manual.

Cindy Thürler

| Director for Financial Management of ELSA International 2015/2016

- Conducting researches on tax matters. Various tasks following the researches such as drafting email, etc.
- Assisting the IB Treasurer with regular tasks
- Assisting the IB Treasurer with setting a sheet that compiles data of previous financial years
- Assistance on budget structure
- Conducting researches to externalize the accounting of the IB (finding an accountant)
- Helping to clean up FM archives



Bea Sebalj

| Director for Fundraising of ELSA International 2015/2016

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

Ivan Chopyk, Nikolai Lyngnes & Ismini Kalliopi Athanasopoulou  
| Graphic Design Team of ELSA International 2015/2016

**Ivan Chopyk**

- Development and creation of STEP 1st cycle countdown pictures and 2nd cycle marketing package
- Creation of templates (ELSA logo in various file extensions, general certificates, letters of appreciation, Word document letterhead etc.)
- Creation of miscellaneous marketing materials (Human Rights Day picture, general poster templates etc.)
- Assistance in developing new regulations concerning Uniformity Rules
- Coordination of the knowledge management strategy implementation regarding new regulations within the ELSA Network

**Nikolai Lyngnes**

- Creating the STEP marketing package & STEP certificate
- Creating the countdown pictures for the 2nd STEP cycle
- Creating the Negotiation Competition Logo
- Creating the 35th anniversary logo
- Creating the ELR logo
- Creating the Agility logo
- Drafting proposal for changes to the Marketing part of the Decision Book
- Creating new PowerPoint template
- Creating new business card template
- Creating new Corporate Identity Handbook
- Creating the publication “15 Years of ELSA Moot Court Competition on WTO Law”

**Ismini Kalliopi Athanasopoulou**

- Contribution to the creation of STEP 1st cycle countdown pictures
- Creation of the Legal Research Group’s Marketing Materials
- Creation of the new General ELSA Brochure & General ELSA Brochure Template
- Update of the Marketing Materials of the 14th ELSA Moot Court Competition
- Creation of RRO packages
- Assisting with materials for the EMC2’s FOR

Christopher Næsheim Johnsen

| Director for Public Relations of ELSA International 2015/2016

- Social Media Promotion Calendar.
- Regular Skype sessions with VP Marketing of ELSA IB.
- Researched international dates dedicated to causes relevant to ELSA.
- Wrote press releases for the different stages of the EMC2.
- Wrote a draft for the script to be used in the promotion video for the EMC2 by the Secretary General of WTO.
- Researched and contacted media entities, organizations and universities for the African Regional Round.
- Researched and contacted media entities, organizations and universities for the Final Oral Round.
- Created and updated the media database to be shared with the IB.
- Developed and carried out the Instagram promotion strategy for the EMC2.
- Updated the LinkedIn-page of ELSA International.
- End of the year report and briefed the new VP Marketing of ELSA International.

Andreja Friškovec

| Assistant for Synergy Magazine of ELSA International 2015/2016

- Formulating the topic for the 59th and 60th edition of the Synergy magazine.
- Administrative work with the shipping lists.
- Proofreading of the articles sent for submission from external partners, members of the ELSA Network and members of the IB for 2015/16 term.
- Assisting to the Vice President for Marketing in editorial perspective.
- Producing some parts of the magazine.
- Tracing the packages.
- Inquiring in articles from the National/Local Groups regarding the activities organized by them.

Marilena Zidianaki, Andreja Friškovec, Mariagiulia Cecchini,  
Jessica Allen, Pavlo Malyuta, Sara Dushi, Timos Sourvas  
| ELSA Law Review Team of ELSA International 2015/2016

**Marilena Zidianaki, Director for ELSA Law Review**

- Divided the 85 received articles in thematic categories;
- Created zipped packages of 10-15 articles for review by the editors;
- Conducted research on how to review articles (looking into ELSEVIER site etc.), including ethical concerns, such as plagiarism and conflict of interest;
- Created a standard template 'Review Report' for the editors to fill out for each article;
- Conducted a 45-minute skype call to tutor editors on how to review the articles;
- Assisted the editors throughout the reviewing process;
- Reviewed the package of Agnese, after her dropping out;
- Reviewed the accepted articles by the editors and picked the finalists;
- Reviewed the linguistic changes by the native speaker editor (Jessica).

**Timos Sourvas**

- Reviewed the Business Law (Competition, Finance, Trade etc) articles.

**Pavlo Malyuta**

- Reviewed the European Law and Arbitration articles.

**Sara Dushi**

- Reviewed Civil Law and IT Law articles.

**Andreja Friskovec**

- Reviewed the International Law and Human Rights articles.

**Jessica Allen**

- Reviewed the National/ Regional Laws and Environmental Law articles;
- Made the linguistic review of all finalist articles;
- Reviewed the Wikipedia entry.

**Mariagiulia Cecchini**

- Reviewed the Health and Women Law articles;
- Assisted in ordering previous ELR issues and uploading them online;

- Assisted in finding a publisher for the ELR.

**ELSA Law Review 2015/2016 Team**

- Almost all members helped edit the Wikipedia entry for ELR.

Claus-Maria Sperling , Ipshita Singh & Denise Schwarz  
| Negotiation Competitions Team of ELSA International 2015/2016

**Claus-Maria Sperling**, Director for Negotiation Competitions

**Ipshita Singh**, Assistant for Negotiation Competitions

**Denise Schwarz**, Assistant for Negotiation Competitions

- Creation of the official materials for the ELSA Negotiation Competition (ENC) serving as a unified compilation of documents for ELSA officers. Our goal was to arrange the materials in a practical manner in order to facilitate the implementation of the project in the Network.
- The ENC materials include, among others, an organization guide, a codex stating the rules which are based upon the official rules of the International Negotiation Competition, a judges package, a model scenario as well as other useful materials such as a presentation for recruiting participants, a media card for contacting externals and templates for promotional materials.
- Skype meetings on a weekly basis.
- Co-operation with the Graphic Design Team in order to establish a visual branding for the project, particularly a logo.
- Release of the materials in March.
- Workshop on ENC's at ICM Malta in order to facilitate the introduction of the unified materials and the implementation of this project in the Network.
- Transition with Jake and overall evaluation of the term.

Jakub Čája, Bruno Filipe Lima Monteiro,  
Håkon Sverdstad Bjørvik, Mark O'Reilly & Lala Darchinova  
| International Coordination Team for the ELSA Legal Research Group  
of ELSA International 2015/2016

**Jakub Čája**, International Human Resources Coordinator

- Created the databases that helped to facilitate the administration of the LRGs.
- Communicated with the National Research Groups regarding the submission of the Final National Reports in the LRG on Freedom of Expression.
- Coordinated the National Research Groups with their deadlines for the submissions of Final Reports in the LRG on Freedom of Expression.
- Updated the content on the webpage.
- Revised and contributed to the correction and compilation the Final Report of the LRG on Freedom of Expression.
- Attended the partners meeting with the International Labour Organization in regards to the progress of the LRG on Labour Law and the future cooperating between ELSA and ILO.

**Kerli Kalk**, International Human Resources Assistant

- informing the national coordinators about their members and allocated linguistic editors;
- keeping a comprehensive overview of all participants involved in the project;
- sharing relevant documents with either national academic coordinators or linguistic editors;
- confirming deadline extensions;
- answering questions concerning human resources;
- forwarding questions about the academic aspects of the project to the International Academic Coordinator.

**Bruno Filipe Lima Monteiro**, International Academic Coordinator

**Labour Law**

- Drafted the Annotated Academic Framework for the LRG on Labour Law with ILO;
- Participated in the ILO training to learn how to use the LEGOSH Database;
- Reviewed and provided feedback, with the assistance of the International Research Assistant, on the first drafts of the participating 8 Countries for the LRG on Labour Law with ILO;
- Adapted the Academic Framework for the LRG on Labour Law with ILO;
- Clarified any questions and doubts about the Academic Framework and overall academic content;
- Coordinated the overall work of the International Research Assistants;



- Assisted in the overall coordinator of the LRG on Labour Law with ILO, as a member of the ICT;
- Discussed with the ILO Academic Supervisor matters and issues relating to the functioning of the LEGOSH Database.

**Freedom of Expression**

- Drafted the Academic Guidelines for the LRG on Freedom of Expression and Protection of Journalistic Sources;
- Reviewed and provided feedback on the first drafts, final drafts and final reports for the LRG on Freedom of Expression and Protection of Journalistic Sources of the participating 31 countries;
- Recommended the approval of 28 reports and the rejection of 3 reports;
- Assisted in the compilation of the final report, a total of over 1700 pages;
- Coordinated the overall work of the International Research Assistants;
- Assisted in the presentation of the LRG component for the IFP Media Law Conference;
- Drafted a Model Report to assist National LRGs to prepare their own reports;
- Clarified any questions and doubts about the Academic Framework and overall academic content;
- Assisted in the overall coordination of the LRG on Freedom of Expression and Protection of Journalistic Sources, as a member of the ICT.

**Mark O'Reilly, International Linguistic Editor**

- Reviewed the linguistic guidelines;
- Reviewed the reports submitted from each National Group.

**Lala Darchinova, International Technical Editor**

- Preparing certificates
- Merging reports
- Distributing certificates

Luisa Zappalà

| Director for Human Rights of ELSA International 2015/2016

**Before ICM Malta**

- Creating the Elsa Day specification form;
- Elsa Day proposal for COE's material delivery ( 40 events out of 120);
- Collecting promotional materials ( photos and videos);
- Contacting Empower Women, UN Women; other useful contact: EIGE and World Bank Group;
- Answering emails from the Network;
- Collecting data on potential contributors in order to promote our projects.

**During/After ICM Malta**

- Making a proposal of the best events in order to help the IB to make the final selection;
- Assisting with the new topic of Elsa Day ( migration) = submission of an useful contact list of institutions/organisations/networks dealing with migration law/refugees.

Maja Draganic, Dominik Hill,  
Robert Vierling & Alexandra Casciaro  
| EMC2 Team of ELSA International 2015/2016

**Maja Draganic**, Assistant for Administration

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

**Dominik Hill**, Assistant for Administration

- Collecting and answering Clarification Questions regarding the case
- Updating, unifying and simplifying the Score- and Oral Pleading Sheets
- Collecting and structuring the Written Submissions
- Answering questions about the Rules
- Guiding, helping, supporting and assisting Regional Round Organizers
- Preparation of the Regional Rounds pre-reports
- Liaising with the teams participating in the FOR
- Preparation of the security list for FOR
- Creation of new score sheets and documents for calculations
- Teams invoicing
- Help with the FOR preparations
- Attendance at the FOR in Geneva

**Robert Vierling**, Assistant for Fundraising

- Helping with creating a Partner Structure consisting of three different levels and the respective cooperation outlines.
- Helping with creating a Sponsorship Packages in accordance with the created partner structure.

- Research for contact details of several Institutions and Law Firms in Africa.
- Approached those Institutions and Law Firms to seek support with the African Regional Round.
- Contacted and gained a new Gold Sponsor for the competition
- Keeping track of the communication with that Sponsor in order to fulfil the agreed terms of the sponsorship.
- Set up contact with Accor Hostels (Ibis) to arrange discount on the accommodation for the Final Oral Round in Geneva.
- In contact with Lufthansa for signing a support agreement.
- Customizing agreements with a few partners.
- Proofreading of some agreements.
- Attendance at the FOR in Geneva

**Alexandra Casciaro, Assistant for Logistics**

- Contacting hotels in order to negotiate preferred rates
- Contacting restaurant for the award dinner
- Booking rooms for the International Organizing Committee in Geneva hotel
- Establishing contacts with catering companies
- Preparing an interactive and illustrated social program
- Organising and booking the restaurant for the Award dinner
- Ordering a cup for the winners
- Ordering cupcakes and a cake for the Finals and the Award dinner and fetching it
- Booking and keeping in touch with the photographer
- Ordering and displaying sandwiches for the Finals
- Preparing the social program, attending the events, orientating the teams
- Attendance at the FOR in Geneva

Gaia Iappelli, Alexandra Costea,  
Beverly Tonna & William Nash

| EHRMCC Team of ELSA International 2015/2016

**Gaia Iappelli, Assistant for Administration**

**Rules Update**

- My adventure with the European Human Rights Moot Court Competition begun on August, 13th, when I was appointed Assistant for Administration for the IV edition. Since the launch of the competition was scheduled for August, 18th, and after several Skype meetings with the Vice President for Moot Court Competition, we immediately started working on the Rules of the competition, in order to make the necessary clarifications or amendments.

**Information Requests**

- After the competition launch, my main task was to take care of the email address, answering all information requests about the competition timeline and Rules: I always considered efficiency and accuracy extremely relevant in order to ensure a qualitative event.

**Team Registration**

- I was responsible for the registration of the teams, so I collected all their personal information from the application form and assigned them, just after its completion, the team number, fundamental for identification without revealing provenience. At this phase, the major problem regarded the brand new rule according to which only one team per university is allowed to take part in the competition: for this reason, in some cases we also had to take care of the selection procedure. At the end, we had 80 registered teams, which can be actually considered a good number in relation to the freshness of the competition.

**Clarification Requests**

- The following deadline dealt with Clarification Requests, which teams had the possibility to send in up to a number of five: I collected all questions, confirming their correct reception, and divided them by main themes in order to facilitate the Case Author. Subsequently, I sent the document with the given answers to all participants.

**Written Submissions Recollection**

- Then, I received all Written Submissions, gave confirmation to the teams and coordinated with Ada, who sent them to the judges: an interesting fact was that the great majority of the teams that had registered effectively dispatched their Written Submission, avoiding this year the significant decrease in the teams actually participating.

**Working Group on Penalties Scoring**

- While the Submissions were being evaluated by the judges, I coordinated the Working Group on Penalties scoring: the conformity of each Submission to Rules and Guidelines was checked twice, in order to apply as much as possible the correct number of penalty points.

**Written Submissions Scoring and Finalists Announcement**

- This year, both Applicant and Respondent submissions of each team were evaluated by two judges: I received all score sheets and calculated average between the points given, in order to select the Finalists teams. All the scoring procedure took actually place during the Christmas Holidays, so I could also dedicate most of my time to this activity. On January, 7th we were able to announce the 16 teams admitted to the Finals.

**Participation to the Final Oral Round**

- Finally, I was part of the Organizing Committee of the Final Oral Round of the competition, which took place from the 14th to the 19th of February 2016. I arrived to Strasbourg two days before the Opening Ceremony, in order to assist to the meeting held in the Council of Europe, check the premises and get familiar with the organizational matters. The work during the event consisted mostly in taking good care of the pleadings, so in setting the rooms, preparing folders with scoresheets, team appearance and timekeepers' sheet, timekeeping the debates, recollecting votes, helping calculating scores, taking teams to lunch and participating in the social events held. The participation to the FOR was very rewarding, as I could actually see into practise all the work done during the previous months: the team work was excellent, the academic quality very high and both participants and judges were extremely satisfied.

**Follow-up**

- After the competition, I drafted, together with the Vice President for Moot Court Competitions, the Final Report, in order to make public the results of this edition of the competition. Moreover, I was in charge of sending the participation certificates to all teams that were not admitted to take part in the Final Oral Round. Then, I also proof-read once again all Rules, Guidelines and sheets to suggest improvements for the V EHRMCC, based on my experience.
- In conclusion, I must say that being part of the International Team this year proved to be an amazing experience, that filled me with enthusiasm and for which I am extremely grateful.

**Alexandra Costea, Assistant for Fundraising**

- Creating packages for sponsors following the template provided: Silver, Gold and Platinum according to the packages offered.
- Creating template materials for sponsors in accordance with the aforementioned packages in cooperation with the Vice President for Moot Courts of ELSA International 2015/2016 who also provided me with a letter to send to the Universities, due to the different type of support that we requested from them.
- Creating a database of potential sponsors: law firms, Universities and associations that work in the Human Rights' area for the first time in cooperation with the President and the Vice President for Moot Courts of ELSA International 2015/2016 who have already initiated contacts with potential sponsors.

- Contacting Universities via phone calls after admitting that the contact via email was impossible due to technical difficulties I later resolved and managed to send out materials to initiate the contact. Unsuccessful result.
- Contacting Law Firms & Associations. The aforementioned procedure was followed, even if the initial communication via email was only possible in some cases. Also unsuccessful result.
- Issues: I believe that due to the not-so-long tradition of the competition we are facing most of the problems. We have to improve the visibility, for this I propose to send the report of the 4th edition to the contacts in the database, without actually requesting anything in return. If we would send an update once every couple of months/ once every three months then when we would send the request they would be familiar with the competition. We also need to improve somehow the way the communication gets through making sure that our emails don't end up in Spam. I see a great potential in this competition and I enjoy working on it very much, so we just need to build up its' reputation and then the finances will follow.

**William Nash**, Assistant for Logistics

- Accommodation for the participants: We use the same hotel as last year. Being such a large group, we were able to negotiate a lower price. All arrangements were made to best fit with the participant's wishes.
- Accommodation for ELSA International and the OC: A separate hotel was reserved.
- Coordination with ELSA Strasbourg: In order for the event to proceed as smoothly as possible, several members of ELSA Strasbourg helped during the competition, including giving a tour of the city, helping with the timekeeping and other miscellaneous tasks.
- Social program in the city: Guided visit of the city, eating traditional food, and several trips to allow participants to enjoy the Strasbourg Night-life.
- Closing Ceremony/ Gala: The last event of the HRMCC week was an event at a club in Strasbourg that was privatised for part of the evening, this included a DJ, a dinner buffet, and a drink for everyone.
- Attendance and help during the Final Oral Round

**Beverly Tonna**, Assistant for Logistics

- Venues for social programme: first task was to outline potential places for the social programme including restaurants, nightlife etc.
- Coordination with Assistant for Administration: counting points for teams' submissions ensuring they remained within the regulations
- Accommodation for Participants: emailing finalists in order to confirm the number of participants attending from each team and trying to cater for particular requests regarding their accommodation

- Welcome Pack: List of ELSA's cooperation with Human Right's Court and the Council of Europe history, as well as information on the competition, a bio of the judges and the Organising Committee etc.
- Judges' Profiles: compiling a document to facilitate dealing with Judges
- Attendance and help during the Final Oral Round



Luiza Zus

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

- Appointment of the Working Group members by the International Board.
- Task Division and finalisation of the timetable in cooperation with the Vice-President for Moot Courts of ELSA International 2015-2016.
- Rewriting of the Organizers' Manual, i.e rearrangement of the structure, by adding some missing points and excluding those that are not specific to Moot Court Competitions. Extra materials have been added in order to assist the further understanding from the National and Local Officers.
- Working on some materials whose purpose is to help future participants on EHRMCC and EMC2 to get academic and financial support.
- Evaluation of the impediments the Network faces to organise a Moot Court Competition.
- Preparations for the anniversary year of International Moot Courts: EHRMCC – 5<sup>th</sup> edition and EMC2 – 15<sup>th</sup> edition, brainstorming.

Evgenia Podgorbunskikh, Merve Altintas, Jan Dohnal, Kristina Hatas,  
Rowena Palijama, Mia Vucevac & Claus Roland Gawel  
| Delegations Team of ELSA International 2015/2016

**Evgenia Podgorbunskikh, Director & Assistant for Delegations**

- After the resignation of the previous Director for Delegations in June 2016 – filling both positions – Director and Assistant;
- Publishing the information about the upcoming calls for delegations on the ELSA Homepage;
- Monitoring and updating the Delegations Facebook page;
- Cooperating closely with VP S&C - appointing sessions for upcoming calls;
- Reading applications and selecting potential delegates;
- Supervising the Delegations Team;
- Expansion - searching for new partners (World Bank, OECD);
- Providing the letters of confirmation, letters of participation and letters of accreditation;
- Representing ELSA and the Delegations Team to the very first Delegation to OECD in Paris;
- Preparing the final statistics regarding the Delegations of 2015/16 for KAM and ICM;
- Preparing & giving a presentation about Delegations at ICM Malta and NCM Heidelberg (Germany);
- Updating the selection criteria;
- Attending & preparing Skype meetings.

**Merve Altintas, Assistant for Delegations**

- Reading applications and selecting potential delegates;
- Reading evaluations;
- Expansion - searching for new partners;
- Preparing & giving a presentation about the Delegations at ICM Batumi and NCM Salzburg;
- Attending Skype meetings;
- Updating the selection criteria.

**Jan Dohnal, Assistant for Delegations**

- Reading applications and selecting potential delegates;
- Preparing the document Appointed Delegates 2015/16;
- Expansion - searching for new partners;
- Preparing & giving a presentation about the Delegations at ICM Batumi and ICM Malta;

- Attending Skype meetings;
- Updating the selection criteria.

**Kristina Hatas, Coordinator for UN ECOSOC and UNODC**

- Holding research sessions for existing delegations, including the Commission on the Status of Women, the Commission on Population Development, the Permanent Forum on Indigenous Issues, the Commission on Narcotic Drugs and the Commission on Crime Prevention and Criminal Justice;
- Opening of three new delegations to the United Nations General Assembly Special Session on the Drug Problem, the ECOSOC Humanitarian Affairs Segment and the High Level Political Forum on Sustainable Development;
- Supervising the ELSA Delegations to UN ECOSOC and UNODC in New York, The Hague and Vienna;
- Sharing of the previous delegation's summary of the session with the delegation;
- Accrediting delegates at the respective institutions;
- Informing (head) delegates of their responsibilities and collecting surveys after the sessions concluded;
- Collecting surveys and making proposals based on the feedback for internal improvement;
- Attending Skype meetings.

**Rowena Palijama, Coordinator for UNCITRAL**

- Supervising the ELSA Delegations to UNCITRAL in both Vienna and New York;
- Supervising the first ELSA Delegation to the World Bank in Washington;
- Maintaining contact with UNCITRAL and the World Bank;
- Registering the Delegates to the respective sessions;
- Sharing the previous delegation's summary of the session with the delegation;
- Researching upcoming opportunities within UNCITRAL and the World Bank;
- Attending Skype meetings;
- Monitoring and updating the Delegations Facebook page;
- Collecting surveys and making proposals based on the feedback for internal improvement.

**Claus Gawel, Coordinator for WIPO**

- Collecting surveys and making proposals based on the feedback for internal improvement;
- Supervising the ELSA Delegations to UNCITRAL in both Vienna and New York;
- Creating a Facebook group for each delegation to facilitate communication;
- Sharing the previous delegation's summary of the session with the current delegation;
- Receiving delegates in WIPO the first morning for a short briefing and tour of the WIPO premises;
- Introducing them to WIPO personnel, diplomats and NGOs when I was attending the same session as an industry representative;
- Regularly updating the sheet with upcoming sessions for future calls from the online WIPO calendar and shared WIPO curricula;
- Attending Skype meetings;
- Attending national and international internal events;
- Taking care of 12 delegations to WIPO until September 2016 with a total of 57 delegates.

**Mia Vučevac, Coordinator for UN Human Rights Bodies**

- Supervising the ELSA Delegations to the Human Rights Bodies in Geneva;
- Maintaining contact with the UN Human Rights Bodies;
- Registering the Delegates to the respective sessions;
- Sharing the previous delegation's summary of the session with the delegation;
- Collecting surveys and making proposals based on the feedback for internal improvement;
- Attending Skype meetings.

Lukrecija Oreški, Denise Roche,  
 Ondřej Chylek, Stephaan Cloet, Hugh McIntyre,  
 Deniz Hatemi & Carolina Sá Duarte  
 | ELSA Law Schools Team of ELSA International 2015/2016

**Stephaan Cloet**, Assistant for ELSA Law Schools

- Law schools coached: Zadar, Frankfurt, Athens (International Investment Law), Dublin and Tilburg (cancelled).
- Start of the term: introductory Skype meeting with all HOCs where all upcoming deadlines were explained and a demo of the portal was given.
- All through the term: answering questions and making aware of the deadlines via mail.
- Before application deadline: Skype meeting with all HOCs to explain how selection works.
- After application deadline: providing help with solving problems regarding lost applications.

**Hugh McIntyre**, Assistant for ELSA Law Schools

- Communicating with the Organising Committees for the ELSA Law Schools in Copenhagen, Pisa, Łódź, Dresden, Izmir;
- Assisting the Head(s) of OC(s) with creating a school website page on WordPress and helping them understand how it would be used;
- Advising on marketing strategy, particularly with regard to getting more applications;
- Advising on budget issues and internal management;
- Helping VP S&C and Director for Law Schools manage application data for schools;
- Represent the OCs' interests in front of the Law Schools Team;
- Learning about each area and getting to know the HOCs individually for more effective assistance and smoother communication;
- Communicating with other coaches for more common questions and concerns, larger concerns with the Director or VP S&C.

**Denise Roche**, Assistant for ELSA Law Schools

- Assigned to four Summer ELSA Law Schools: ELSA Ankara, Turkey, SELS on Energy Law; ELSA Rijeka, Croatia, SELS on Diplomacy and Law; ELSA Turku, Finland, SELS on Corporate Social Responsibility; and ELSA Manchester, UK, SELS on Media Law and Dispute Resolution.
- Communicating with the Heads of the Organising Committees of the assigned SELSs via email, Facebook, and skype.
- Assisting the Head of OC's in relation to providing their SELS information on the new Law Schools Portal.

- Providing advice and support to ELSA Manchester when their academic institution made a proposition to ELSA Manchester to postpone the SELS for one year. ELSA Manchester's OC decided to agree with the Academic Institution and postpone for the following year.
- Researching information about fees and assisting with the academic programme for ELSA Turku. Also, in April I provided advice on how to increase the promotion of the ELSA Turku SELS in order to gain more applications.
- Regardless of the hard work ELSA Turku had put into organising the SELS, there were significant cuts to the funding of the SELS and, unfortunately, they had to cancel the SELS.
- Providing information to ELSA Ankara in relation to dates, fees, and promotion of the SELS. ELSA Ankara had a fantastic SELS prepared, however, after the Turkish coup d'état in July it was decided by the OC in Turkey to cancel their event.
- Providing assistance to ELSA Rijeka in relation to their academic programme and information regarding the applications to their SELS.

**Ondřej Chylek**, Assistant for ELSA Law Schools

- Giving a presentation on the changes of ELSs during the NCM of ELSA Czech Republic.
- Building up the ELS Handbook.
- Creating a Coacher's Handbook.
- Communicating with the Coaching SELSs:
  - Guiding through the changes, responsibilities and requirements of a new SELS Cycle
  - Assisting with problem solving;
    - Best practice with approaching the partners for ELSA Aix-Marseille;
    - Suggestions on enlarging the OC for ELSA Olomouc
  - Giving feedback on the program of respective SELSs;
    - Catering suggestions for ELSA Greece.

**Carolina Sá Duarte**, Assistant for ELSA Law Schools

- Updating the ELSA Law Schools Handbook;
- Guiding the OCs through the new unified system regarding Law Schools;
- Reminding the OCs the most relevant statutory rules on the organization of Law Schools;
- Answering questions from the OCs throughout the cycle;
- Keeping the OCs aware of the deadlines when close to them;
- Discussing promotion strategies for the application period with the OCs;
- Explaining to the OCs how to handle applications on the Law Schools Portal;

- Communicating with and reporting to the Director for ELSA Law Schools and VP S&C of ELSA International.

**Deniz Hatemi**, Assistant for ELSA Law Schools

- Coached Baku, Istanbul, Poznan, Cyprus and Thessaloniki Law Schools
- At least 2 Skype Meetings with each HOC
- 4 additional Skype Meetings with SELS Cyprus
- 2 Additional Skype Meetings with SELS Baku
- Created a Facebook group including all the HOCs
- Explained all groups the Unification process, highlighting the new fees and EDF
- Assisted ELSA Cyprus with the Social Programme
- Guided ELSA Istanbul with regards to cancelation of their ELS
- Helped SELS Thessaloniki and Baku finding a picture for the promotion competition of EI
- Prepared the statistics of SELS applications

Tibor Korman

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

- Prepared the workshops for ICM Malta;
- Finalised the ELSA Law Schools Handbook;
- Helped with the IFP Handbook/implementation strategy;
- Outlined the vision for SV;
- Prepared the transition;
- Communicated with potential partners as instructed.



Sara Galassini D'Elia

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

- Communication with the local boards in need of assistance for their IFP projects;
- Researching potential IFP partners for the IFP Final Conference in Trieste and the IFP Almanac;
- Support to the OC of the IFP Final Conference for the organization of the event (by phone, Skype meetings and emails) and for the communication with ELSA International speakers;
- Preparation of a presentation for the ELSA International lecture during the IFP Final Conference, regarding the outcome of the IFP on Media Law;
- Coordination of the IFP Almanac as our final publication on Media Law: I promoted the Almanac in the International Mailing List and collected articles and essays from ELSA Members, professionals and partners interested in giving their contribution; I did a short review and then sent the material to the Marketing Team for the forthcoming publication;
- IFP Evaluation: I contacted the National Boards in order to collect missing IFP Evaluation Forms for the 2013/2016 cycle, I added them to the results from the SotN and wrote down an overall Report with the outcome of 3 years of Media Law. I also prepared a presentation and sent it to the VP S&C for the ICM in Malta.

Julien Donzel

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

- In the absence of the working group for one of the potential IFP topics, stood in and presented one of the candidate topics (Migration Law).
- Developed the Proposal for the Decision Book amendment to change the IFP topic to Environmental Law.
- Developed an implementation plan included in the Decision Book.
- Developed the IFP Handbook, containing information about the IFP itself as well as 101 tips on how to organize events and approach sponsors.
- Discussed branding the IFP with the VP S&C. Also discussed sponsor approach and partners.
- Researched several potential IFP partners among major law firms – communicated findings to VP S&C.
- After concluding that projects were necessary to approach potential sponsors or law firms, discussed what those projects could be with the elected President and VP S&C (Robert Vierling and Nigel Micallef). Conclusion (given by Robert) was that these approaches and projects would be the task of the next international team.
- Attended several NCMs (Switzerland, Finland, Denmark, Sweden) to give workshops on the International Focus Programme on Environmental Law. This raised awareness, but general reaction from the locals was mixed; however, they all agreed on principle with applying the IFP.
- Otherwise contacted several other National Boards to discuss IFP implementation; responses were not enthusiastic, but not hostile either.
- Proofread several articles for the IFP Almanac on Media Law.

Tetiana Grudinina, Alyona Litvinova & Francesco Perrone  
| STEP Procedure Team of ELSA International 2015/2016

**Tetiana Grudinina**, Assistant for STEP Procedure

- Execution of the tasks which were delegated by the Vice-President for STEP of ELSA International 2015/2016, which took place mostly during the two periods of matching.
- Transfer of the information about the traineeships from TSFs into the matching interface and approval of qualified candidates.
- Development of the matching process: new deadlines were set up and countries were divided among the team. I was assigned the Netherlands, Slovak Republic, Turkey, Ukraine, Republic of Macedonia, Poland, Croatia, Lithuania and Sweden. Presentation of the improved internal employers' interface and answering questions about how to handle it; sending out matching results to those countries and being constantly in contact with them during the selection period.
- Communication via email, Skype and other social media in order to discuss ideas concerning the STEP Procedure and their further implementation.
- Attendance to the workshops of the ICM in Batumi and IPM in Brno and exchange of knowledge with National and Local Officers.

**Alyona Litvinova**, Assistant for STEP Procedure

- Delivering the Matching Workshop during ICM Malta 2016
- Skype Meeting with the other Assistants for STEP Procedure and Vice President for Student Trainee Exchange Programme 2015/2016 on division of the countries and updating the Matching guidelines
- Conducting the Matching for the Second Cycle Traineeships
- Sending out the Matching results to the countries I was responsible for

**Francesco Perrone**, Assistant for STEP Procedure

- STEP Interface: employers' interface update with relevant information to match each application;
- Matching: analysis of matched applications within the internal system; adjustment of selection criteria in case of lack of applicants;
- STEP Notification: email notification to the Nationals VP STEP as input to start the final selection from the employer side;
- Internal Communication: facilitate the communication between the VP STEP of ELSA International and National Officers.

Stefania Efstathiou, Diana Enisor, Elizaveta Pysarevska,  
Stefanie Vonbank & Narmin Aliyeva  
| STEP Development Team of ELSA International 2015/2016

**Stefania Efstathiou**, Assistant for STEP Development

- Skype or E-mail kick-off with my coaching countries: ELSA Italy, ELSA Luxembourg, ELSA Montenegro, ELSA the Netherlands, ELSA Portugal, ELSA Romania, ELSA Serbia
- Job Hunting: Tips & Tricks
- Overall support in urgent and non-urgent matters
- Student Hunting: Tips & Tricks particular to each country
- Regular check-ups
- ICM aftermath & updates
- ELSA Austria was assigned to me, too later on
- Recognition Certificates for former employers
- Most of the officers were experienced and all of them did a very good job!

**Diana Enisor**, Assistant for STEP Development

- Skype meetings with ELSA Spain, ELSA Poland
- OYOP discussions on facebook with ELSA Ukraine, ELSA R. O. Macedonia, ELSA Croatia, ELSA Turkey, ELSA France
- STEP assistance for the officers regarding JH
- STEP materials for JH, SH
- Reminders for deadlines
- Assistance regarding internal problems
- Video support offering STEP tips and tricks and guidelines for JH and SH at ELSA Spain's NCM

**Elizaveta Pysarevska**, Assistant for STEP Development

- Maintaining contact with the coaching countries regarding the STEP procedure;
- Providing assistance in preparation for the negotiations with the potential STEP partners (future employers);
- Evaluation of the STEP area development during the term 2015/2016 in the coaching countries;
- Delivering personal guidance for the Reception period;
- Elaborating on Transition strategies in the STEP area for the coaching countries.

**Stefanie Vonbank**, Assistant for STEP Development

- Taking over ELSA Denmark as a Coaching Country – Skype call with the responsible person for STEP
- Answering Job and Student Hunting related questions of national officers throughout the second cycle, trying to provide useful tips and advice

**Narmin Alieva**, Assistant for STEP Development

- I had the honor of acting as an Assistant for STEP Development for 2015/2016 ELSA term. I personally believe that Coaching System is a perfect tool to maintain the regional development and create communication among the National Officers throughout the year.
- I had the opportunity to work with National Officers from Bulgaria, Greece, Finland, Slovakia, Slovenia and Sweden. Cyprus was also added to this list after the start of the Second Cycle. Our communication was through emails, Skype meetings and Facebook messages.
- The first task that I had established was to identify the main obstacles and challenges which existed for STEP in the countries of the Officers. Our next step was to find a solution for each problem, or use alternative options in cases where it was impossible to find one. Also, I was trying to provide the National Officers with the necessary assistance and advice when necessary.
- All of them did a great job in keeping up with all the innovations that had a chance to be implemented during the year. I can proudly say that most of them worked very diligently, and tirelessly preserving and approaching everything with great care.
- Another enjoyable part of mentoring these National Officers was to establish a friendly relationship with them, and getting to know such brilliant and motivated people has been an inspiration for myself too.
- I hope next generations of STEP'ers improve and expand the Coaching System even more, as it was a great idea on paper, and became an even greater instrument in practice as well.

## International Internal Area Meeting Reports

### International Presidents Meeting – BEE Chair Report

| Lisa Henriksson

#### **Opening workshop of IPM Tallinn:**

- Welcoming and introduction from the IB, presentation of all the participants, elections for ELSA Spirit, Secretaries and Chairs, presentation of workshop rules and approval of the agenda.

#### **International Update:**

- Presentation including a board member presentation, the structure of the work and everyday life in the ELSA house and an update on the international projects.

#### **Partner Opportunities:**

- Presentation of ELSA International's partners and a round table of the national partners. Short discussion about contacting international partners.

#### **Partner Structure:**

- Presentation of the different Partner Structures within ELSA.
- Financial Management – May the money be with you:  
Presentation about the tasks of the Treasurer, the grants that ELSA International gets, and the EDF. Information and short discussion about the difficulties with grants.

#### **OYOP:**

- Presentation of ELSA International's OYOP, focus on what the IB would like clean out, the need for professional services, the structure of the Moot Courts and the cooperation with ELS. Short roundtable of the OYOPs from the national groups.

#### **Strategic Goals 2018:**

- Short presentation of the Strategic Goals, roundtable of the national officers' experiences of the Strategic Goals and discussions in working groups.
- National Council Meetings – A comparison:
- Roundtable comparing all the different types of NCMs.
- National Projects – between coordination and organization:
- Discussion about problems and difficulties with national projects.

#### **Regional Cooperation:**

- Presentation of the Nordic Officers Meeting, Slavic Officers Meeting and the Benelux Conference. Discussions about the issues with having geographically closed meetings, the risk of political alliances and the benefits of the meetings.

#### **How to be Frederick the Great:**

- Discussions in small groups about the relationship between local and national officers, roundtable on what local officers expect from the national officers and the other way round.

**The "B" in the BEE – Board Management - the role of the President:**

- Discussion about how to get all the board members active in the meetings, the importance of making sure everyone feels appreciated and having well-functioning boards.

**ELS – A new beginning:**

- Presentation about ELS from Moritz Am Ende, the current President of ELS, discussion on how ELS is perceived, what they could change and how to get ELSA members become members of ELS as well.

**The Ugly Truth:**

- Presentation about the issues that ELSA International is dealing with, how they affect the Network and how the IB is working to solve them. Focus on the need of professional services, fees from the ELSA Law Schools, the shape of the ELSA house, the strike out of the International Market Research, the budget of ELSA International and the challenges with EMC2.

**Miscellaneous:**

- Presentation of ELSA Poland's OYOP, discussion about the proposed fee for the ELSA Law Schools, questions about the problems with the participation deadline for the upcoming ICM, presentation of the structure of ALSA, questions about the cooperation between DLA Piper and the national groups.

**Evaluation and Closing:**

- Evaluations and goodbyes.
- Teambuilding exercises and energizers in all workshops.

## Supporting Area Meeting – IM Chair Report

| Andreas Sahlstedt

**What is Internal Management**

- We discussed about the assignments of the Secretary General on all of the different levels in the association. There was a lot of talk on the role of the Secretary General and much experience sharing.

**One Year Operational Plan**

- Mads presented the content of his part of the One Year Operational Plan of ELSA International and the general parts of the OYOP that were relevant for the internal management area. All the other participants were also given the opportunity to present their own OYOPs.

**Regulations – Part I**

- There was a presentation of the statutes and standing orders, as well as the internal management part of the decision book. This workshop was very informative and well received.

**ELSA Training**

- The workshop on training focused on how the Network could improve the International Trainers' Pool. The participants were updated on the state of the Agility training magazine, which Hector is finalizing. During the workshop the subject of applying quality standards to the International Trainers' Pool was suggested, and well received. Assuring that there is a minimum limit on the length of a training and a maximum limit on the amount of participants could drastically improve the quality of the training tool.

**Hot Topics**

- In the workshop on Hot Topics the group discussed the possibility of changing Article 3.1 in the statutes from non-political to non-partisan. There was a general agreement in the workshop that this was something that should be looked into by some form of working group. The purpose would be to see if the change is possible in regards to countries who might run into problems if they don't state that they are non-political.

**NSI & NSR**

- In this workshop the following problem was brought up: some local groups fill in things they don't actually have any knowledge about; there should be very clear communication regarding the content of the NSI/NSR.

**Regulations – Part II**

- In this workshop the IB presented the revision of the Statutes and Standing Orders that were recommended at ICM Malta. The IB also urged the national groups not to make any proposals for amendments to the revision of the Statutes and Standing Orders for ICM Porto because of the very technical and confusing implications that could cause.



**Alumni**

- Mads informed about the communication with the ELS and the rebranding of the ELS. There were also discussions about the purpose of the ELS and what type of activities they should provide. The participants shared their experiences regarding alumni.

**ICM Applications**

- We talked about the application process for ICM Porto. Some National Groups expressed their concerns regarding the short deadline and the fact that locals were hesitant to apply because of the binding application combined with a late confirmation from the OC whether the applicant would get a spot, thus making it difficult to book cheap flights.

## Supporting Area Meeting – FM Chair Report

| Jarl-Johan Héde

**General**

- It was a great approach to evaluate the experience of the participants by giving them a relating task.
- The ELS practice was truly appreciated in the FM 101.
- The timetable was a bit hazy due to some changes in the lunch & dinner times and therefore resulted in some unpleasant changes in the workshops.
- It is always beneficial to see what's going on in other ELSA countries and what is the IB planning in their OYOP. Unfortunately, the OYOP workshop was found to be the most uninteresting one, whereas EDF was the most interesting topic.
- In general, the workshops were very well planned and we received good feedback in the evaluation. We can safely say that it was a success!

**Workshops**

- During the Workshop it was agreed that the current situation regarding the EDF funds should be re-evaluated and a way to achieve self-sustainability should be sought. The Working Group on EDF should look into these options in addition to the EDF fee.
- The approach in reducing the administrative workload of the IB was either to reduce the amount of the IB members to three or else to outsource it to the Network. In the first model the EDF Board of Directors would consist of the Treasurer, President and Secretary General and in the latter, Treasurer would act as a Chair and the rest of the Board would be elected amongst the Network.
- The Workshop recommended that we are to create a FM Handbook and establish a workshop in order to achieve that.
- The Workshop agreed to prioritise certain projects, when considering EDF funding.
- The general opinion of the Workshop was to raise the participation fee of the Law Schools. However, there were worries mainly on the ability of the countries with a lower financial capabilities participation.
- There was also the idea to have different participation fees for favoured/non-favoured countries, but this would have been not in accordance with the previous unification of the Law Schools.

## Supporting Area Meeting – MKT Chair Report | Nikolai Karleif Lyngnes

### **Wednesday, 7th of September**

- Election of Chair  
It was decided to postpone the election of the rest of the workshop officers, due to the fact that 1/3 of the participants would arrive later in the evening
- Presentation of the participants
- Creating workshop rules
- Approving the agenda

### **Thursday, 8th of September**

- Election of the Workshop Secretary and the Director for ELSA Spirit
- Defined the area of marketing and the responsibilities of a Vice President for Marketing
- Corporate Identity (CI)  
Deeper understanding of the importance of having a well implemented CI  
Working groups: Comparing the new CI Handbook of ELSA International up against the CI regulations of well-known companies and associations, such as Adobe, ESN, KPMG, Twitter  
Inputs on how to improve the CI Handbook
- Branding management  
Presentation of the branding assets and brandlines of the Flagship Projects and other big projects  
Quiz about the aforementioned brand elements  
Discussion on how promotion and branding is done on the Local and National level
- Social Network  
Different platforms serve different purposes  
How to interact with your audience on the different platforms  
Practical information  
Tips & tricks - Sharing best practices

### **Friday, 9th of September**

- Update from the IB  
Insight to what the IB is currently working on  
From a marketing perspective the Market Research was the most relevant topic
- “The Ugly Truth”  
Here the IB openheartedly shared some of the problems facing our Association
- Market Research  
Not much use of the Market Research in its current state, since the research is conducted in a way that can lead to misleading results  
Discussion on how a market research can be conducted on the Local and National level

**Saturday, 10th of September**

- Project Management  
Theoretical training  
Working groups on creation specific promotion strategy regarding a moot court competition, international seminar, ELSA Law School and institutional visit
- Open Forum  
Continuing the discussion on how marketing is done at National and Local level  
Tips & tricks regarding local and national market research  
National and local magazines  
Balance between promoting international projects and local projects  
Discussing the usage of Helvetica Neue - ELSA Poland suggest to change the font into "Lato". The workshop was very positive to the suggested font
- Closing Workshop  
Roundtable of evaluations  
Experience sharing

## Key Area Meeting – AAMCC Chair Report

| Andrea Mairhofer

**Let's get this party started!**

- Welcoming the participants
- Introduction of the participants
- Explanation of the workshop rules/ what are workshop officers
- Presentation & approval of the agenda

**OYOP 1**

- Presentation by ELSA International
- Inputs from different countries what goals they have in this term and how they want to achieve them
- most countries would like to improve their Moot Court Competitions and some also want to do some L@W events, essay competitions and initiating a LRG

**ELSA Day**

- Presentation by ELSA International
- Workshop was divided into 4 working groups to plan the perfect ELSA Day event
- Discussion about if there should be a social/charity aspect and involving refugees into the projects because of the non-political state of ELSA
- Summary of all the inputs

**What are Academic Activities for?**

- Presentation about Academic Activities by ELSA International
- Questions and answers about the difference between evaluation forms and activity reports and the handbooks

**5th Edition of the EHRMCC**

- Presentation about the EHRMCC by ELSA International
- Discussion about the decrease of the applications throughout the years of the EHRMCC
- General questions about applications and organization of the final rounds
- Working Groups on how to gather participants for the EHRMCC:
  - Group 1: spreading the knowledge, finding helpers on local levels
  - Group 2: problem is the time, different semester starts in the countries, another problem is that the local groups are „too far away“ from this huge project
  - Group 3: marketing is everything, local groups could go into the classes in university and introduce the project, maybe workshops to get to know this project
- Discussion about further problems and how to solve them

**Legal Publications**

- Workshop was asked what Legal Publications are
- Presentation by ELSA International
- Questions and inputs by the participants

- specification on the people we need for the editorial board, expand and use online platforms which provide legal information
- ELSA International wants to raise the number of people in the editorial board
- there should be a data basis for all the past ELR's

**Showtime! Local and national AA projects**

- ELSA Germany, ELSA Austria, ELSA France and ELSA UK gave presentations about their local and national AA projects
- Questions to each presentation/projects in between

**Other AA projects**

- Presentation by ELSA International about other AA projects, such as L@W events and Study Abroad Projects
- L@W:
  - Workshop figured out that those events are really useful for learning how to do researches, how to write applications,...
  - exchange of experiences with these other AA projects between the different countries
- SAP:
  - discussion on including exchange students to those projects
  - some countries have a director for ERASMUS, others have some sort of a buddy-system, in other countries there are special associations for this
- discussion about DLA as a partner
- summary of the discussion by ELSA International

**Legal Research Groups**

- Presentation about LRG by ELSA International
- Questions to ELSA International
- Discussion about the promotion of the LRGs
- ELSA Greece and ELSA France shared their experience about their LRGs with the workshop
- Presentation about the organization LRGs on national or local basis by ELSA International

**ELSA Negotiation Competition**

- Presentation by ELSA International
- several questions about the organization and application
- discussion on how appropriate it is to the national round in english no matter where it takes place
- discussion about the future of the ENC
- most countries say it could be a network project, it could be on a european level, it is easier to organize in comparison to a Moot Court

**15th edition of the EMC2**

- Presentation by ELSA International
- workshop divided into groups to discuss how to improve the EMC2:
  - Group 1: including professors, personal contact, promotion on social medias/videos,...

- Group 2: direct contact, including previous participants, promotion
- Group 3: coaches at uni, law school, lectures, videos, l@w event on trade law
- Discussion: Should there participate more ELSA members in the EMC2?
- Further questions about promotion

**OYOP 2**

- ELSA International asked the participants if their OYOPs have changed throughout the week or if they will stick to their OYOP
- most participants said they will stick to their OYOP but they got a few new ideas they try to as well

**Miscellaneous and Closing Workshop**

- Discussion about LRG/ENC again
- Questions to ELSA International
- Complains to ELSA International - no event planning in 20 minutes in the workshops -> not useful
- Discussion about the buddy system again including questions about ESN and how to deal with them
- last words by the IB

## Key Area Meeting – S&C Chair Report | Sergio Ávila Testa

- Around 25 participants at beautiful city of Münster in Germany.
- Joint with AA&MCC and STEP about International Projects and main focus on Flagship Projects: discussion about most popular and future projects on our countries.
- Explanation about Key Areas, difference with AA and which projects are S&Cers in charge of.
- Discussion with AA&MCC about how can we improve ELSA Day and brainstorming about what kind of events we can organise on 30th of November
- The most productive and discussed workshop was OYOP Workshop, every one of us explained our OYOP, some countries presented theirs events and we talked about cooperation between national Group
- ELSA Delegations Statistics were shown and we dealt with promotion of Delegations and the expensive of costs of attending it.
- Environmental Law is a hot topic for IFP on many countries and we must focus on promotion, which was considered the main problem in the past. Most of the countries considered that having a National Coordinator
- ELSA International explained how they will work and what are Webinars, and we considered that all Webinars must have good quality and for some Groups the equipment needed may be expensive
- SV & IV are usual through Europe, but not with Asia or America. Some officers explained how they worked on it
- For the 1ST Time in ELSA we could see the ELSA Law Schools Statistics and tried to fix problems of them as different quality, many applications of the same person...
- We decided that due to situation with our sponsor CBL we need to promote their Law Schools on our webpage, but trying not to create disadvantages for our ELSA Law Schools
- ELSA International will introduce two proposals about creating an Administration Fee for Local Groups that would like to organise an ELSA Law School, but also Increasing Fees so we can have same quality at all Law Schools. Most of the officers were in favour of both Proposals
- In the end we all considered that discussions were really productive and we came back home full of energy and motivation.



## Key Area Meeting – STEP Chair Report

| Aneta Korcová

- STEP Introductory Workshop: presentation of the main purpose and rules of KAM, introducing participants and their expectations;
- International Projects (Joint AA, S&C and STEP): getting familiar with the flagship projects, roundtable;
- STEP Tools: presentation and discussion on the most important STEP Tools and means of promoting STEP;
- Statistics Workshop: presentations of the 2nd Cycle Statistics and Statistics for the term 2015/2016, constructive discussion about what should be in the statistics for the next term;
- One Year Operational Plan: introducing plans and goals of the respective participants for the next term;
- STEP Calendar: explaining how the Calendar is made, showing the important deadlines and getting feedback regarding the Calendar;
- Job Hunting: after the presentation by ELSA International, roundtable about experience of the participants, later practical task to get better in negotiating with the traineeship provider;
- STEP Procedure: presentation and practical task to get familiar with the respective steps in STEP Procedure;
- STEP Team: presentation on the importance of the STEP Team followed by a discussion on STEP Teams in LGs and NGs, opinion of the other members of the board about STEP and cooperation between NGs, later practical task to improve team work;
- STEP Legal Issues: presentation followed by a discussion about Data Protection, Privacy Policy, Traineeship Agreement, IP Rights and STEP Traineeship Providers;
- Planning the future: evaluation of the week and how the goals of the participants changed, discussing plans until ICM Porto in pairs;
- Miscellaneous and closing: discussion on the possibility of adding offers from EI partners in rejecting e-mails;
- A lot of professional presentations, quality discussions, teambuilding, practical games and energizers.

## PROPOSALS

### THE INTERNATIONAL BOARD

#### Statutes and Standing Orders revision

The International Board is proposing the following to the International Council on behalf of the International Council in Malta Spring 2016. Please be aware that the proposal is as amended at the International Council Meeting in Malta Spring 2016 and it additionally includes the Dutch version of the proposed new Statutes:

## STATUTES OF ELSA

### Preamble

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

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

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

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

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

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

*EXPRESSING that within this competence, the supreme aims of ELSA are to encourage and facilitate direct contacts and co-operation, individually and collectively, whether privately or officially, between persons from different states involved in the field of Law and to promote the usefulness of foreign legal experience by expanding the knowledge and understanding of the different concepts and solutions to legal questions developed in the member states;*

*RE-AFFIRMING moreover that ELSA hopes to encourage initial understanding and peaceful co-operation between member states in the spirit of the Final Act of the CSCE conference concluded in Helsinki;*

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

## Scope of the Association

### Article 1 – Name

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

### Article 2 – Official Seat

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

### Article 3 – Nature and Aims

- 3.1 ELSA is a non-political, independent, not-for-profit association the aims of which are to promote, establish and develop mutual understanding, co-operation and personal contacts among law students and young lawyers from different States and legal systems, thereby equipping them for professional life in an international environment.
- 3.2 With respect to the realisation of the mentioned aims, ELSA shall be guided by the following philosophy statement.

#### **Vision**

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

**Purpose**

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

**Means**

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

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

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**Article 4 – Structure**

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- 4.1 In order to achieve its aims and activities, ELSA is organised on three levels: local, national and international.
- 4.2 At the local level, ELSA is organised in local groups, established and functioning in conformity with the legal order permitted by national laws, and subscribing themselves to the aims and activities of ELSA. Local Groups are bound to respect any decisions taken in accordance with these Statutes and the Standing Orders of ELSA.
- 4.3 At the national level, ELSA is organised in national groups being the organisations, which confederate local groups present in each respective State. They represent ELSA nationally and their local groups in the international network. The National Groups are the members of ELSA in the context of these Statutes.
- 4.4 At the international level, the association is represented by the International Board.
- 4.5 ELSA, the National Groups of ELSA and the Local Groups of ELSA comprise the ELSA Network.

## Members and Observers

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**Article 5 – Definitions**

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**5.1 European State**

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

**5.2 Observership**

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

**5.3 Membership**

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

**5.4 Direct Membership**

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

**5.5 Application Requirements**

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

**5.6 Demotion**

If a related proposal is submitted to the International Council by the International Board or a Member, the membership of another Member can be demoted to observership with a two-thirds majority of the votes cast by the International Council if that Member has not duly

fulfilled its financial obligations towards ELSA and has not signed a payment agreement with ELSA on that matter for two consecutive regular International Council Meetings.

#### 5.7 Termination

Observership or membership immediately ends:

- a. if an Observer does not attain membership for four consecutive regular International Council Meetings following the one where the Observer can apply for membership; or
- b. if an Observer or a Member sends a written notification, signed by all elected members of its board, to the International Board stating its intention to terminate its observership or membership with a decision taken in accordance with its statutes and the domestic law of the State where the Observer or Member is based; or
- c. if an Observer or a Member sends written notification to the International Board stating its dissolution as decided by its council in accordance with its statutes and the domestic law of the State where the Observer or Member is based; or
- d. if an Observer or a Member sends written notification to the International Board stating its dissolution as decided by a supreme domestic decision-making instance whereby the dissolution takes effect according to the domestic law of the State where the Observer or Member is based;
- e. from the moment the International Board is informed that an Observer or a Member lost its legal personality; or
- f. if an Observer or Member is expelled from ELSA by the International Council.

#### 5.8 Expulsion

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

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

#### 5.9 Right to Explain

In order for a demotion or expulsion to be valid, the Observer or Member in question must be given an adequate opportunity to explain its acts and to reply to any allegations made against

it. The International Board must prove to the International Council that the respective letter of invitation to the International Council Meeting was sent to the Observer or Member, thereby giving it an adequate opportunity.

## Organs

### Article 6 – Principal Organs

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The principal organs of ELSA are:

- the International Council, and
- the International Board.

## The International Council

### Article 7 – Main Provisions

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#### 7.1 Role

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

#### 7.2 Summoning

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

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

- c. Extraordinary meetings can be requested by the International Board or by at least one tenth of all the Members. For extraordinary meetings, the invitations shall be sent up to 14 days before the opening of the extraordinary meeting in question.

### 7.3 Voting Rights

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

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

### 7.4 Principles for Quorum

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

### 7.5 Principles for Validity of Decisions

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

### 7.6 Procedures

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

## The International Board

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### Article 8 – Main Provisions

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#### 8.1 Role

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



## 8.2 Elections

The International Council shall elect the members of the International Board during the spring International Council Meeting for a period of one year, starting on the 1<sup>st</sup> of August in the year of their election and terminating on the 31<sup>st</sup> of July of the following year. In order for the International Board to be legally representative, at least half of the positions – rounded up to the nearest natural number – have to be occupied either by elected members or by deputy officers.

## 8.3 Dismissal

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

# Finances

## Article 9 – Financial principles, Financial Reporting and Auditors

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

## Amendments

### **Article 10 – Validity and Effect**

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Any proposal amending these Statutes may be made if supported by a two-thirds majority of the votes cast by the International Council and provided that the proposed amendment was duly sent out at least 28 days before the opening of the International Council Meeting. If approved by the International Council, the amendments to the Statutes take effect only when a notarial deed containing them has been executed. Every member of the International Board is entitled to have such a notarial deed signed and executed.

## Standing Orders

### **Article 11 – Further Regulation**

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

## Arbitration

### **Article 12 – Applicable Rules**

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

## Dissolution

**Article 13 – Decision and Procedure**

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

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# STANDING ORDERS OF ELSA

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

## Scope of the Association

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### Article 1 – ELSA as a faculty-based association

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

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### Article 2 – Main Fields of Activity

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ELSA’s main fields of activity shall be:

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

## Members and Observers

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### Article 3 – Application

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#### 3.1 Submission

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

### 3.2 Reminder

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

### 3.3 State Eligibility

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

### 3.4 Application for Observership

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

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

### 3.5 Application for Membership

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

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

### 3.6 Application for Direct Membership

An application for direct membership shall include:

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

### 3.7 Recommendation by the International Board

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

## The International Council

### Article 4 – Organisation

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#### 4.1 Dates

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

#### 4.2 Host Eligibility

- a. Any Member of ELSA or any member Local Group of a Member of ELSA is eligible to apply to host an International Council Meeting.
- b. All applications from Local Groups shall be submitted to the International Council by their respective National Group.
- c. Local Groups may only apply on their own behalf if:
  - (a) There is no National Group in their country
  - (b) Their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of the International Council.

#### 4.3 Election of the Host

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

#### 4.4 Call

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

#### 4.5 Hosting Agreement

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

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

#### 4.6 Negotiability

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

#### 4.7 Application

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

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

#### 4.8 Force Majeure

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

#### 4.9 Financial Control

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

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### Article 5 – Preparations

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#### 5.1 Invitations

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

#### 5.2 Requested Materials

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

#### 5.3 Working Materials

The agenda of the International Council Meeting, information about the applicants for observership, membership or direct membership, all proposals received and the activity reports of all members of the International Board shall be sent by the International Board to all Members and Observers of ELSA, the Auditors, and any person appointed by the International Board or the International Council to assist in their work and carry out a specific



task related to the activities of the association. The working materials shall be sent out at least 28 days before the opening of the International Council Meeting.

#### 5.4 Number of Delegates

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

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

#### 5.5 Letters of Authorisation

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

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

#### 5.6 Proxies

The following rules shall apply in regards to proxies:

- a. In order for a Member to be able to authorise another Member to represent it by proxy and vote on behalf of it, it has to have fulfilled its financial obligations towards ELSA, either through an agreement or by settling its debts, and to have filled in the State of the Network Inquiry sent prior to the respective International Council Meeting.
- b. A proxy has to be correctly signed by two board members of the Member giving such a proxy vote, clearly stating the date of signature and the accepting Member as well as the International Council Meeting for which the proxy is valid.
- c. Only a Member can act as proxy; its delegates shall have the right to speak and vote on behalf of the proxy giver. Delegates of the latter are to be understood as the delegates stated in the letter of authorisation of the Member acting as a proxy. A Member can only

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

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## Article 6 – General Procedure

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### 6.1 Opening and Closing

The President of the International Board shall open and close the International Council Meeting. The President announces the International Council Guests and any other guests present in the opening plenary session.

### 6.2 List of Votes

After the opening of the International Council Meeting and at the beginning of every plenary session, the Secretary General of the International Board shall announce the Members and Observers present or represented by proxy, and shall announce those Members duly authorised and, therefore, entitled to vote. Should any National Group subsequently join or leave the session, it shall inform the Chair of its presence or absence respectively and this shall be recorded in the minutes.

### 6.3 Right to Appeal

The following rules shall apply in regards to the right to appeal of a Member:

- a. In case of any disagreement on the fulfilments of the obligations regarding the voting rights between a Member and the International Board, the Member has the right to address the Chair of the International Council Meeting. If the Chair has not yet been elected, the Member has instead the right to address the President of the International Board.

- b. The International Board is then obliged to state the reasons why the obligations are not considered fulfilled. If the Member does not accept the statement given by the International Board, it has the right to address the International Council with its own statement on the reasons why the obligations should instead be considered fulfilled.
- c. The statements by the International Board or the Member shall be followed by a call for votes cast by the International Council. The call for votes is made by the Chair of the International Council Meeting or the President of the International Board if the Chair has not yet been elected. The call for votes is to determine whether the obligations of the Member are to be considered fulfilled or not. All Members having undoubtedly fulfilled the requirements shall have the right to vote upon this matter.
- d. If a simple majority of the Members decides that the obligations are to be considered fulfilled, the International Board shall not suspend the Member in question.
- e. This right of appeal can only be claimed once by each Member per International Council Meeting.

#### 6.4 Election and Role of the International Council Meeting Officers

After the announcement of the first list of votes, the following officers of the International Council Meeting must be elected:

- a Chair, who shall ensure that the agenda of the International Council Meeting is respected and adhered to, supervise and assist the other International Council Meeting officers, invite people to address the International Council, decide when to put proposals to a vote, supervise the voting process, announce the results of the voting process, supervise the election process, bring the meeting to order and resolve any questions concerning the procedures of the International Council Meeting;
- a Vice Chair, who shall assist and stand in for the Chair in the event of his or her absence;
- two to four Secretaries, who shall keep the minutes of the meeting and shall be responsible to the Secretary General of the International Board;
- two to six Tellers, who shall count the votes, compare the results of the counting process and inform the Chair about the result; the Tellers may not be voting delegates;
- a Nominations Committee, consisted of three members who shall receive nominations for the elections and announce them to the International Council.

#### 6.5 Dismissal of the International Council Meeting Officers

An International Council Meeting officer may be dismissed by the International Council upon a seconded proposal by a majority of two thirds of the votes cast if the officer does not satisfactorily perform his or her tasks. Abstentions shall be included in the number of votes cast.

#### 6.6 Approval of the agenda

The agenda of the International Council Meeting shall be approved by the International Council after the election of the International Council Meeting officers. It may be amended

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by the International Board or the International Council upon a seconded proposal at any point.

#### 6.7 Proposals

The following rules shall apply in regards to the proposals submitted to the International Council:

- a. All proposals duly submitted to the International Council shall be presented to and be voted upon by the International Council unless withdrawn by the proposing party/parties.
- b. Proposals not duly sent to the Secretary General of the International Board are allowed to be submitted to the International Council only at the absolute discretion of the Chair or, if requested, by four fifths of the present Members.
- c. Amendments to proposals are allowed to be submitted to the International Council by the International Board or the Members.

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### Article 7 – Voting Procedure

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#### 7.1 General Voting Rules

The voting procedure shall be held as follows:

- a. The Chair asks the International Council for arguments in favour and against a proposal and any proposed amendments thereto.
- b. If any amendments are proposed, the Chair asks the International Council to vote on the amendments, unless the proposing parties of the original proposal accept the amendment to their proposal. With that, the proposal is immediately modified and a separate voting on the amendment is not needed. In case the proposing parties do not accept the amendment, the Chair asks for votes in favour, votes against and abstentions. The Chair announces the result of the voting process.
- c. The Chair asks the International Council to vote on either the original proposal or the amended proposal, depending on whether any amendment has been accepted. The Chair asks for votes in favour, votes against and abstentions. The Chair announces the result of the voting process.
- d. If there are two or more proposals on the same issue and neither of them obtains an absolute majority in the first vote, the Chair may ask for a new vote on the one or two proposals respectively that has/have obtained the most votes.
- e. The Chair may reverse the voting procedure on non-disputed or procedural votes. The Chair asks for votes against and for abstentions. The Chair announces the result of the voting process.
- f. All votings shall be carried out by a show of hands, apart from the ones for which a secret voting takes place.
- g. When voting, the Members shall be allowed to split their three votes.

## 7.2 Secret Voting Rules

The votings shall be carried out by a written and secret vote with ballot sheets, when they are related to:

- a. the election of the International Board, the Internal Auditors and Internal Vice Auditor, and the International Council Guests,
- b. the election of the hosts for an International Council Meeting,
- c. any applications for observership, membership and direct membership,
- d. the demotion and expulsion of a Member or Observer of ELSA,
- e. the relief of responsibility of the International Board, and
- f. any other case for which a Member asks a secret voting to take place.

## 7.3 Ballot Sheets

Any secret voting shall be done using official ballot sheets signed and handed out only by the International Board. The following rules regarding ballot sheets shall apply in such cases:

- a. The International Board shall hand out one ballot sheet per vote.
- b. If several different votings/elections are printed on the same sheet of paper, they must still be seen as separate ballot sheets.
- c. The counting of the votes shall be conducted publicly by the Tellers.
- d. Only one delegate per each National Group is allowed to be present in the room during the counting of the votes. The delegates allowed to observe the counting of the votes have to stay in silence and must not disturb the counting procedure.
- e. The Chair shall present the ballot sheets themselves to the Tellers, who shall count the votes cast in the following way, and write each of the results in two copies;
  - i. the number of invalid ballot sheets,
  - ii. the sum of all votes in favour,
  - iii. the sum of all votes against, and
  - iv. the sum of all abstentions.
- f. A ballot sheet is invalid if:
  - i. it is not signed or handed out by the International Board,
  - ii. it contains insulting remarks,
  - iii. it is not filled out by handwriting, or
  - iv. it is unclear which alternative is voted for.
- g. Invalid ballot sheets are deducted from the total amount of votes used to determine the majority.
- h. The Tellers shall forward one copy of the results to the Chair, who announces the result to the International Council.

## 7.4 Procedure for Excessive Number of Candidates

In case several spots of equal position are contested and the number of candidates exceeds the number of available spots, the following rules shall apply for the elections:

- a. Each Member can vote in favour of up to such a number of candidates equal to the number of available spots.
- b. In order to make sure that the rule of the previous clause is correctly followed, the Chair, along with the Vice Chair and the International Board for votings carried out by a show of hands, or, along with the Tellers for votings carried out secretly with ballot sheets, shall check how many votes are cast in favour per Member per position; the sum of the votes in favour shall not surpass the number of available spots.
- c. The voting procedure shall be repeated in case the rule of clause 8.4.a is not correctly followed. In case the voting is carried out secretly with ballot sheets and the rule of the previous clause is not correctly followed, then the ballot sheet is considered invalid and there shall be no repetition of the voting procedure.
- d. If, after this first correct round of voting, no available spot is covered or if only some of the available spots are covered, the candidates qualifying to a second voting shall be the ones that have received the highest number of votes in favour and their number shall be equal to the one of remaining available spots.
- e. The second round of voting shall take place according to the same procedure as the first one.
- f. If, after this second correct round of voting, at least the required minimum number of available spots is covered, the Chair shall either:
  - i. ask for the nomination of new candidates and proceed to the voting on only the new ones, or
  - ii. postpone the election of the rest of the spots for the next plenary session, if any.
- g. If, after this second correct round of voting, the required minimum number of available spots is not covered, the Chair shall ask for the nomination of new candidates and proceed to the voting on only the new ones, following the aforementioned procedure of this article.
- h. The procedure of this article shall continue to take place until at least the required minimum number of available spots is covered after a second correct voting and the Chair postpones the election of the remaining available spots for the next plenary session, if any.

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## Article 8 – Guests

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### 8.1 International Council Guests

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

### 8.2 Other Guests

The International Board may invite guests to attend the International Council Meetings.

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# The International Board

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## Article 9 – Composition

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### 9.1 General Rules

The following rules shall apply in regards to the composition of the International Board:

- a. The International Board consists of eight positions, namely:
  - the President,
  - the Secretary General,
  - the Treasurer,
  - the Vice President in charge of Marketing,
  - the Vice President in charge of Academic Activities,
  - the Vice President in charge of Moot Court Competitions,
  - the Vice President in charge of Seminars and Conferences, and
  - the Vice President in charge of the Student Trainee Exchange Programme.
- b. The members of the International Board and their deputy officers shall not hold any other elected or appointed position in the ELSA Network while in office, unless holding such a position is explicitly required by the Statutes, these Standing Orders or the Decision Book of ELSA in connection to the role as member of the International Board or position held.
- c. There may not be more than two people with a substantial connection to the same Member in the International Board regardless of their status as elected board members or deputy officers.

### 9.2 Tasks and Responsibilities

#### a. President

The President is in charge of the overall coordination of the ELSA work, execution of expansion, direction of the work and communication within the International Board, planning and execution of external relations. The President represents the association towards externals and is responsible for the communication with them.

#### b. Secretary General

The Secretary General is responsible for directing, organising and maintaining the internal structure of the association, and shall consequently be responsible for ensuring that decisions to this effect are implemented and respected by all Groups of ELSA. The Secretary General shall also be responsible for identifying any non-observance in this field, and shall make all necessary resources available so as to correct any inconsistency. The Secretary General is also in charge of directing the work of the International Council.

c. Treasurer

The Treasurer of ELSA is in charge of the financial management of ELSA, and is responsible for the financial planning, management of ELSA's assets, accounting, the arrangement of financial control, billing and collecting the annual membership fees together with any other amounts due to ELSA from the Members, Observers or third parties, presenting the interim and final accounts to the International Council, and other tasks related to ELSA's finances.

d. Vice Presidents

The Vice Presidents are responsible for the overall planning, coordination and supervision of their respective field of activity; they are responsible for the stimulation and execution of the specific programmes and projects that the International Council initiates within their respective field of activity.

### 9.3 Rules for Vacancies

The following rules shall apply in case there is one or more vacant positions in the International Board:

- a. The other members of the International Board in question are jointly responsible for the activities of the vacant position.
- b. Whenever there is a vacant position in the International Board prior to an International Council Meeting, elections for the vacant position must take place during that International Council Meeting.
- c. If a member of the International Board resigns during an International Council Meeting, an election to fill the vacant position must take place at that same International Council Meeting.
- d. The International Board may appoint a deputy officer to hold a vacant board position until the elections for that position take place or the term of the International Board in question expires. The deputy officer shall be referred to by the name of the vacant board position prefixed by the word "Deputy".
- e. The appointment procedure of a deputy officer is in the discretion of the International Board. The deputy officer will not become a member of the International Board.
- f. A candidate refused by the International Council for a position in the International Board shall not be appointed as a deputy officer for the same term of office.

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## Article 10 – Internal Function and Representation

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### 10.1 Quorum



The International Board is fully competent only when at least half of the members – rounded up to the nearest natural number – are present after the entire International Board has been duly summoned.

#### 10.2 Voting Rights

Each member of the International Board shall have one vote within the International Board.

#### 10.3 Validity of Decisions

Decisions will be made by means of a simple majority. If a simple majority is not reached, a second vote will take place. If the draw persists, the President's vote will prevail.

#### 10.4 Representation

The following rules shall apply in regards to representation:

- a. ELSA is represented by the members of the International Board jointly and separately. Furthermore, the President of the International Board can appear on behalf of ELSA on any deed.
- b. The International Board or the President of the International Board can authorise one or more people to represent ELSA by means of a limited or unlimited power of attorney.
- c. The International Board may appoint any person to assist in its work and carry out a specific task under its responsibility and related to the association. The International Board shall be accountable to the International Council for the actions of this person.

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### **Article 11 – Nominations and Elections**

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#### 11.1 Nominations

The following rules shall apply in regards to the nominations for the election of the International Board:

- a. To be eligible for a post in the International Board, a person must be nominated by a Member and seconded by another Member.
- b. The nomination must specify who is nominated and for which post, and contain the names and signatures of the nominator, the seconder and the nominee.
- c. To be taken into account for the elections, nominations must be received by the Nominations Committee before midnight on the second day of the International Council Meeting; the time when the nomination was received shall be recorded on the nomination sheet.
- d. If there is no candidate for one or more positions for the International Board, the International Council can with a two-thirds majority of the present Members reopen the nominations for these positions.

### 11.2 Personal Presentations

The nominees must prepare a personal presentation and distributed it in printed copies or electronically to the Members before midnight on the day before the final plenary session. This presentation must include the nominee's personal curriculum vitae, ELSA curriculum vitae and programme of action.

### 11.3 Election Procedure

The following rules shall apply in regards to the election procedure of the International Board:

- a. The elections start with the reading out by the Nominations Committee of all nominations duly received.
- b. Each nominee shall be granted five minutes for a short presentation before the International Council.
- c. After each presentation, the International Council shall be granted 10 minutes to ask questions to the nominee. During the presentation and hearing, no person shall leave the meeting room.
- d. The nominees standing for the same position must leave the meeting room during the presentation and hearing of their fellow nominees.
- e. After the presentation and hearing of all nominees, the delegates shall be given considerable time to discuss how to vote.
- f. A person shall be elected to the International Board if he or she obtains an absolute majority of the votes cast.
- g. If, after the first election for a position in the International Board, no person obtains an absolute majority of the votes cast and there is more than one candidate, another election shall be held for which only the two candidates who obtained the most votes in the first election shall be eligible.
- h. If, in the second election, no person obtains an absolute majority of the votes cast, a third election shall be held for which only the candidate who obtained the most votes in the second election shall be eligible.
- i. If, at the first election there was only one candidate for the position, new candidates can be nominated for election. In case there are new candidates nominated, new elections for the position shall be held. The original sole candidate shall not be eligible for nomination in the new elections.

### 11.4 The following procedure shall apply for elections in cases of excessive amount of nominees with a substantial connection to the same Member

- a. In cases more than two people with a substantial connection to the same Member are nominated for at least more than two different positions in total, an additional ballot sheet shall be created for them, in order for the International Council to vote on the

- maximum two people it prefers to have as members of the International Board, in case more than two receive the requested majority to be elected.
- b. This additional ballot sheet shall be distributed along with the ballot sheet regarding the elections of the International Board.
  - c. The votes cast with this additional ballot sheet shall be counted and announced only if more than two people with a substantial connection to the same Member receive the requested majority to be elected. In these cases:
    - i. only the two people that receive the most votes from the additional voting will be officially elected to the International Board, and
    - ii. a second election shall take place for any candidates running against the people, who received the least votes from the additional voting.

## Finances

### Article 12 – Main Provisions

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#### 12.1 Financial Independence

The Members and Observers organise their finance independently and are not in any respect responsible to, or under the supervision of the Treasurer of ELSA, other than as provided for in the Statutes, Standing Orders and the Decision Book.

#### 12.2 Observer administration fee

Each Observer of ELSA is obliged to pay observer administration fee per financial year, the amount of which is to be decided by the International Council.

#### 12.3 Membership fee and observer administration fee due date

The annual membership fee and the observer administration fee for the upcoming financial year is due on the 31<sup>st</sup> of July of the preceding year.

#### 12.4 Financial obligations of individuals

Members and Observers, whose individual members participate in such activities of ELSA, for which any types of fees are payable according to decisions of the International Council, are obliged to pay such fees to ELSA.

### Article 13 – Debts of the Members and Observes, their waving and reducing

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#### 13.1 Debt continuation clause

In case the Membership or Observership of a National Group is terminated, any debts to ELSA International continue to exist whether or not this National Group reapplies for Observership to the ELSA Network, except in cases when the International Council decides to waive the debt, or in cases when the amount due has prescribed in accordance with the applicable law.

#### 13.2 Payment Agreements and non-cash payments

The International Board may agree to delay payments of any fees due through the means of a payment agreement. The International Board may also agree to receive a payment other than in cash, in case the value of the non-cash payment is at least equal to the amount of cash that would have been received.

#### 13.3 Debt reducing and Debt waiving procedures and restrictions

- a) The International Council may agree to waive or reduce any amounts due from the Member or Observer groups, and to simultaneously adapt the budget of ELSA International accordingly to the decrease, with a two third majority vote.
- b) Such proposal shall be submitted to the Secretary General of the International Board at least 35 days before the opening of the International Council Meeting. The proposal shall be accompanied with a detailed report on how the debt came to be, and a detailed fundraising plan.
- c) The Treasurer of ELSA shall add a written statement to the proposal, stating the International Board's view on the matter. The statement may only cover factual claims made in the report, and the steps taken by the International Board to manage the debt.
- d) The respective National Group cannot propose to waive or reduce its debts, if such proposal has been approved by the International Council during the past four consecutive Council meetings, or rejected during past two consecutive Council meetings.

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### **Article 14 – Budget of ELSA International and Accounting**

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#### 14.1 Budget of ELSA for the following financial year

The International Council decides on the budget for the following financial year upon a submission from the Treasurer of ELSA during the Spring Council Meeting.

#### 14.2 Main sources of funding

The costs of running the activities of ELSA are to be funded mainly by the annual membership fee and other fees, fundraising from private and public sources, sales and advertisement revenue, subsidies, donations or grants whether in cash or in kind.

#### 14.3 Accounting and Fundraising restrictions

All funds raised for the benefit of, or payable to, ELSA shall be paid into the accounts of ELSA International, and properly and accurately accounted for by the Treasurer of ELSA. Such funds must not be accepted if they are tied to conditions contrary to the aims and principles of ELSA.

#### 14.4 Reporting standards

The accounts of ELSA shall be drawn up in accordance with the International Financial Reporting Standards (IFRS), or other legally required standards. They shall include:

- a) A statement of financial position at the end of the period (balance sheet)
- b) A statement of comprehensive income for the period
- c) A statement of changes in equity for the period
- d) A statement of cash flows for the period
- e) Notes, comprising a summary of accounting policies and other explanatory notes

#### 14.5 Treasurer's report

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

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### **Article 15 – Internal and External Auditors**

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#### 15.1 Internal Auditors' elections and requirements

The International Council shall elect two Internal Auditors of ELSA and one Internal Vice Auditor of ELSA (hereinafter jointly referred to as Internal Auditors) from independent persons with necessary experience in accounting and finance, according to the electoral procedure of the International Board, however without the need to provide an action plan.

#### 15.2 Internal Auditors' Report

The Internal auditors shall focus their work on governance, risk and internal control, and will summarize their findings and recommendations for improvements in a Report, largely factual in nature. The Report is presented to the International Council along with the respective Interim or Final accounts.

#### 15.3 Certification of accounts' reliability

The Internal Auditors shall, upon reviewing the physical financial archive, provide a Certification of the reliability of the accounts, and the legality and regularity of the underlying transactions, within their Report.

#### 15.4 Reasoned opinion on the relief of responsibility

In addition to the Report and Certification of accounts' reliability, the Internal auditors shall provide the International Council with a reasoned opinion on the relief of responsibilities of the International Board after conducting the audit of the Final accounts of the financial year in question.

#### 15.5 Personal restrictions

Internal Auditors shall not hold any other elected or appointed position in ELSA on the International or National level while in office. Elected or appointed positions on the local level and auditors on all levels are not subjected to this rule.

#### 15.6 External Auditor

The External Auditors of ELSA shall be appointed by the International Board of ELSA from external professionals specializing in auditing, in order to carry out an audit of the Final Accounts in accordance with the applicable auditing standards. The appointment of new External Auditors shall be announced to the Network.

## Amendments

### **Article 16 – Validity and Effect**

Any amendment to these Standing Orders may be made by the International Council if supported by a two-thirds majority of the votes cast. If approved, they come into force as soon as the updated Standing Orders are made available to the Network, unless the International Council decides otherwise. The updated version of the Standing Orders shall be made available to the Network no later than 60 days after the official last day of the International Council Meeting.

## Decision Book and Minutes

### **Article 17 – International Council Meeting Decision Book**

#### 17.1 International Council Meeting Decision Book

The International Council Meeting Decision Book (hereinafter Decision Book) is an official record, along with the minutes of the meetings, of all currently in force decisions made by the International Council, excluding the changes in the Statutes and Standing Orders of ELSA.

#### 17.2 Decision making, Force of Decisions and Publicizing Decisions

When making new decisions, the International Council shall state which decisions are put out of force or are amended. If approved, the International Council decisions come into force as soon as the updated Decision Book is made available to the Network, unless the International Council decides otherwise. The updated version of the Decision Book shall be made available to the Network no later than 60 days after the official last day of the International Council Meeting.

#### 17.3 Amendments to the Decision Book

Amendments to the Decision Book can be made at each International Council Meeting according to the related provisions in the Statutes and the Standing Orders of ELSA.

#### 17.4 Order decision prevailing

If the decisions made by the International Council are contradictory, the following principles are followed:

- a) the Statutes prevail over the Standing Orders and the Decision Book,
- b) the Standing Orders prevail over the Decision Book, and
- c) a newer decision prevails over an older one if they are both part of the same regulation.

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### **Article 18 – International Council Meeting Minutes**

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#### 18.1 Minute Drafting and Publicizing

The Minutes of the International Council Meeting shall be drawn up by the Secretary General of the International Board from the draft minutes prepared by the Secretaries of the International Council. The Minutes shall be sent out to the those who are entitled to receive an invitation to the International Council Meeting no later than 60 days from the last official day of the International Council Meeting.

#### 18.2 Approval of Minutes

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

#### 18.3 Restriction of incontrovertibility

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

# Dissolution

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## **Article 19 – Liquidation**

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The liquidators shall make an account of all aspects, property, debtors and creditors of ELSA, claim outstanding debts and pay debts due. They shall thereafter divide the net assets and property, if any, equally to the Member National Groups of ELSA unless the International Council decides otherwise.



# STATUTEN VAN ELSA

## Considerans

*IN AANMERKING NEMENDE DAT de European Law Students' Association (ELSA, 'Vereniging van Europese Rechtenstudenten') een onafhankelijke en apoliteke organisatie van rechtenstudenten en jonge advocaten is die op 4 mei 1981 in Wenen, Oostenrijk, is opgericht;*

*IN AANMERKING NEMENDE DAT de Leden van de European Law Students' Association nu via hun vertegenwoordigers in de Raad in Malta, maart 2016, samen zijn gekomen;*

*IN HERINNERING BRENGENDE DAT de doelstellingen van ELSA zijn om de professionele en studentenrelaties van een internationale aard in het gebied van het Recht te ontwikkelen, om haar leden voor te bereiden op een professioneel leven in een internationale omgeving, om bij te dragen aan een uitwisseling van wetenschappelijke ervaring en om onderling begrip en vriendschap op basis van gelijkwaardigheid van al haar leden te bevorderen;*

*BEWUST VAN HET FEIT DAT voortdurende uitbreidende internationale relaties in het gebied van handel en industrie, wetgeving en overheidsadministratie steeds meer van alle professionals, in het bijzonder advocaten, vereisen;*

*REALISEREND DAT de Europese juridische professionals niet alleen het belang van groeiende internationale samenwerking moeten erkennen maar zich ook moeten voorbereiden op de vraag die door deze ontwikkeling wordt gecreëerd;*

*OVERTUIGD DAT om aan deze vraag te voldoen en om het internationale aspect van onderwijs, praktijk en uitwisseling te verbreden en te verbeteren een internationale organisatie van rechtenstudenten en jonge advocaten wordt aanbevolen;*

*TOT UITDRUKKING BRENGENDE DAT binnen deze competentie, de voornaamste doelstellingen van ELSA bestaan uit het aanmoedigen en vereenvoudigen van direct contact en samenwerking, individueel en gezamenlijk, al dan niet persoonlijk of officieel, tussen personen uit verschillende landen betrokken in het gebied van het Recht en om het nut van buitenlandse juridische ervaring door kennis en begrip van de verschillende concepten en oplossingen op juridische vraagstukken ontwikkeld in de lidstaten te bevorderen;*

*NOGMAALS BEVESTIGEND DAT ELSA hoopt aanvankelijk begrip en vreedzame samenwerking tussen lidstaten in de geest van de Slotakte van de CVSE Conferentie van Helsinki te bereiken;*

*DIENTENGEVOLGE nemen de Leden van ELSA de volgende Statuten en Reglement van Orde om de voornoemde principes en doelstellingen uit te voeren en te reguleren.*

# Omvang van de Vereniging

## Artikel 1 – Naam

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De officiële naam van de vereniging is “ELSA”, hetgeen staat voor “The European Law Students' Association”.

## Artikel 2 – Zetel

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ELSA houdt haar domicilie in Amsterdam, Nederland, en houdt kantoor aan 239 Boulevard Général Jacques, 1050 Brussel, België.

## Artikel 3 – Aard en Doelstellingen

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3.4 ELSA is een apolitieke, onafhankelijke vereniging zonder winstoogmerk waarvan de doelstellingen bestaan uit het promoten, bepalen en ontwikkelen van wederzijds begrip, samenwerking en persoonlijk contact tussen rechtenstudenten en jonge advocaten uit verschillende Landen en rechtssystemen waarbij zij worden uitgerust voor een professioneel leven in een internationale omgeving.

3.5 Met betrekking tot het realiseren van de voornoemde doelstellingen wordt ELSA door de volgende filosofische verklaring geleid.

### **Visie**

Een rechtvaardige wereld met respect voor menselijke waardigheid en culturele diversiteit.

### **Doel**

Bijdragen aan juridisch onderwijs, kweken van wederzijds begrip en promoten van sociale verantwoordelijkheid van rechtenstudenten en jonge advocaten.

### **Middelen**

- Rechtenstudenten en jonge advocaten mogelijkheden bieden om te leren over andere culturen en rechtssystemen in een geest van kritische dialoog en wetenschappelijke samenwerking;
- Rechtenstudenten en jonge advocaten assisteren internationaal te denken en professioneel geschoold te zijn;
- Rechtenstudenten en jonge advocaten aanmoedigen te handelen voor het algemeen goed van de maatschappij.

3.6 Om haar doelstellingen als nader aangeduid in de Considerans en hierboven te realiseren zal ELSA een set aan belangrijkste activiteitenkaders hebben dat nader wordt aangeduid in het Reglement van Orde van ELSA.

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#### **Artikel 4 – Structuur**

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4.6 Om deze doelstellingen en activiteiten te bereiken is ELSA op drie niveaus georganiseerd: lokaal, nationaal en internationaal.

4.7 Op het lokale niveau is ELSA in lokale groepen georganiseerd, opgericht en functionerend conform de wettelijke samenstelling toegestaan door nationale wetgeving en zich richtend op de doelstellingen en activiteiten van ELSA. Lokale Groepen zijn verplicht de beslissingen genomen in overeenstemming met deze Statuten en het Reglement van Orde te respecteren.

4.8 Op het nationale niveau is ELSA in nationale groepen georganiseerd zijnde de organisaties die de lokale groepen binnen ieder Land vertegenwoordigen. Zij vertegenwoordigen ELSA nationaal en hun lokale groepen in het internationale netwerk. De Nationale Groepen zijn de leden van ELSA in het kader van deze Statuten.

4.9 Op het internationale niveau wordt de vereniging vertegenwoordigd door het Internationale Bestuur.

4.10 ELSA, de Nationale Groepen van ELSA en de Lokale Groepen van ELSE vormen het ELSA Netwerk.

## Leden en Waarnemers

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#### **Artikel 5 – Begripsbepalingen**

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## 5.6 Europese Staat

Met het oog op ELSA wordt een Europese Staat gedefinieerd door haar geografische locatie. Aangezien de oostelijke grens van Europa onduidelijk is, vindt de scheiding tussen Azië en Europa plaats bij het Oeralgebergte, de Oeralrivier en de Kaspische Zee in het oosten, de Kaukasus en de Zwarte Zee met uitmondingen, de Bosporus en de Dardanellen in het zuiden. Armenia, Azerbaidjan, Georgia, Kazachstan, Rusland en Turkije worden geacht zowel deel van Europa als deel van Azië te zijn.

## 5.7 Waarnemerschap

Een nationale organisatie uit een Europese Staat waarbij leden lokale groepen bij rechtenfaculteiten of rechtenstudenten en jonge advocaten zijn en waarbij de doelstellingen en activiteiten van ELSA worden ondersteund kan een Waarnemende Nationale Groep van ELSA worden (hierna te noemen: de “Waarnemer”) als haar aanvraag voor waarnemerschap door de Internationale Raad met een meerderheid van twee derde van de uitgebrachte stemmen wordt goedgekeurd.

## 5.8 Lidmaatschap

Een nationale organisatie van een Europese Staat waarbij leden lokale groepen bij rechtenfaculteiten of rechtenstudenten en jonge advocaten zijn en waarbij de doelstellingen en activiteiten van ELSA en reeds Waarnemers van ELSA is kan een Lid van de Nationale Groep van ELSA worden (hierna te noemen: het “Lid”) als haar aanvraag voor lidmaatschap door de Internationale Raad met een meerderheid van twee derde van de uitgebrachte stemmen wordt goedgekeurd.

## 5.9 Direct Lidmaatschap

Een actieve Lokale Groep van ELSA of een groep van actieve Lokale Groepen van ELSA wiens geografische locatie niet langer onderdeel van een Staat wordt beschouwd dat voorheen als zodanig werd beschouwd maar nog immer in een Europese Staat ligt kan een Lid van de Nationale Groep van ELSA worden (hierna te noemen als: the “Lid”) als haar aanvraag voor direct lidmaatschap door de Internationale Raad met een meerderheid van twee derde van de uitgebrachte stemmen wordt goedgekeurd.

## 5.10 Verzoekvereisten

Naast de voornoemde vereiste meerderheid dient te worden voldaan aan een set aan overige praktische vereisten gedefinieerd in het Reglement van Orde van ELSA zodat een aanvraag voor waarnemerschap, lidmaatschap of direct lidmaatschap door de Internationale Raad kan worden goedgekeurd.

## 5.11 Degradatie.

Indien een voorstel is ingestuurd naar de Internationale Raad door het Internationale Bestuur of een Lid, kan het lidmaatschap van een ander Lid worden gedegradeerd naar

waarnemerschap met een tweederde meerderheid van de stemmen indien dat Lid zijn financiële verplichtingen jegens ELSA niet volledig na heeft gekomen en daarvoor geen betaalovereenkomst heeft getekend met ELSA voor twee achtereenvolgende Vergaderingen van de Raad.

#### 5.12 Beëindiging.

Het waarnemerschap of lidmaatschap eindigt onmiddellijk:

- a. indien een Waarnemer geen lidmaatschap verkrijgt voor vier achtereenvolgende Vergaderingen van de Raad volgend op de Vergadering van de Raad waar de Waarnemer lidmaatschap kan aanvragen; of
- b. indien een Waarnemer of Lid een schriftelijke mededeling, getekend door alle verkozen leden van diens bestuur, aan het Internationale Bestuur stuurt, waarin de intentie wordt medegedeeld om het waarnemerschap of lidmaatschap te beëindigen met een beslissing genomen in overeenkomst met diens statuten en het nationale recht van de staat waar de Waarnemer of het Lid is gevestigd; of
- c. indien een Waarnemer of Lid een schriftelijke mededeling aan het Internationale Bestuur stuurt, waarin diens ontbinding wordt medegedeeld zoals besloten bij diens Algemene Vergadering in overeenstemming met diens statuten en het nationale recht van de staat waar de Waarnemer of het Lid is gevestigd; of
- d. indien een Waarnemer of Lid een schriftelijke mededeling aan het Internationale Bestuur stuurt, waarin diens ontbinding wordt medegedeeld zoals besloten bij een hogere nationale besluitvormende instantie waarbij de ontbinding in werking treedt in overeenstemming met het nationale recht van de staat waar de Waarnemer of het Lid is gevestigd; of
- e. vanaf het moment dat het Internationale Bestuur ervan op de hoogte is gebracht dat een Waarnemer of Lid zijn rechtspersoonlijkheid heeft verloren; of
- f. als een Waarnemer of Lid wordt geroyeerd.

#### 5.13 Royement.

Indien een voorstel is ingestuurd naar de Internationale Raad door het Internationale Bestuur of een Lid, kan het lidmaatschap van een ander Lid worden geroyeerd van ELSA met een tweederde meerderheid van de stemmen indien die Waarnemer of dat lid:

- a. de Statuten of het Reglement van Orde van ELSA, of besluiten genomen door de Internationale Raad, of de belangen van ELSA schendt; of
- b. zijn financiële verplichtingen jegens ELSA niet volledig na heeft gekomen en daarvoor geen betaalovereenkomst heeft getekend met ELSA voor vier achtereenvolgende Vergaderingen van de Raad; of
- c. aanzienlijke schade heeft toegebracht aan ELSA, aan één van de ELSA groepen of aan iemand die onder diens verantwoordelijkheid valt; of
- d. de doelstellingen en activiteiten van ELSA niet langer steunt of niet langer voldoet aan de eisen om Waarnemer of Lid te zijn; of

- e. verzuimt om maatregelen te treffen in het geval dat iemand die onder zijn verantwoordelijkheid valt, heeft gehandeld in strijd met sub a, c en d als hierboven vermeld.

### 5.9 Recht van Uitleg

Voordat degradatie of roeyement geldig is, dient de Waarnemer of het Lid in kwestie een redelijke mogelijkheid gegeven te worden om zijn daden uit te leggen en te antwoorden op alle aanklachten. Het Internationale Bestuur moet aan de Internationale Raad bewijzen dat de uitnodiging voor de Vergadering van de Raad naar die Waarnemer of dat Lid is gestuurd, waardoor deze redelijke mogelijkheid gegeven is.

# Organen

## Artikel 6 – Belangrijkste Organen

De belangrijkste organen van ELSA zijn:

- de Internationale Raad; en
- het Internationale Bestuur.

# De Internationale Raad

## Artikel 7 – Belangrijke Bepalingen

### 7.7 Rol

De Internationale Raad bestaat uit de Leden van ELSA en is het hoogste besluitvormingslichaam van de vereniging. De besluiten van de Internationale Raad zijn bindend voor het hele ELSA Netwerk.

### 7.8 Bijeenroeping

De volgende regels zijn van toepassing op het bijeenroepen van de Vergadering van de Internationale Raad:

- a. De Internationale Raad komt twee maal per jaar samen, in de lente en in de herfst, op een tijd vastgesteld door het Internationale Bestuur binnen de periode gedefinieerd in het Regelement van Orde van ELSA.
- b. De Internationale Raad wordt door middel van geprinte of elektronische uitnodigingen door het Internationale Bestuur aan alle Leden en Waarnemers van

ELSA, de Auditors en personen aangesteld door het Internationale Bestuur of de Internationale Raad voor het assisteren bij hun werkzaamheden en het uitvoeren van een specifieke taak met betrekking tot de activiteiten van de vereniging bijeengeroepen. De uitnodigingen worden ten minste 42 dagen voor het openen van de Vergadering van de Internationale Raad in kwestie verzonden.

- c. Buitengewone vergaderingen kunnen worden verzocht door het Internationale Bestuur of door ten minste een tiende van alle Leden. Voor buitengewone vergaderingen worden de uitnodigingen tot 14 dagen voor de opening van de buitengewone vergadering in kwestie verzonden.

#### 7.9 Stemrechten

Ieder Lid van ELSA heeft drie stemmen in de Internationale Raad ongeacht het aantal vertegenwoordigers dat de vergadering bijwoont. Een Lid zal door het Internationale Bestuur voor de duur van de Vergadering van de Internationale Raad worden geschorst en dus geen stemrechten hebben maar het recht om de Internationale Raad bij te wonen en daar het woord te nemen totdat hij:

- d. aan zijn financiële verplichtingen ten opzichte van ELSA heeft voldaan;
- e. de Staat van het Netwerk Enquête, vooraf aan de respectievelijke Vergadering van de Internationale Raad verzonden, heeft ingevuld en aan het Internationale Bestuur heeft overhandigd; en
- f. de autorisatiebrief bij de Algemeen Secretaris van het Internationale Bestuur heeft ingediend.

#### 7.10 Principes voor Quorum

De Vergadering van de Internationale Raad in plenaire sessie is alleen volledig bevoegd als het rechtsgeldig bijeen is geroepen als gedefinieerd in de Statuten van ELSA en als ten minste de helft van alle Leden worden vertegenwoordigd en in staat zijn om te stemmen.

#### 7.11 Principes voor Geldigheid van Besluiten

Tenzij anders aangeduid in de Statuten van ELSA of dit Reglement van Orde worden besluiten door de Internationale Raad met een gewone meerderheid van de uitgebrachte stemmen aangenomen. Met het oog op ELSA betekent een gewone meerderheid dat alle onthoudingen van het totale aantal stemmen ter vaststelling van de meerderheid worden afgetrokken.

#### 7.12 Procedures

Nadere procedures met betrekking tot de Vergadering van de Internationale Raad worden gedefinieerd in het Reglement van Orde van ELSA.

## Het Internationale Bestuur

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**Artikel 8 – Belangrijkste Bepalingen**

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**8.4 Rol**

Het Internationale Bestuur is het hoogste uitvoerende lichaam van ELSA. Zijn taken bestaan uit het vertegenwoordigen van ELSA, het uitvoeren en verantwoordelijk zijn voor het dagelijks beheer en management van ELSA, het promoten en toezicht houden op de activiteitenkaders van ELSA, het bevorderen van de doelstellingen en doeltreffendheid van ELSA als ook het uitvoeren en implementeren van de besluiten aangenomen door de Internationale Raad.

**8.5 Benoeming**

De Internationale Raad benoemt de leden van het Internationale Bestuur tijdens de Vergadering van de Internationale Raad in de lente voor een periode van één jaar aanvangend op 1 augustus in het jaar van hun benoeming en eindigend op 31 juli van het daaropvolgende jaar. Het Internationale Bestuur is rechtsgeldig vertegenwoordigd als ten minste de helft van de functies – afgerond naar het dichtstbijzijnde natuurlijke getal – worden gevuld door benoemde leden of door plaatsvervangende functionarissen.

**8.6 Ontslag**

Een lid van het Internationale Bestuur kan door de Internationale Raad met een twee derde meerderheid van de uitgebrachte stemmen worden ontslagen als dat lid deze Statuten, het Reglement van Orde of de belangen van ELSA schendt.

## Financiën

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**Artikel 9 – Financiële principes, Financiële Verslaggeving en Auditors**

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9.6 Het boekjaar van ELSA loopt van 1 augustus tot 31 juli.

9.7 Inkomen of winst uit activiteiten van ELSA zal uitsluitend worden gebruikt ter uitvoering van haar doelstellingen in overeenstemming met haar filosofie en nimmer met winstoogmerk ten opzichte van haar leden.

9.8 Ieder lid van ELSA is verplicht om per boekjaar een lidmaatschapsvergoeding te betalen waarvan het bedrag door de Internationale Raad wordt vastgesteld.



- 9.9 De gecontroleerde Tussenbalans met betrekking tot de eerste 6 maanden van het boekjaar en de gecontroleerde Definitieve Balans met betrekking tot het volledige jaar worden aan de eerste Vergadering van de Internationale Raad onmiddellijk na de periode waar deze betrekking op heeft ten einde is gekomen voorgelegd.
- 9.10 Interne en Externe Auditors controleren de betrouwbaarheid van de Tussenbalans en de Definitieve Balans per boekjaar. De Internationale Raad benoemt Interne Auditors voor een periode aanvangend bij de start van een Boekjaar en eindigend bij goedkeuring van de Definitieve Balans door de Internationale Raad of bij ontslag op basis van dezelfde criteria als een lid van het Internationale Bestuur of bij vrijwillig ontslag.

## Wijzigingen

### Artikel 10 – Geldigheid en Effect

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Een voorstel ter wijziging van deze Statuten kan worden aangenomen door een meerderheid van twee derde van de door de Internationale Raad uitgebrachte stemmen en mits de voorgestelde wijziging 28 dagen voor de opening van de Vergadering van de Internationale Raad rechtsgeldig is verstuurd. Indien goedgekeurd door de Internationale Raad dan treden wijzigingen van de Statuten uitsluitend in werking na het verlijden van een relevante notariële akte. Ieder Lid van het Internationale Bestuur is bevoegd om een dergelijke notariële akte te tekenen en te verlijden.

## Reglement van Orde

### Artikel 11 – Nadere Regelgeving

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De Internationale Raad zal de interne aangelegenheden van ELSA en de rechten en plichten van de Leden en Waarnemers ten opzichte van ELSA in haar Reglement van Orde regelen. In geval van een tegenstrijdigheid hebben deze Statuten voorrang op het Reglement van Orde.

## Arbitrage

**Artikel 12 – Toepasselijke Regels**

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Een geschil of meningsverschil voortkomend uit of in verband met deze Statuten of het Reglement van Orde van ELSA zal door middel van arbitrage in overeenstemming met de UNCITRAL Arbitrageregels als momenteel van kracht worden geregeld.

## Ontbinding

**Artikel 13 – Besluit en Procedure**

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13.1 ELSA zal door een unaniem besluit van de Internationale Raad worden aangenomen. Een dergelijk besluit is uitsluitend geldig als het door een overeenkomstig voorstel wordt voorafgegaan op de agenda voor de Vergadering van de Internationale Raad.

13.3 De Internationale Raad zal, bij besluit om ELSA te ontbinden, twee vereffenaars benoemen en zal vervolgens besluiten omtrent de bestemming van de netto activa en eigendommen van ELSA, waar van toepassing.

**Original comment from the ICM in Malta:**

This proposal is a result of the joint effort of the Working Group on Regulations and the International Board of ELSA, and was drafted after a thorough analysis of the Statutes and Standing Orders.

One of the principles guiding the work undertaken was the effort to simplify the current regulations within the Statutes to a necessary minimum, and to relocate the remaining articles into the Standing Orders, without changing in a substantial way how ELSA is operating.

The reasoning behind this is especially the legal strength and the richness of the Statutes as the main regulative document of the Association. Due to the current requirements set under the Dutch law (the law regulating the Association due to its legal seat), any changes of the statutes require a Notarial deed. The problem are the costs; any such statutory change poses to the association a significant financial burden - commonly exceeding one thousand euro per change.

These costs of statutory changes have commonly influenced the decision making process within the Council in the past – from the necessity to cover the created expense per change, to be used as an argument against passing proposals.

Thus, in order to limit the frequency of the statutory changes, the presented proposals' main ambition is to:

- a) within the Statutes, maintain only the fundamental principles of the Associations' existence, and
- b) improve the International Council's flexibility in decision-making by allowing it to change the regulations previously in the Statutes without the necessity to face the outlined problems in the future.

To sum up, the most notable changes to the Statutes within this proposal include the following:

- a) In cases a Country undergoes border changes, for the group no longer within the borders, a possibility to directly apply for membership, in order not to undergo observership process again;
- b) According to Dutch law, it is the Member, who is suspended, not its voting rights – this has been changed accordingly;
- c) Addition of the regulation for the Auditors to be able to resign;
- d) Key Area description (main field of activities); Demotion, Expulsion and Termination; Right to submit proposals; Right to appeal the suspension of a member; composition of the International Board; IPM; Sources of Funding and a part of the Auditors' regulations and the composition of Auditing body have been moved into the Standing Orders in order to provide the International Council with more flexibility while changing these provisions.

In practice this means, that, for example, should the International Council decide to change the names of the IB positions, to add or to remove IB positions, etc., a Notarial Deed and the respective fee for such changes to take effect shall no longer be required.

Further information shall be provided on the respective workshop during the ICM.

**Comment:**

The International Board is supporting the decision by our predecessors to propose this complete revision of the Statutes and Standing Orders.

International Council Meeting Decision Book amendment in the General part concerning the section “Data Protection, Privacy Policy” (GEN 01/16)

ELSA International is proposing the following to the International Council:

1.5. ELSA National Groups:

- can process the personal data disclosed by ELSA International only in accordance with the instructions from ELSA International as set in ELSA International’s Privacy Policy and in accordance with the applicable data protection laws;
- cannot otherwise modify the content of the personal data or disclose or permit the disclosure of any of the personal data to any third party unless specifically authorised to do so by ELSA International or the data subject;
- shall ensure that its members and responsible persons implement appropriate measures to protect personal data against unauthorised or unlawful processing and against its loss, destruction, damage, alteration or disclosure;
- shall ensure that its ELSA Local Groups implement the abovementioned provisions while processing the personal data.

1.6. The data shall only be kept for as long as it is necessary for fulfilling the purpose of it being collected. The period the data is kept in any case shall not exceed one year from when the data is submitted by the data subjects. The data collected for the statistical or archival purposes shall be anonymised.

~~4.5~~ 1.7 ELSA shall create and update the Privacy Policy.

**Comment:**

Last term we introduced the Data Protection part of the Decision Book. It regulates the basic responsibilities of ELSA International as the data controller. However, ELSA International discloses certain personal data to its members, the National Groups and the Local Groups, who act as processors of those personal data. Therefore, ELSA International needs to ensure that National Groups will protect this personal data and process it only in accordance with ELSA International’s Privacy Policy, i.e. only within the scope that the data subjects have given their consent to.

Proposed provisions regulate obligations of National Groups that will allow ELSA International to disclose to them respective personal data. Otherwise, without these provisions, ELSA International can’t be sure that personal data will not be processed for purposes other than those the data subjects have given their consent to, and can be held responsible for their misuse. It is necessary to regulate Data Protection clauses in the Decision Book since National Groups are bound by its provisions.

Under the third point of 1.5., there is also an obligation of National Groups to ensure that its members and responsible persons (board members, or any other responsible persons, from both National and Local Groups) that may process personal data in the course of their work, will not process personal data contrary to the applicable law and the authorization got from ELSA International and data subjects. There is added a separate provision for the Local Groups since not in every National Groups their Local Groups are considered members. That is because ELSA International, and consequently National Groups, need to ensure that every entity and responsible persons will process personal data only within the scope that the data subjects have given their consent to by accepting ELSA International's Privacy Policy. Considering that ELSA International has no direct control over Local Groups, it is up to National Groups to ensure that.

It is advisable that National Groups implement similar Data Protection provisions within their internal regulations that are binding for their Local Groups. Otherwise, National Groups will be held responsible for the misuse of personal data made by their Local Groups.

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## International Council Meeting Decision Book amendment in the General part

ELSA International is proposing the following to the International Council:

# ELSA House

## 1. **Rooms**

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- 1.1 The International Board of ELSA shall, if possible, be accommodated in the ELSA House. Every Board Member is entitled to use one bedroom.
- 1.2 ELSA shall cover the costs of the essential furniture in the bedrooms. The essential furniture includes at least a bed, a wardrobe, a desk and a chair.
- 1.3 Any other furniture a Board Member wishes to buy, but is not essential, shall be obtained at his/her own costs and become his/her property.

*If approved this amendment to the International Council Meeting Decision Book will be placed in the General Part after the part on Data Protection*

### **Comment:**

Currently, the incoming International Board is practically forced to buy the furniture from the room that they move into. The value of this furniture is determined by depreciation. Every year, the furniture loses 10% of its value. However, this system did not take into account that sometimes furniture breaks before it is completely depreciated and that every person has different preferences for non-essential furniture. Therefore, the prices for the rooms became too high and include a lot of unnecessary furniture that no one uses anymore.

With the new system, all bedrooms will be supplied with the furniture that is necessary to live in the room. Anything that the person living in a room wants to buy extra, is something that he will have to buy at his/her own costs. If they cannot, or do not want to, bring the furniture back to their home country, they can try, but not force, to sell it to the incoming International Board or, for example, to someone else in Brussels.

International Council Meeting Decision Book amendment in the Board Management, External Relations and Expansion part concerning the section “Procurement” (BEE 01/10 III)

ELSA International is proposing the following to the International Council:

## Procurement

- ~~1. Procurement is defined as *the acquisition of goods and/or services at the best possible total cost of ownership, in the right quality and quantity, at the right time, in the right place and from the right source for the direct benefit or use of the Association via a contract.*~~
- ~~2. The procurement procedure regulated below shall be used by ELSA International:
  - ~~a. Mandatorily, when the purchased good or services’ value is over 10.000€ (excluding VAT)~~
  - ~~b. Discretionally, when the purchased good or service’s value is between 5.000€ and 10.000€ (excluding VAT) (inclusive).~~~~
- ~~3. Procedure:
  - ~~a. Whenever procurement is to be used in order to acquire a good or service by ELSA International, the International Board shall advertise a Request for Proposals (RFP) through the mailing lists and other channels of communication it deems necessary.~~
  - ~~b. The deadline to submit proposals shall be at least four weeks after advertising the RFP.~~
  - ~~c. ELSA International shall have a four week period of time for negotiations with potential contractors. Thereafter ELSA International shall decide on the matter in one month time.~~~~
- ~~4. Criteria:
  - ~~a. In order to award the contract, ELSA will follow a competitive tendering procedure.~~
  - ~~b. The criteria used to select the contractor shall be stated in the RFP.~~
  - ~~c. The criteria shall be, but not limited to, the following:
    - ~~i. Quality of the offered good~~
    - ~~ii. Experience of the company~~
    - ~~iii. Cost~~
    - ~~iv. Timeline / delivery schedule~~
    - ~~v. Affinity with ELSA~~
    - ~~vi. Potential further cooperation~~~~
  - ~~d. The selected contractor must be that with the highest score based on the weighting of the stated criteria. ELSA International can take into account facts not stated in the RFP if they could jeopardize the overall success of the project.~~~~
- ~~5. Contract:
  - ~~a. If a positive decision has been made, ELSA International shall negotiate and sign a contract.~~~~

- ~~b. Should the selected contractor deem incompetent to provide the good or service, the proposal with the second highest score should be considered.~~

~~Force Majeure: In the case of force majeure, ELSA International is allowed not to follow these regulations.~~

**Comment:**

First of all, this kind of section should not be in the BEE part of the Decision Book, but in the FM part. Next to that, the procedure seems to overregulate things. Especially since expenses over € 10,000 will most likely not take place in situations where input from the network would be useful.

Some examples:

- Renovations to the ELSA House
  - Since the ELSA House is located in Belgium, probably the only group that would have an input in this, would be ELSA Belgium, who we would contact for this anyway.
- Professional services
  - Since we will most likely need professional services only in Belgium and specifically related to the situation in Belgium, we would also in this case, mostly just ask ELSA Belgium for this.
- EMC<sup>2</sup> award dinner
  - The award dinner for the ELSA Moot Court Competition might cost more than € 10,000. Since it has to take place in Geneva, because the Final Oral Round is concluded there, it does not seem necessary to ask for inputs from the whole network.



International Council Meeting Decision Book amendment in the Internal Management part concerning the section “Quality Management, Quality Management System – General Rules” (IM 01/16)

ELSA International is proposing the following to the International Council:

## 8.2. Support

The Network shall act in solidarity, attempting to help any officer who needs assistance in resolving a problem in his/her ELSA Group, therefore:

- a. ELSA International shall promote a framework of Network support, through which an ELSA Group may consult other ELSA Groups on the best course of action regarding matters of the association. This framework shall include the interaction of ELSA officers on mailing lists, various social media and online platforms.
- ~~b. ELSA International shall send out the call for the submission of the Network Support Inquiry (NSI) to the all National Groups before June 1<sup>st</sup> and receive them filled in before July 1<sup>st</sup> every year. The NSI shall collect information regarding:
  - i. the good knowledge of the ELSA Groups,
  - ii. the lack in knowledge of the ELSA Groups, and
  - iii. the knowledge transfer between ELSA Groups during the current term of ELSA International.~~
- ~~e. ELSA International shall then create the Network Support Report (NSR) and send it out to all National Groups during the first month of the next term, so that the new officers are aware of support status of the Network and be able to find the ELSA Groups that will advise them on various matters related to the association.~~
- ~~d. b.~~ ELSA International shall have a coaching system in place in order to help develop the National and subsequently the Local Groups of the Network: Every National Group is entitled to have a member of the International Board as its coach. The coach shall be appointed, at the beginning of the new term of ELSA International, and shall inform the National Group respectively.

**Comment:**

The first edition of the NSR was sent out in August 2016. After having the submitted inquiries received it was clear to the International Board that the lack of quality control in this tool would strongly harm the Report. It is completely up to the discretion of the National and Local Groups to submit what they believe they have “Good knowledge” in. At the same time, the people filling it in, in June, are often not the same as the people occupying the Board Positions when the Report is sent out in August.

Network support can be dealt with in many ways. The coaching system has given the International Board an extensive knowledge on the National Groups of ELSA. This knowledge will always be available to the Network in the case they need support. The International Board believes that an open approach with focus on communicating weaknesses and strengths within the Network is the best tool to support National or Local Groups that are in need of help.

For these reasons, the International Board do not see a future for the NSR and proposes to erase this part from the International Council Meeting Decision Book.

International Council Meeting Decision Book amendment in the Internal Management part concerning the section “International Council Meeting, Participation Fees” (IM 01/08 I)

ELSA International is proposing the following to the International Council:

3.1 In each International Council Meeting, the Organising Committee shall cover the participation fee for ~~nine members of~~ ELSA International. This fee includes accommodation for ~~ten~~ 90 nights, and meals, requested from the other participants. ELSA International shall divide the 90 nights among themselves, Auditors and former International Board Members. The Organising Committee can additionally cover the special fees.

**Comment:**

ELSA International proposes this amendment to the International Council Meeting Decision Book to fit the regulations to the current practice. This way of dividing the nights have been in force for years.

At the autumn ICM, the International Board from the previous term are present (typically by the President and the Treasurer) in order to be granted the Relief of Responsibility by the Council. At the same time, they will need their two Auditors to be present. At the spring ICM, the Auditors of the current International Board have to be present for the Interim Accounts. These persons naturally need to have their accommodation and travels provided. The custom is that the OC provides accommodation and ELSA International reimburse travel costs.

The intention of the International Board is to not change the custom in use but simply align the International Council Meeting Decision Book with this practice.

International Council Meeting Decision Book amendment in the Internal Management part concerning the section “Training, Quality Standards” (IM 01/15 I)

ELSA International is proposing the following to the International Council:

### **3. Quality standards**

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- 3.1. Every ELSA Training in the Network provided by an ITP trainer has to meet the following quality standards:
- a. The training has to last for at least 5 hours.
  - b. The training cannot include more than 20 participants.

*As a part of the aforementioned proposal, the text is inserted between the articles “2. Obtaining trainings from the ITP” and “3. Responsibilities of the International Board”. As a consequence, the following numbering within the Training part will be altered accordingly.*

#### **Comment:**

As a part of the restructuring of ELSA Training, ELSA International proposes certain quality standards for ELSA Training provided by an ITP trainer.

These quality standards will ensure a higher quality of ELSA Training and thereby ensure an increasing positive reputation of ELSA Training. The values being 5 hours and 20 participants are still not the most optimal settings for an ELSA Training but in order to ensure that we do not limit the Network in too big of an extend, we believe that this is a good compromise. This proposal was discussed at the IM workshop in the Supporting Area Meeting in Lviv and was received positively which is why ELSA International now propose this amendment of the International Council Meeting Decision Book.

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## International Council Meeting Decision Book amendment in the Financial Management part concerning the section “Preamble” (FM 01/02 I)

ELSA International is proposing the following to the International Council:

### Preamble

~~Financial Management is a supporting area and has two functions in ELSA: On the one hand to ensure that the association’s assets are managed, on the other hand to be involved in projects and programmes as a supporting area.~~

~~Mismanagement, mistakes and errors in financial management may endanger a project’s or the whole association’s success. To ensure quality financial management has to be structured and clear. The laws in the different countries give the treasurer already responsibilities how to account, to plan and to control. These laws base on the principles of financial management. These principles shall also be the basis of quality in financial management in ELSA.~~

#### **Comment:**

The Decision Book is logically meant to be a Book of Decisions made by the Council about how to run the association and the direction wherein we want to go. However, especially in the FM part of the Decision Book, there are a lot of general sections that have no place there, but should rather be regarded as common sense and, if necessary, be part of an FM handbook.

International Council Meeting Decision Book amendment in the Financial Management part concerning the section “Quality in Financial Management” (FM 01/02 I)

ELSA International is proposing the following to the International Council:

## ~~Quality in Financial Management~~

~~Quality in financial management is based on financial principles. These are the principle of truth, the principle of transparency, the principle of completeness and the principle of continuity.~~

### ~~1. The Principle of Truth~~

~~All statements, accounts and financial documentation have to reflect the true picture of the economical situation of the group. Estimations shall be avoided. Every financial action shall result from an action and shall be documented. The final and interim accounts have to reflect the activities of the association.~~

~~The principle of truth is realised by using an accounting system and by collecting and filing all documents and statements.~~

### ~~2. The Principle of Transparency~~

~~Financial statements, especially balances and profit and loss statements shall be easy to understand and shall be presented in an easy to understand way. Single positions have to be clear and it shall be possible to differ them. The financial accounts shall be regularly audited.~~

~~The principle of transparency is realised by using structures in statements, especially balances and profit and loss statements, by commenting financial statements and by ensuring regular auditing.~~

### ~~3. The Principle of Completeness~~

~~Every income and expenditure, every change of assets has to be included in the financial management. Potential risks have to be considered in the statement. Every financial period shall start with the figures the last period ended. The principle of completeness is realised by ensuring that all financial statements are filed and no action without documentation is accounted.~~

### ~~4. The Principle of Continuity~~

~~The chart of accounts, the way to present finances and the structure shall only be changed if there is a special need for it. Nevertheless a comparison between different financial periods shall be possible. Every financial period shall start with the figures the last period ended.~~

~~The principle of continuity is realised by using a regular financial period and by using the final balance as opening balance of the following financial period.~~

**Comment:**

The Decision Book is logically meant to be a Book of Decisions made by the Council about how to run the association and the direction wherein we want to go. However, especially in the FM part of the Decision Book, there are a lot of general sections that have no place there, but should rather be regarded as common sense and be part of an FM handbook.

International Council Meeting Decision Book amendment in the Financial Management part concerning the section “Reimbursement regulations, General regulations” (FM 01/15 I)

ELSA International is proposing the following to the International Council:

- 2.4. All receipts which are not in English must be accompanied with a cover letter explaining the meaning of the receipt, unless it is apparent what the receipt is provided for.
- 2.5. All receipts which are in other currency than in Euros must be accompanied with a currency conversion in which the conversion date is the date of the transaction. In case the currency exchange rate has changed significantly during the time between the date of transaction, the date of the initial claim and the date of payment, it is possible to choose a different conversion date at the discretion of the Treasurer.

**Comment:**

Due to the nature of reimbursements, it should not be overly complicated.

Sometimes a receipt –though not in English– may most possibly be understandable, in the case of receipts for public transport tickets for example. In such cases, article 2.4 only causes an additional administrative burden.

With regards to the currency exchange rates, in case a currency is fluctuating a lot, it could be completely unfair for someone who spent money on behalf of ELSA International to suddenly receive less than the amount actually spent.



## International Council Meeting Decision Book amendment in the Financial Management part concerning the section “Event Fees” (FM 01/07 I)

ELSA International is proposing the following to the International Council:

### **3. Maximum Participation Fee for ELSA Law Schools**

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~~The maximum participation fee for participants of ELSA Law School shall be charged as provided in Annexes I and III to the FM part of the Decision Book.~~

~~The maximum participation fee for favoured and non-favoured countries shall be calculated and charged for the whole Law School. There shall not be a lower fee for participants not staying for the full official programme.~~

The maximum participation fee for an ELSA Law School per participant - the division between favoured and non-favoured countries as stated in Annex I to be considered - shall be the following -

#### **Non-favoured countries:**

350 € for the first seven days of the ELSA Law Schools

50 € for each additional day of the official programme of the respective ELSA Law School

#### **Favoured countries:**

315 € for the first seven days of the ELSA Law Schools

45 € for each additional day of the official programme of the respective ELSA Law School

The maximum participation fee for favoured and non-favoured countries shall be calculated and charged for the whole ELSA Law School. There shall not be a lower fee for participants not staying for the full official programme.

This participation fee shall include:

- the academic programme;
- the social programme;
- the cultural programme (e.g. sightseeing);
- accommodation;
- breakfast for every day excluding the day of arrival;
- lunch for every day excluding either the day of arrival or the day of departure;
- dinner for every day excluding the day of departure;
- transportation during the official programme of the ELSA Law School and

- administrative costs

~~Extra fees can only be charged until the amount as stated in Annex III to the FM part of the Decision Book for:~~

- ~~• Gala Balls or Gala Reception~~
- ~~• Transfer to and from the expectable point of arrival (e.g. nearest international Airport, major Train Station or international Harbor)~~
- ~~• Extra nights~~
- ~~• Other special services that are not part of the academic nor the cultural focus of the ELSA Law School~~

**The maximum extra fees are:**

50 € for Gala Ball or Gala Reception;

30 € for Transfer from/to expectable point of arrival.

~~The exact amount of all fees shall be published latest with the opening of the application and at least three months before the official beginning of the respective ELSA Law School.~~

The exact amount of all fees shall not be changed after 28 days prior to the opening of the application period as stated in the ELSA Law Schools' calendar.

~~Notwithstanding Annexes I and II to the FM part of the Decision Book, non-members and non-students may be charged different participation fees by the organising group of the event.~~

Different participation fees may be charged by the organising group of the event to non-members.

#### **4. Indexation**

The maximum participation and extra fees for Statutory Meetings, International Internal Meetings, and S&C Events, as laid down in Annex II to the FM part of the Decision Book ~~and Annex III to the FM part of the Decision Book for ELSA Law Schools~~, shall be indexed with the inflation rate of the Euro, as stated by the European Central Bank, every 1st of January. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the maximum participation fee as calculated for the previous year, up to two decimal points.

After the indexation a notification about the updated Annexes of the Decision Book shall be sent to the Network through relevant mailing lists.

**Comment:**

This Flagship Project has seen over 5,600 applications and over 1,200 selected participants in the term 2015/2016. However, during the last term several specified ELSA Law Schools had to be cancelled due to the fact that they did not have the necessary funds. Other ELSA Law Schools may have been organised but did not meet the standards of an ELSA Law School. With this proposed change, the aim is to provide ELSA Law Schools with an overall better quality in accommodation, food, academic programme, social programme, technological advances and transportation, and in more logistical affairs. This will also help to increase the number of ELSA Law Schools within the ELSA network and, thereby, to increase the amount of selected participants.

## International Council Meeting Decision Book amendment in the Financial Management part concerning the section “Event Fees” (FM 01/07 I)

ELSA International is proposing the following to the International Council:

### **4. ELSA Law Schools Administrative Fee**

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To create an ELSA Law School and thereby being a part of the biannual ELSA Law School Cycle an administrative fee of EUR 300,00 including a deposit of EUR 50,00 has to be paid towards ELSA International by the respective Organising Group. The deposit of EUR 50,00 shall be reimbursed to the Organising Group after the completion of the respective evaluation form.

The due date for the payment of the administrative fee shall be one week after the deadline for the payment of the participants to the respective Organising Group. However, in case of exceptional circumstances an alternative payment option can be found in collaboration with the Vice President for Seminars and Conferences and the Treasurer of ELSA International.

If -in any case- the ELSA Law School has to be cancelled, the administrative fee shall be waived.

*As a part of the aforementioned proposal, the text is inserted between the articles “3. Maximum Participation Fee for ELSA Law Schools” and “4. Indexation”. As a consequence, the “4. Indexation” will be renumbered to “5. Indexation”.*

#### **Comment:**

During the ICM Batumi we implemented the unification of the ELSA Law Schools without taking into consideration that this would create a lot of extra work for ELSA International; as the unification requires additional human resources, but, first and foremost, additional costs for ELSA International. This is a prime example of how ELSA was approaching its future growth in the past by increasing the workload and the expenses without ensuring the financial stability of the projects, which resulted in delays, website crashes, cancelations and so on.

The International Board of ELSA 2016/2017 is in the sincere belief that our beloved association can only continue to grow if it is doing so in a sustainable way. Which leads to the very basic thought of: “A project should always finance itself”.

Therefore, ELSA International proposes an administrative fee in order for ELSA International to be able to host the website, cover the cost for a professional IT company, do all the administrative

work, ensure the quality of the ELSA Law Schools by providing support and if necessary pre-visit ELSA Law School, which are in need. Furthermore since the ELSA Law Schools is the successful project in the area of S&C with over 5000 application for 1200 spots in the last cycle it should also finance a significant amount of the VP S&C working for the ELSA Law School as well as other members of the International Board. This, in the end, will ensure that we can develop our association further and that the growth is sustainable.

Finally, the International Board of ELSA 2016/2017 is in the belief that an administrative fee of EUR 250 is a fair compromise to ensure the quality of ELSA Law Schools, to ensure a secure and extensive promotion, to make ELSA International sustainable and to develop the brand further without hindering the Organising Group in organising an ELSA Law School.

The administrative fee includes a deposit of EUR 50,00 which is set to encourage the Organising Group to fill in the respective evaluation form. One of the main goals of the ELSA Law Schools Administrative Fee is to ensure the quality of the ELSA Law Schools and, thereby, to further establish the brand of the ELSA Law Schools. A proper acquisition of knowledge about the standards of the ELSA Law Schools organised in the network is crucial to be able to reach out to that goal. The International Board of ELSA 2016/2017 is convinced that the outcome of the analysis of the evaluation forms outweighs the workload of the Organising Group to fill in the form significantly. If the evaluation form is filled in within the deadline stated in the ELSA Law School Calendar, the money will be reimbursed to the respective Organising Group.

## International Council Meeting Decision Book amendment in the Financial Management part concerning the section “Allowance” (FM 01/07 I)

ELSA International is proposing the following to the International Council:

# Allowance Remuneration

Members of the International Board of ELSA shall be entitled to an allowance remuneration of EUR 350,00 per month.

In the event of a vacancy in an area within the International Board, the Deputy Officer responsible for fulfilling the tasks of the vacant area working fulltime in the ELSA headquarters shall likewise be entitled to an allowance remuneration of EUR 350,00 per month.

The monthly allowance remuneration of the International Board may exceed the figure set under this article, upon inclusion of the said increase in any amended or proposed budget ratified by simple majority at an International Council Meeting.

It is the duty of the Treasurer of ELSA International to see that the allowance remuneration of members of the International Board is set in proportion to ELSA International’s approved budget in his respective year in office, and is administered responsibly and in accordance with the principles set out under the FM part of the Decision Book.

*If this proposal is approved by the International Council of ELSA all references to the International Board “allowance” will be amended to “remuneration” accordingly.*

### **Comment:**

Following the research of the legal situation with the International Board allowance, this proposal is a way to make the allowance more legal, by calling it “remuneration” from now on. If this proposal gets accepted, the rest of the references to the International Board allowance included in the Decision Book will also be amended accordingly to the proposed terminology.

International Council Meeting Decision Book amendment in the Financial Management part concerning the section “The ELSA Development Foundation” (FM 01/06 II) and the Statutes of the ELSA Development Foundation

ELSA International is proposing the following to the International Council:

## The ELSA Development Foundation

### 1. Definition and Purpose

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The ELSA Development Foundation (hereinafter EDF) is a Foundation financed collectively by National Groups to help overcome structural weaknesses within the Network. The purpose of the Foundation is to financially support measures and activities within the Association that further the vision, purpose and means of ELSA. The Foundation is founded in accordance with Belgian law. The Foundation shall be managed by the Board of Directors, ~~which will be appointed from the members of the International Board of ELSA.~~

### 7. Award Criteria

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(...)

7.6 In case the event of the activity applied for relates to a Key Area, the Board of Directors shall invite the respective Key Area officer from the International Board of ELSA to the meeting and take his input into account in deciding whether or not to grant an application.

## EDF Statutes

### Article 7. Board of directors – Composition and powers

The Foundation shall be managed by a board of directors consisting of ~~all the members~~ the President, Secretary General and Treasurer of the International Board of ELSA. ~~The board of directors shall be appointed by the founder at the moment of the foundation.~~ The board of Directors shall elect a chairman as the main responsible person for the foundation at the beginning of its term.

**Comment:**

The EDF is one of the administrative burdens that ELSA International is trying to clean out. It is not efficient to have all the International Board members of ELSA present at EDF meetings. At the same time, input from a Key Area officer can be very valuable when deciding upon granting an application, since the Key Area officer knows most about the events that fall under his Area.



International Council Meeting Decision Book amendment in the Financial Management part concerning the section “The ELSA Development Foundation” (FM 01/06 II)

ELSA International is proposing the following to the International Council:

## **2. Modes of Support**

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(...)

(D) Network Support

~~(D.1) Financial assistance for established cooperation between National Groups within the Network Support System (NSS)-~~

(D.~~1~~2) Travel and/or accommodation expenses of National Board members to Statutory Meetings.

(D.~~2~~3) Financial assistance for events constituting an activity for officers of ELSA.

## **4. Local Groups eligibility Criteria**

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4.1 Local Groups may only apply for modes of support A.1, B.1, C.1, C.2, D.~~2~~3.

### **Comment:**

Since the Network Support System does not exist anymore, the respective Mode of Support should also not exist anymore.

International Council Meeting Decision Book amendment in the Financial Management part concerning the section “The ELSA Development Foundation, Application Procedure” (FM 01/06 II)

ELSA International is proposing the following to the International Council:

## **6. Application Procedure**

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### 6.1 Application Form

6.1.1 Every EDF applicant is to fill out their respective EDF Application Form which will be provided to the applicant by ELSA International upon request.

6.1.2 The application shall contain the following information:

- (a) general information about the applicant;
- (b) one selected mode of support;
- (c) description of the event/activity, unless the application is for Mode of Support B.1;
- (d) estimation of influence of the grant on the situation of the group;
- (e) description of the situation of the applicant;
- (f) budget of the event/activity detailing the amount requested from the EDF.

(...)

### 6.3 Exceptional Procedure

The Board of Directors may exceptionally, upon evaluating the application against the Award Criteria under article 7, accept a submission, which was received after the end of a cycle application period, to be evaluated along other applications received for the respective cycle. This exception may not be granted, if the application was received later than two days after end of the cycle application period.

The Board of Directors may decide upon applications for travel and/or accommodation expenses of National Board members to Statutory Meetings at any time.

### **Comment:**

With the introduction of the EDF cycles, it unfortunately became much harder to apply for this Mode of Support, since the deadline of the EDF cycles is set mostly right before the ICMs' conduction, but after the expiration of the application deadline for the ICMs. Therefore, it would be easier if the Board of Directors of the EDF had the possibility to grant these applications before the application deadline for the ICMs.

International Council Meeting Decision Book amendment in the Financial Management part concerning the section “The ELSA Development Foundation, Award Criteria” (FM 01/06 II)

ELSA International is proposing the following to the International Council:

7.3 In deciding whether or not to grant an applicant, and how much of the amount requested may be financed, the Board of Directors shall take into account the following criteria:

- (i) the fulfilment of the eligibility criteria of the applicant;
- (ii) the quality of the content of the submitted application ~~form~~;
- (iii) the quality of the plan of action and draft budget;
- (iv) the quality of the event or the activity;
- (v) the multiplier effect that financing the event or activity would have on the Network;
- (vi) the resources currently available in the EDF;
- (vii) the priorities of the EDF set by the Board of Directors and announced through the Presidents' and Treasurers' mailing list before the opening of each cycle.

**Comment:**

ELSA International would like to have the possibility to set Priorities for the EDF, in order for the funds to be possible to get promoted even better and for the potential applicants to have a clearer aspect on what they can expect for their application. Examples of Priorities would be events related to IFP or ELSA Day.

International Council Meeting Decision Book amendment in the Financial Management part concerning the section “The ELSA Development Foundation, Administration of the Foundation” (FM 01/06 II)

ELSA International is proposing the following to the International Council:

10.4. The Chairman of the EDF shall prepare a statistical report on the usage of the funds of the EDF from the start of his term as the Treasurer of ELSA International; ~~and send it out over the Treasurers’ mailing list within one month after each cycle has ended, and present it to the Council in the respective autumn and spring Council meeting. This report shall contain:~~

- ~~(i) — the incomes of the EDF, meaning the received yearly contributions to the EDF;~~
- ~~(ii) — the types of events or activities, which were supported by the funds of the EDF;~~
- ~~(iii) — the exact amounts credited to these events or activities;~~
- ~~(iv) — the amounts initially granted to these events or activities;~~
- ~~(v) — the amount which is already capitalised.~~

~~The report shall be prepared based on the data as of 35 days before the opening of the upcoming Council meeting, and is to be included in the respective working materials.~~

If possible, the report shall not enable the identification of the beneficiaries of these funds, and is to be used for statistical purposes.

**Comment:**

After the restructuring of the ELSA Development Foundation, the granting timeline is divided in 4 cycles. With the current regulations, the Treasurer of ELSA International has to create a report based on the data from 35 days prior to the ICM. However, in this case, nothing can have happened yet within these 35 days prior to the ICM, since the first cycle is still open. It is more logical to send out a report after the cycle has closed and the decisions have been made.

Due to the nature of the system with the cycles, some things that used to be in the report are not relevant anymore. Other parts are obvious and will always be included.

## International Council Meeting Decision Book amendment in the Financial Management part concerning the section “Responsibilities” (FM 01/06 II)

ELSA International is proposing the following to the International Council:

# Responsibilities

### ~~Responsibilities of Organising Groups~~

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- ~~• Respect the maximum participation fee~~

### ~~Responsibilities of National Groups~~

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- ~~• Inform about the amounts received from general sponsors by the 31<sup>st</sup> of August.~~
- ~~• Cover the costs of the payer bank and the payer bank’s international bank charges.~~
- ~~• Pay the membership fee due at the 31<sup>st</sup> of July upon invoice or the administrative fee for observer due before the Spring Council Meeting or immediately after acceptance as observer.~~
- ~~• Pay to the EDF due at the 30<sup>th</sup> of September upon invoice.~~

### ~~Responsibilities of ELSA International~~

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- ~~• When presenting the final accounts include a balance report for all members and observers~~
- ~~• Administrate the EDF~~
- ~~• Use the double-entry bookkeeping~~
- ~~• Use a recognised accounting procedure~~
- ~~• Ensure that all financial activities outside the ELSA International accounts are reported~~
- ~~• Avoid use of abbreviations and cryptic references~~
- ~~• Submit a budget for approval at the Spring Council Meeting~~
- ~~• Prepare and present the interim and final accounts for their respective term in office~~
- ~~• Include in the Working Materials of each International Council Meeting a list with the concrete figures regarding outstanding debts toward ELSA International:  
For the debts arising from NGs the following details shall be included in the list:  
–The name of the NG that has a debt towards ELSA International  
–The exact amount owned  
–The source of the debt  
–The status of each outstanding debt (e.g. payment plan, delay of the payment)~~

### ~~Responsibilities of ELSA International~~

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- ~~• When presenting the final accounts include a balance report for all members and observers~~
- ~~• Administrate the EDF~~
- ~~• Pay the monthly allowance of minimum 200 Euro to every member of the International Board~~

- ~~Inform in January about the maximum amount to be charged as participation fee for Council Meetings and Presidents' Meetings and the S&C Maximum Participation Fee and annex it to the decision book~~
- ~~Use the double-entry system of accounting~~
- ~~Use a recognised accounting procedure~~
- ~~Ensure that all financial activities outside the ELSA International accounts are reported~~
- ~~Avoid use of abbreviations and cryptic references~~
- ~~Ensure that refunding of claims is only made upon submission of original receipts. The reason for the expenditure shall be documented by the claimant. If no original receipt can be obtained, substantial proof shall be provided, documented and recorded.~~
- ~~Submit a budget for approval at the Spring Council Meeting~~
- ~~Prepare and present the interim and final accounts for their respective term in office~~
- ~~Include in the Working Materials of each International Council Meeting a list with the concrete figures regarding outstanding debts toward ELSA International. For the debts arising from NGs the following details shall be included in the list:~~
  - ~~– The name of the NG that has a debt towards ELSA International~~
  - ~~– The exact amount owned~~
  - ~~– The source of the debt~~
  - ~~– The status of each outstanding debt (e.g. payment plan, delay of the payment)~~

**Comments:**

The Decision Book is logically meant to be a Book of Decisions made by the Council about how to run the association and the direction wherein we want to go. However, in the FM part of the Decision Book, there are a lot of general sections that have no place there, but should rather be regarded as common sense and, if necessary, be part of an FM handbook.

## International Council Meeting Decision Book amendment in the Marketing part concerning the section “Market Research” (MAR 01/08 II)

ELSA International is proposing the following to the International Council:

### **1. Introduction**

~~Market research is analysing ELSA’s presence on the market. It comprises different target groups, which constitute different markets. The results give us an overview of how different targets see us. It also gives us guidelines how we should adopt to certain needs of specific target groups in order to gain their interest. It tells us what we are doing right and what wrong when trying to achieve our goals.~~

- ~~1. Research should be an important tool for everyone in touch with marketing and should always have a clearly defined aim.~~
- ~~2. Research should comprise all the target groups, but, ELSA groups can identify additional targets and include them in the research.~~

## **2. Target Groups**

~~2.1 1.1~~ ELSA has five target groups with specific needs which all require a specific approach in order to be motivated to get involved with the association. Each target groups falls under a specific area of ELSA, but marketing helps with the research on these needs and the overall characteristics of the respective target group.

~~2.2 1.2~~ The target groups are:

- a. Potential Members
- b. Members
- c. Members involved in the running of the association
- d. Organisations
- e. Academics

### **Responsibilities for Market Research**

#### **1. Responsibilities of the Local Group**

- ~~• Conduct research for specific target groups, analyse the results and identify weak points in our relations with the relevant target group~~
- ~~• Communicate the results of the research to the person responsible for the specific target group within the board~~

- ~~Prepare a plan of action, which consists of necessary steps that need to be taken in order to overcome the weaknesses, together with the person responsible for the specific target group~~
- ~~Send the results and analysis to the National Group~~

## **2. Responsibilities of the National Group**

- ~~Conduct research for specific target groups, analyse the results and identify weak points in our relations with the relevant target group~~
- ~~Communicate the results of the research to the person responsible for the specific target group within the board~~
- ~~Prepare a plan of action, which consists of necessary steps that need to be taken in order to overcome the weaknesses, together with the person responsible for the specific target group~~
- ~~Gather all the analysis and plans of action of the Local Groups~~
- ~~Analyse the results and identify weak points~~
- ~~Monitor the improvement process in the Local Groups and give additional advice~~
- ~~Send a report to ELSA International describing the weakness in the respective group and plans of actions they set~~

## **3. Responsibilities of ELSA International**

- ~~Encourage groups to conduct Market Research~~
- ~~Gather all analysis and plans of action of the National Groups~~
- ~~Analyse the results and identify weak points~~
- ~~Present the situation at the ICM and provide trainings on specific problems that groups face in order to improve the situation~~
- ~~Conduct research for specific target groups, analyse the results and identify weak points in our relations with the relevant target group~~
- ~~Communicate the results of the research to the person responsible for the specific target group within the board~~
- ~~Prepare a plan of action, which consists of necessary steps that need to be taken in order to overcome the weaknesses, together with the person responsible for the specific target group~~

## **3. Market Research in Strategic Planning**

~~In order to have effective strategic planning, and evaluation of how strategic goals are reached in the Network, it is necessary to have an International Market Research carried out at five year intervals, on the year prior to the adoption of the Strategic Plan of ELSA.~~

~~It is the responsibility of ELSA International to retrieve and evaluate the International Market Research results, in the first year after the year when the market research has been carried out.~~

~~It is the responsibility of ELSA International, with the active help of National Groups, to coordinate the research directly at the Local Group level, in order to involve as many Local Groups as realistically possible in the International Market Research.~~



**Comment:**

The International Market Research is a tool ELSA International used to analyse ELSA's presence on the market and to understand the needs of our target groups. The International Board of ELSA 2016/2017 has made it one of its goals to critically review its projects and duties and to "clean out" any unnecessary burden for the International Board in order to make the workload more sustainable.

Therefore, the Market Research went through such critical revision by the International Board, which came to the conclusion that the time effort for the International Board, as well as for the National and Local Boards and the financial expenditure for ELSA International outweigh the positive aspects of the results of the Market Research. Some of the main points were the following:

- Extensive workload for all levels of ELSA in order to promote the Market Research;
- High financial expenditure (approximately EUR 5,000);
- Results obtained were unreliable or obvious;
- Infrequent usage of the results;
- Lack of awareness of the results;
- The results have been outdated for the last two years since the last Market Research was conducted in 2011.

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## International Council Meeting Decision Book amendment in the Student Trainee Exchange Programme part

ELSA International is proposing the following to the International Council:

### 1.3 Definitions

(...)

#### f. Matching

Matching mainly compasses the reconciliation of requirements given by the ~~employer~~ traineeship provider and the data of the applicant.

Matching is processed by ELSA International.

#### g. Reception

Reception describes the period in which the Hosting Group prepares for hosting and actually hosts the trainee.

#### h. Evaluation

Rating by the trainee and the ~~employer of the traineeship~~ traineeship provider.

*If this proposal is approved by the International Council of ELSA all references to the “employer” in the STEP part of the International Council Meeting Decision Book will be amended to “traineeship provider” accordingly.*

### **Comment:**

During the term 2015/2016 a legal side of STEP has been explored, which also involved obtaining legal pro-bono advice from DLA Piper. As a result of the Working Group on Contractual Obligations in STEP and, also, in accordance with the legal advice obtained from DLA Piper, we are trying to get away from defining the relationship between STEP trainees and STEP traineeship providers, as those of employment. That is why we want to avoid using the word “employer” while talking about our STEP partners, and use a more legally neutral expression – “traineeship provider”.

International Council Meeting Decision Book amendment in the Student Trainee Exchange Programme part concerning the section “STEP Procedure, Structure of STEP” (STEP 01/09 I)

ELSA International is proposing the following to the International Council:

1.4. STEP Calendar

- a. First Cycle
  - i. The Job Hunting Deadline is in October or November.
  - ii. The Student Hunting Deadline is before the 24<sup>th</sup> of December.
- b. Second Cycle
  - i. The Job Hunting Deadline is in March or April.
  - ii. The Student Hunting Deadline is in April or May.
- c. The Job Hunting Deadline shall not be placed between 14 days prior to and 7 days after the International Council Meeting.

**Comment:**

In order to make the STEP Calendar, it has been customary to send out a STEP Calendar Inquiry prior to the transition month and collect the opinions of the Network. However, for the past years, the periods mentioned as most convenient for the majority of respondents remained the same. ELSA International would like to simplify the creation of the STEP Calendar by having those periods fixed in the Decision Book. With this provision VP STEP of ELSA International can make the STEP Calendar without having to send a STEP Calendar Inquiry.

International Council Meeting Decision Book amendment in the Student Trainee Exchange Programme part concerning the section “STEP Procedure, Traineeships” (STEP 01/09 I)

ELSA International is proposing the following to the International Council:

2.1 General Regulations

a. Placement

The traineeships can take place in any law related area.

- b. Traineeships have a minimum duration of two weeks and a maximum duration of two years. Traineeships can only begin ~~eight~~ eleven weeks after the External Student Hunting deadline has passed.

**Comment:**

While making the STEP Calendar, we always put the Earliest Start Date in there. This date is also presented to the STEP traineeship providers while entering agreements with them, and is often the same at the STEP Portal. The timeframe most STEPers disregard, is the five weeks that should pass between the notification of the trainee about the selection results for the respective traineeship and the date this traineeship can start. The current provision with the eight weeks until the Earliest Start Date, does not include the five weeks that the trainee is entitled to, thereby creating a mismatch in the regulations. ELSA International proposes to have the Earliest Start Date eleven weeks after the External Student Hunting Deadline.

To illustrate this:

<b>One week</b> Internal Student Hunting Deadline	<b>1</b>
<b>Two weeks</b> Matching	<b>2</b>
<b>Three weeks</b> until the Selection Results are published (the traineeship providers decide on the trainee they accept)	<b>3</b>
<b>One week</b> for the selected trainee to confirm their participation	<b>1</b>
<b>Five weeks</b> from the traineeship provider has selected the trainee until the traineeship can start	<b>4</b>
<b>Total</b>	<b>11</b>

International Council Meeting Decision Book amendment in the Student Trainee Exchange Programme part concerning the section “STEP Procedure, Traineeships” (STEP 01/09 I)

ELSA International is proposing the following to the International Council:

2.2. Specific Regulations

c. Unpaid traineeships

- iv. Notwithstanding 2.1 e. traineeships may be unpaid if the National or Local Group or the respective employer provides the trainee with accommodation and, if possible with food, or if the National or Local Group provide the compensation themselves.
- v. Notwithstanding 2.1 e. traineeships may be unpaid if the employer issuing the traineeship mainly employs volunteers to reach its aims or is prohibited to pay the trainee by law. In these cases the National or Local Group shall try to fundraise a suitable compensations and/or accommodation.
- vi. Notwithstanding 2.1 e. traineeships ~~in international institutions~~ may be unpaid at the discretion of ELSA International if the benefit for ELSA members outweighs the lack of payment.

**Comment:**

Some of the unpaid traineeships we provide our members with are currently in breach of this provision. This mainly refers to the cooperation ELSA International has with DLSA – some of the traineeships provided are within law offices, but they still do not offer any payment. However, this cooperation gives a huge benefit both to our members and to ELSA as well with regard to the association’s visibility. In the future, there is a possibility of similar situations occurring with other organisations. Therefore, ELSA International feels that this exception should have a wider range, giving the VP STEP of ELSA International the possibility to create beneficial cooperation with other organisations, companies, institutions.

International Council Meeting Decision Book amendment in the Student Trainee Exchange Programme part concerning the section “STEP Procedure, Application Procedure” (STEP 01/09 I)

ELSA International is proposing the following to the International Council:

### 3.2 Matching

- a. The matched applications shall be announced to the National Groups within specified time set by ELSA International. The matched applications shall be forwarded to the hosting Local Groups by its respective National Group.
- b. During the Matching process ELSA International shall take the following criteria into account:
  - i. Legal and Language Skills and Educational Level, shall be considered during the matching process.
  - ii. ELSA International forwards the respective matched applications to the Hosting Group.
  - iii. With exception to (ii), if there is only a low number of applications for a Traineeship or if there are only applications which could not be matched, the best applications among these shall still be forwarded to employer with a remark explaining the circumstance.
  - ~~iv. The applicant's preference list shall not affect the Matching.~~

#### **Comment:**

This provision was added when there was used a special formula to do the matching, and not our current system. In that formula, an applicant could go up higher in case of having the same rate as another applicant, if the traineeship was higher up on the former's preference list. This is not how the matching is conducted now, and the preference list has no influence on where an applicant is placed in the interface. Therefore, ELSA International sees no purpose in keeping a provision that cannot be implemented in the current system.

International Council Meeting Decision Book amendment in the Student Trainee Exchange Programme part concerning the sections “STEP Procedure” and “STEP Responsibilities” (STEP 01/09 I)

ELSA International is proposing the following to the International Council:

## STEP Procedure

### 3. Application Procedure

#### 3.2. Matching

- e. ~~ELSA International shall send the Application Forms of the matched trainees to the respective National Group and the National Group forwards the Application Forms to the respective Hosting Groups. The list of matched applicants for each traineeship is displayed on the traineeship provider’s interface. ELSA International shall send a secure link to this interface to the respective National Group. The National Group forwards this link to the respective Hosting Group or to the traineeship provider directly.~~

## STEP Responsibilities

### 1. ELSA International

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- 1.2. ELSA International shall provide the Network with contracts for the employer containing the clauses specified below
- a. Stating that the issued duration and compensation contained within the Traineeship Specification Form are binding.
  - b. Obligating the employer to guarantee that all the information stated is correct.
  - c. Obligating the employer to provide the trainee with relevant material before the traineeship begins, if prior preparation is required on a specific topic.
  - d. Obligating the employer to ~~sign the Trainee Acceptance Form~~ rank the matched applicants from the list on the traineeship provider’s interface within three weeks.
- 1.4. ELSA International shall submit ~~the matched applications together with the Traineeship Acceptance Form~~ a secure link to the traineeship provider’s interface with the list of matched applicants to the respective National Group.

### 3. Local Groups

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#### 3.1. Hosting Group

e. The Hosting Group shall ensure that the employer receives ~~the Trainee Acceptance Form together with the matched Student Application Forms provided by ELSA International. Once the employer has completed the Trainee Acceptance Form, the Hosting Group must immediately forward it to the National Group and ELSA International.~~ a secure link to the traineeship provider's interface with the list of matched applicants for their traineeship provided by ELSA International.

**Comment:**

Already during the Second Cycle of the term 2014/2015 an employer's interface (as it was then called) was introduced. Therefore, the need for sending the Student Application Forms to the traineeship providers was eliminated. There is also no more need for the traineeship providers to fill out the Traineeship Acceptance Form since they perform ranking of the matched applicants on the interface. During the term 2015/2016 a solution for creating secure links to this interface was created. However, the Decision Book was never brought up-to-date in regards to this technological upgrade, therefore, ELSA International proposes this amendment.



International Council Meeting Decision Book amendment in the Student Trainee Exchange Programme part concerning the section “STEP Responsibilities, ELSA International” (STEP 01/09 I)

ELSA International is proposing the following to the International Council:

1.2. ELSA International shall provide the Network with contracts for the employer containing the clauses specified below

(...)

- f. Obligating the employer to provide adequate and secure working conditions in accordance with ~~respective labour law~~ the respective national legislation.

**Comment:**

During term 2015/2016 a legal side of STEP has been explored, which also involved obtaining legal pro-bono advice from DLA Piper. As a result of the Working Group on Contractual Obligations in STEP and also in accordance with the legal advice obtained from DLA Piper, we are trying to get away from defining relationship between STEP trainees and STEP traineeship providers, as those of employment. That is why ELSA International proposes to have a broader reference to the legislation than that of “respective labour law”.

International Council Meeting Decision Book amendment in the Student Trainee Exchange Programme part concerning the sections “STEP Responsibilities, ELSA International” and “Penalty System, Applicants” (STEP 01/09 I)

ELSA International is proposing the following to the International Council:

## STEP Responsibilities

1.2. ELSA International shall provide the Network with contracts for the employer containing the clauses specified below

h. The traineeship provider shall sign the Traineeship Agreement provided by ELSA International.

1.3. ELSA International shall inform the applicant, who has been selected and provide the applicant with the ~~Traineeship Confirmation Form and the Traineeship Evaluation Form~~ Traineeship Agreement. Upon receipt and completion of the ~~Traineeship Confirmation Form~~ Traineeship Agreement, ELSA International shall forward it to the ~~hosting and sending~~ National Groups.

## Penalty System

### 1. Applicants

#### 1.2 Delay

a. The selected applicant shall ~~submit his/her Traineeship Confirmation Form~~ confirm his/her attendance of the traineeship and submit the Traineeship Agreement to ELSA International within one week after notification. Failure to do so shall result in the loss of certain rights for that traineeship, and the next ranked applicant shall be considered as selected for the traineeship.

**Comment:**

During the Second Cycle of the term 2015/2016 a Traineeship Agreement was introduced. However, without necessary provisions in the Decision Book it could not be implemented as it was intended to. ELSA International proposes the necessary change being aware that the evaluation of the agreement will take place after the First Cycle 2016/2017 is conducted.

International Council Meeting Decision Book amendment in the Student Trainee Exchange Programme part concerning the section “STEP Responsibilities, ELSA International” (STEP 01/09 I)

ELSA International is proposing the following to the International Council:

1.8 ELSA International shall directly send the STEP Certificate to the trainee upon completion of the Traineeship Evaluation Form.

**Comments:**

ELSA International is only obliged to provide the trainees with the STEP Certificate if they have submitted the Traineeship Evaluation Form.

International Council Meeting Decision Book amendment in the Student Trainee Exchange Programme part concerning the section “STEP Responsibilities, ELSA International” (STEP 01/09 I)

ELSA International is proposing the following to the International Council:

1.11 ELSA International shall only collect the necessary data for the purposes stated in the article 1.10. This data shall be completely anonymised.

~~4.40~~ 1.12 When ELSA International acts as a Hosting Group as defined under STEP Responsibilities/Local Groups/3.1. part of the Decision Book, it has responsibilities in a relation to the employer, as set under that part.

**Comment:**

Since the data to be collected for archiving and statistical purposes is personal data of the STEP participants, it must be collected in accordance with the data protection legislation. According to the current provision, data that is kept for such purposes for longer than one year shall only be the necessary data as well as it shall be anonymised.

International Council Meeting Decision Book amendment in the Student Trainee Exchange Programme part concerning the section “STEP Responsibilities, Local Groups” (STEP 01/09 I)

ELSA International is proposing the following to the International Council:

3.1. Hosting Group

(...)

- d. ~~Upon request, the Hosting Group shall provide the employer with further information on the applicants, subject to the law of the hosting country and, if applicable, in line with the privacy law policy of the European Union. Any personal data provided to the traineeship providers upon their request by the Hosting Group shall be in compliance with the ELSA International’s Privacy Policy and the Data Protection Provision in the Decision Book.~~

**Comment:**

ELSA International proposes to make this provision in accordance with the data protection provisions and the current Privacy Policy of ELSA International.

International Council Meeting Decision Book amendment in the Student Trainee Exchange Programme part concerning the section “Penalty System, Applicants” (STEP 01/09 I)

ELSA International is proposing the following to the International Council:

1.3 Cancellation/Withdrawal

(...)

- c. In case an applicant is selected for more than one STEP traineeship, he/she may cancel participation in all, except for one, before the Traineeship Agreement is signed.
- e. d. If the applicant/trainee withdraws/cancels the traineeship without valid reason he/she shall be denied any further access to STEP. In addition, the trainee shall cover possible costs incurred.

**Comment:**

It happens every Cycle that several applicants are selected for more than one STEP traineeship. However, we do not have any regulation in regards to their cancellation in case they only want to participate in one STEP traineeship. Therefore, this amendment is proposed by ELSA International.

## Amendment in the Statutes of the ELSA Development Foundation

ELSA International is proposing the following to the International Council:

### ***REQUEST FOR RECOMMENDATION TO CHANGE THE EDF STATUTES***

#### **Article 18. ~~Indexation~~ Capitalisation**

~~The expenditure of the foundation will be limited to 94% of the yearly income on capital and 94% of the yearly contributions. Six percent of the yearly income on capital and six percent of the yearly contributions will not be spent, but added to the capital.~~

#### **Comment:**

During the International Council Meeting in Malta, it was decided that the money that was not spent during the previous year, but could have been spent, would not be capitalised, but could be used in the following years. There was a positive recommendation from the Council to amend the Statutes of the EDF, but the recommendation did not change the Statutes enough. This proposal solves the issue.



## NATIONAL GROUPS

International Council Meeting Decision Book amendment in the Internal Management part concerning the section “International Council Meeting, Workshops” (IM 01/08 I)

ELSA Norway is proposing the following to the International Council:

# International Council Meetings

## 6. Workshops

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- 6.1 There shall be one member of each delegation in each workshop.
- 6.2 Each workshop will receive an agenda from the responsible IB member to be accepted or amended.
- 6.3 Each workshop shall elect a chairman, a vice-chairman, and two secretaries.
- 6.4 The candidates for the workshop officers should be nominated and seconded by ELSA International, a Member or an Observer country.
- 6.5 All workshop officers must be workshop participants.
- ~~6.6 Workshop officers cannot be members of ELSA International.~~
- 6.7 The secretaries are responsible for writing down the minutes of the workshop. These minutes will be an appendix to the International Council Meeting minutes. The secretaries shall submit the final version of the minutes to the respective International Board member before the opening of the Final Plenary. Every member of the workshop should sign the workshop minutes, unless the workshop gives the right to sign the minutes to the chairs and the secretaries of the workshop.
- 6.8 Members and Observers have the right to speak in the workshop.
- 6.9 Members and Observers can vote in the workshops. Every Member and Observer Group has only one vote. A National Board can pass the vote to a local representative in case there are no National Representatives present and voting.
- 6.10 Observers have the right to vote in the workshop only for procedural matters, e.g. the election of WS officers and changes to the WS agenda.
- 6.11 Observers cannot vote on statements, recommendations, and proposals

**Comments:**

ELSA Norway wants to remove the above mentioned regulation, because it is outdated and no longer services its intentional purpose.

Back when the regulation was implemented the International Team consisted of only a few people who worked really close with the International Board. The reasoning behind the regulation was to avoid any conflict of interest and make sure the election of Workshop Officers was as transparent as possible.

Over the years the International Team has grown bigger and bigger. In the term 2015/16 the International Teams had 91 members, and the latest call for the ELSA International Team indicates that the number will not be any lower. In fact, the OYOP of the International Board contains a point of restructuring the International Team, which again can lead to further expansion. As the number of members in the International Team is increasing, so is the distance between its members and the International Board. As we see it, there is no longer a clear conflict of interest in allowing members of the International Team to become Workshop Officers. In this regard we would also like to point at that the Workshop Officers are not appointed by the International Board, but elected by the Workshop.

Secondly, the regulation regarding the Workshop Officers are only applicable for International Council Meetings. We cannot see many good arguments in favour of having separate regulations governing who can be elected Workshop Officer for International Council Meetings, then for International Area Meeting. After a close review of the International Area Meetings in the latest years, we have found that members of the International Team over and over again are elected as Chair. There has not been raised any objections to this practice. In our opinion the lack of objections strengthens the argument that there is no longer a clear bond between the International Board and the members of the International Team. Under all circumstances there is not a clear and problematic conflict of interest.

Taking into consideration the statistics from last years, it is reasonable to believe that the International Teams will continue to grow. During ICM Malta, 32 of the participants were members of the International Team – which is around 10% of the total number of participants. This brings us to a potential problem where someone who might not be the best candidate has to be elected, because a large number of workshop participants are in the International Team.

Because of the above mentioned reasons we suggest to strike the entire article from the Decision Book.

## INPUT PAPERS

### NATIONAL GROUPS

#### Input Paper on the non-political status of ELSA

*Submitted by ELSA Austria, ELSA Czech Republic, ELSA Germany, ELSA Norway and ELSA Sweden*

On page 251 of the Working Materials for the LXIX ICM Malta, you can find a proposal submitted by ELSA Austria, ELSA Czech Republic, ELSA Germany and ELSA Norway dealing with the non-political status of ELSA.

It was proposed to change the term “non-political” into “non-partisan” in Article 3.1 of the Statutes of ELSA.

During the ICM, the plenary rejected the proposal.

But still, during the discussion several ELSA Groups voiced their interest in discussing the topic further, for example through a working group. The wish was to comprehend the reasons and backgrounds to the proposal and to develop a solution that is suitable for all the National Groups. As a reaction to that, both the IB 2015/2016 and the IB 2016/2017, during their election campaigns, mentioned that they also think a working group would be the best idea to not forget about the discussion and to develop it further.

Until now, apparently nothing was initiated in regards to this topic. Nevertheless, ELSA Austria, ELSA Czech Republic, ELSA Germany, ELSA Norway and ELSA Sweden are of the opinion that this discussion should not have ended just like this. Because of the importance of the discussion, we want the network to understand the meaning correctly.

During several International Meetings, the discussion on the meaning of the term “non-political” was raised by different countries, until ELSA Austria made the suggestion to change the term into “non-partisan” during IPM Brno in January 2016.

#### **Meaning behind the discussion**

So why was this topic brought up so many times? There are many different examples and instances that show, that ELSA is de facto already political.

Simply by looking at our vision, which ELSA has given itself, we have positioned ourselves in a political manner. Being involved and active in striving for human dignity and cultural diversity is a clear and obvious statement, even though it is politically neutral and not associated with a specific party, it is still political.

One of ELSA’s flagship projects are the ELSA Delegations. Our members get to be observers in several International Organisations. We have a specific status as ELSA within these organisations, which only make these delegations possible. Only by this involvement and being part in these international decision making processes, we are politically active.

Also, our Council Meetings, which are organized two times a year with over 300 participants from all over Europe, are ELSA's political instruments. We discuss and decide on our Statutes, Standing Orders and Decision Book, we position ourselves by the topic of the ELSA Day and the International Focus Programme; all of these are in some way political statements and positions.

Besides that, ELSA International's Human Rights Partner is the Council of Europe, one of the most renowned international organs, which is 100% a political body. Simply by associating ELSA with the Council, we express, that our political views and perspectives align with these of the Council of Europe.

Lastly, our National and Local Groups are regularly organising Institutional Visits to political organisations all over Europe, the UN institutions in Geneva and Vienna are only two of many examples for this. Also, they organise academic activities and scientific events, in which the participants are critically rethinking current law making and political processes, again ELSA Day and the IFP as one example.

The conclusion is, that law and our work in ELSA is always somehow connected to politics.

We could not imagine ELSA without all these projects, meetings, the partnership with the Council of Europe and dealing with different topics of Law.

Which means, that ELSA itself is somehow political too.

Which is not a problem, as long as ELSA does not advertise and cooperate with any political stream or political party.

And this is ELSA's actual Nature and Aim: To not be connected to any political party, to keep its independence in regards to political streams.

The word "non-partisan" describes exactly the situation of not supporting one political party or group over another and not being controlled by such a special interested group.

### **Consequences of changing the term**

The important thing is that by changing the term "non-political" into "non-partisan", nothing would de facto change in regards to ELSA's activities.

There would not be a sudden obligation of ELSA groups to act in a political way. It would not mean that from now on, ELSA groups need to give their opinions on political issues.

We would just go on as we did before but now in alliance with our statutes.

The difference would be that we then would finally stop to regularly act against our own Statutes. Which is the case right now. We are saying that we are non-political but at the same time we are doing the before mentioned activities that are indeed political.

We know that for some ELSA groups, it would be unthinkable to react to certain political issues in their own or other countries. By changing the term into "non-partisan", they would still not need to do so.

Every ELSA group could just carry on their work like they did before.

A problem that was brought up during the discussion at LXIX ICM Malta was that some ELSA Groups need to have the term “non-political” in their own national statutes in order to be recognised as a student organisation. Some ELSA groups have the difficulty that there is no translation to the term “non-partisan” into their own language.

Even if the term in ELSA International’s Statutes would be changed to “non-partisan”, this would still mean that ELSA’s National Groups could keep the term “non-political” in their own statutes. Of course the statutes of ELSA’s National Groups have to be in accordance with the Statutes of ELSA. But as the term “non-political” is stricter, meaning that it excludes more types of activities, than the term “non-partisan”, there would not be a problem if ELSA would change the term and some National Groups would not do so.

It would only mean that the regulations of these National Groups would be even stricter than those of ELSA. But they would still include the aim that is mentioned in Article 3.1 of the Statutes of ELSA.

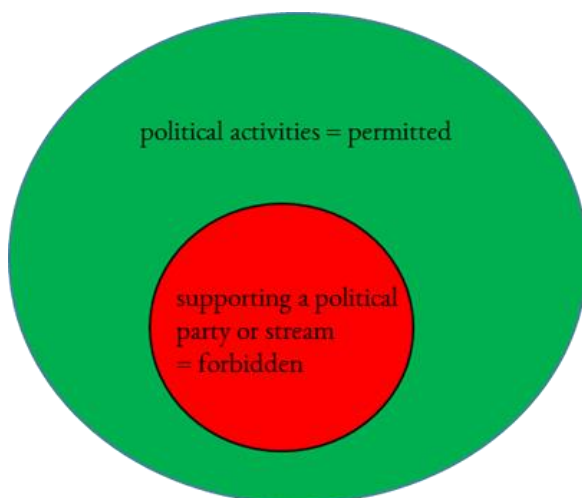
### Conclusion

To conclude, we think that it is important to raise this topic once again, to discuss it and to talk about the concerns that some ELSA Groups might have against changing the term into “non-partisan”.

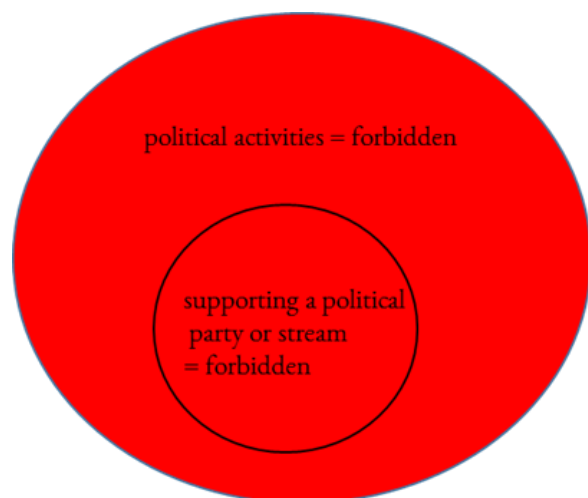
Therefore, we hope that the network overthinks the whole topic once again and that in the future, a change of the Statutes can be made so that ELSA will finally stop acting regularly against its own Nature and Aims which are regulated in the Statutes.

To make the whole situation a little bit clearer, we want to show you the difference of the terms “non-partisan” and “non-political” with a graphic:

#### non-partisan



#### non-political



## **ANNEXES**

### **ANNEX 1 – FINAL ACCOUNTS OF ELSA INTERNATIONAL 2015/2016 AND THE ELSA DEVELOPMENT FOUNDATION 2015/2016**

The Final Accounts of ELSA International 2015/2016, the ELSA Development Foundation 2015/2016 and the Annexes to them can be seen and downloaded on the following links:

[http://files.elsa.org/FM/Final\\_Accounts/2015\\_2016.pdf](http://files.elsa.org/FM/Final_Accounts/2015_2016.pdf)

Due to the extensiveness of the document and in order for us to maintain correctness of labelling and form, they are not included as text in these Working Materials.

## **ANNEX 2 – INTERNAL AUDITORS’ REPORT ON THE FINAL ACCOUNTS OF ELSA INTERNATIONAL 2015/2016 AND ON THE FINAL ACCOUNTS OF THE ELSA DEVELOPMENT FOUNDATION 2015/2016**

The Internal Auditors’ Report on the Final Accounts 2015/2016 can be seen and downloaded on the following links:

[http://files.elsa.org/FM/Final\\_Accounts/Auditors\\_Report/2015\\_2016.pdf](http://files.elsa.org/FM/Final_Accounts/Auditors_Report/2015_2016.pdf)

Due to the extensiveness of the document and in order for us to maintain correctness of labelling and form, they are not included as text in these Working Materials.

## **ANNEX 3 – PROPOSED REVISION OF THE BUDGET OF ELSA INTERNATIONAL 2016/2017**

The proposed budget revision can be found on:

[http://files.elsa.org/FM/Budget\\_Proposal\\_ICM\\_Porto\\_16.pdf](http://files.elsa.org/FM/Budget_Proposal_ICM_Porto_16.pdf)

The current budget as proposed at the ICM in Malta can be found on:

[http://files.elsa.org/FM/Current\\_Budget\\_ICM\\_Porto\\_16.pdf](http://files.elsa.org/FM/Current_Budget_ICM_Porto_16.pdf)



## **ANNEX 4 – STRATEGIC PLAN YEARLY REPORT 2015/2016**

*Third year of implementation of the Strategic Plan 2018*

### **Introduction**

The Strategic Plan 2018 was adopted by the Council of ELSA, consisting of all Member National Groups, during the International Council Meeting held in Cologne, Germany, between the 7<sup>th</sup> and the 14<sup>th</sup> of April 2013, for a duration of five years. According to the International Council Meeting Decision Book, “the Strategic Plan shall envisage means to fulfill the Philosophy Statements of the Statutes.” As requested by the same ELSA Regulation, ELSA International 2013/2014 created, during the first year of implementation of the current Strategic Goals, a Handbook on Strategic Planning and a Strategic Implementation Manual. The first one provides information and input on how a Board can create a strategy document for their own ELSA Group, while the latter was drafted in order to help and inspire the National and Local Groups around the ELSA Network to implement the Strategic Plan 2018 and thus embrace development by including clarifications, explanations, tips and best practices for each strategic goal. The Strategic Plan Yearly Report aims at presenting the outcome of the focus of each International Board during their year in office. The current one attempts to make a summary of the focal points and achievements of the International Board 2015/2016 regarding the Strategic Plan 2018 during their term.

### **General Achievements**

During the term 2015/2016, there was no special position in the ELSA International Team responsible for strategic implementation as it was the case during the previous term. Moreover, we did not hold Workshop sessions related merely to Strategic Goals, but we wanted to incorporate each one of them to topics that the Goals could be related to. We figured out that, since we were in the third year of implementation, we should not focus on discussing the framework of the Strategic Plan, but actually debate on the way we are implementing them and the progress we are making.

Moreover, we changed the Strategic Goals Questionnaire, incorporated in the State of the Network Inquiry, and created more specific questions that could provide us with measurable results, while removing all the open ones. In this way, the results of each year can actually be compared so that we can better assess the progress the ELSA Network makes in implementing the Strategic Goals 2018. The explicit outcome of both Strategic Goals Questionnaires that we issued during our term can be found in the 19<sup>th</sup> and the 20<sup>th</sup> State of the Network Reports. The latter one has provided us with the data included in this Strategic Plan Yearly Report.

## **Breaking up the Strategic Plan 2018**

Hereby, allow me to present you the efforts of the International Board 2015/2016 as well as some results of the Strategic Goals Questionnaire, both categorized under the six focal points of the Strategic Plan 2018. Before I proceed, I would like to inform you that during the term 2015/2016, the yearly planning of the International Board as well as of the 24 out of 43 National Groups was influenced by the Strategic Plan 2018.

### **1. Internal Structure**

In regards to Human Resources and ELSA Training, aiming at assisting the National Groups with the creation of a National Trainers' Pool, we managed to finalise the National Trainers' Pool Manual, which was mostly prepared during the previous term. Out of 43, six National Groups have already created a National Trainers' Pool, while 19 are thinking of establishing one in the future. We achieved further simplification in the area of training by creating a less complicated ITP Training Request to replace the previous Pre-Training Questionnaire as well as a new training webpage which is more modern, informative and user-friendly. Last but not least, we introduced Agility as the new training publication to replace the Training Newsletter with the purpose of raising awareness about and promoting the importance of ELSA Training.

On the topic of knowledge management, the International Board proceeded in researching all possible options for an intranet to be used by the whole ELSA Network. Based on the results, we concluded that Google Apps is the best option and we started setting it up. We created all email accounts for the National and Local ELSA Groups as well as the structure for the online archive, and we were in constant communication with Google on solving technical issues. The biggest part has been prepared and we hope that the International Board 2016/2017 will launch the intranet during their term. Out of the 43 National Groups, 12 already have an online archive system for their own National Network, while 18 are planning to create one. In the meantime, acknowledging the importance of transition between outgoing and incoming Boards, we have promoted its necessity throughout our workshops during the international internal meetings of our association. The National ELSA Boards 2015/2016 evaluated the transition (including general and all area ones) that they had received from their predecessors with an average of 5.3 out of 10, a number that of course needs to be improved. It is also worth mentioning that almost half of the National Groups (21 out of 43) are keeping a database for their external contacts.

Regarding the communication within the Network, ELSA International abolished the monthly newsletter that the International Boards used to send to the Network, since we concluded that it does not add any actual value to transparency and dissemination of information, bearing in mind that it is time-consuming and widely ignored by the ELSA Network. In the meantime, 16 National Groups are issuing electronic newsletters. As for ELSA International, the focus was instead put

on communication with ELSA Officers via the area mailing lists and the internal group of the International Board on Facebook, where the communication proved to be more efficient.

## **2. Professional and Academic Development of Law Students and Young Lawyers**

During the term 2015/2016, a new STEP Portal was created on the new website of ELSA, aiming at providing a better platform for both employers and potential trainees, while the number of STEP traineeships surpassed the one last year with 41%. Moreover, we also focused our efforts towards further STEP Globalisation.

In regards to Human Rights, the 4<sup>th</sup> edition of ELSA Day promoting gender equality was warmly embraced by the Council of Europe as well as the whole ELSA Network, and the record-breaking number of 150 events were organised by the National and Local Groups on the topic. It is worth mentioning that this year, the Council of Europe created a beautiful statue which was given to the winning ELSA Day event. Furthermore, our commitment to Human Rights and our cooperation with the Council of Europe is also extended to the organisation of the European Human Rights Moot Court Competition (EHRMCC), which was held for the fourth year during our term in the premises of the European Court of Human Rights in Strasbourg, France, as well as to the coordination of the International Legal Research Group on Freedom of Expression – Protection of Journalistic Sources, which brought together researchers and academics from 28 different countries to investigate the topic in their national legislation.

Pertaining to the International Focus Programme, bearing in mind that our term was the last year of implementation of the current topic of Media Law and the preparatory year for the next topic which started on August 1<sup>st</sup>, 2016, we channeled our endeavours towards the organisation of the Final IFP Conference held in Trieste, Italy, in May 2016, as well as towards deciding the new topic, which is now Environmental Law, and the creation of its three-year-long framework.

As far as moot court competitions are concerned, ELSA International successfully organised the 14<sup>th</sup> edition of the ELSA Moot Court Competition on WTO Law (EMC2) and the 4<sup>th</sup> edition of the European Human Rights Moot Court Competition (EHRMCC), while achieving greater promotion throughout all the moot courts' stakeholders as well as their sustainability for the future. In the meantime, in 25 countries there is a national moot court competition organised by either the National or a Local ELSA Group. In 8 countries, there are only local moot court competitions. It should also be noted that 10 National Groups have a Vice President whereas 11 have a Director responsible only for moot court competitions.

In addition, one very significant achievement of our year was the unification of ELSA Law Schools with the purpose of better promotion of the project and their increased academic and scientific quality.

Last but not least, it is important to mention that, taking into consideration the importance of legal education of young individuals, ELSA International did not only invest in the already existing projects but also in new ones, such as a second Legal Research Group in cooperation with the International Labour Organisation, the second edition of the ELSA Law Review, a conference on last year's Legal Research Group in collaboration with the Council of Europe as well as a conference in cooperation with the International Bar Association.

To sum up, through all our activities, ELSA International created or coordinated around two thousand opportunities both within and outside of Europe for law students and young lawyers to develop.

### **3. Internationality**

There are indeed many international events organised in ELSA, as well as events that promote internationality around the Network. The familiarity of the Local Officers with the projects that ELSA International organised was assessed by the National Groups with the average of 3.6 out of 5. Moreover, during the year 2015/2016, we observed that more and more National Groups decided to open their National Council Meetings and accept foreign ELSA members as participants. In addition, ELSA International has two English language partners, the London School of English and the Severnvale Academy, which also offer Legal English courses. In the ELSA Network, only 11 National Groups have organised Legal English training sessions. It is also worth mentioning that ELSA International cooperates with several other international associations for students and professionals, such as AEGEE, AIJA, ESN and IBA<sup>1</sup>, which further promote internationality. Lastly, Study Visits to the ELSA House in Brussels, Belgium, as well as the ones between National or Local ELSA Groups are encouraged to enhance internationality in the entire ELSA Network.

### **4. External Relations**

During the term 2015/2016, ELSA was represented in both autumn and spring meetings of the Informal Forum of International Student Organisations (IFISO), sharing its expertise with and acquiring knowledge from other student associations. Moreover, since a lot of them are based in Brussels, the International Board tried to dedicate some time in order to approach the Erasmus Student Network (ESN), the European Students' Forum (AEGEE), the European Pharmaceutical Students' Association (EPSA), as well as the European Confederation of Junior Enterprises

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<sup>1</sup> See below under External Relations.

(JADE). Furthermore, we established ELSA Delegations in new international organisations and we expanded our STEP contact list through AIJA, the International Association of Young Lawyers. It is also worth mentioning that more and more ELSA Groups cooperate with DLA Piper, our social responsibility partner, on their Break into Law programme. Last but not least, in April 2016, ELSA gained observership status in the European Law Faculties Association, thus enhancing the collaboration of our association with universities. Three new partnership agreements were signed during the term 2015/2016 – one with AIJA, one with Severnvalle Academy, and one with Uniplaces.

## **5. Financial Stability**

Aiming at rendering ELSA a financially sound organisation, we managed to outsource the accounting, to start cooperation with PwC regarding ELSA's unclear tax situation and to establish the Financial Strategy of ELSA International 2016-2019, approved by the Council of ELSA. Furthermore, setting the priorities of the International Board straight, we terminated all procedures related to the moving of jurisdiction, after assessing the necessity of that goal. As far as the Network's involvement in financial stability is concerned, 17 National Groups have organised training sessions on effective fundraising and 16 have created a strategy for obtaining grants.

## **6. Profile of ELSA**

Acknowledging the importance of creating and promoting a strong profile of ELSA externally, we channeled our efforts in having an active presence in the most commonly used social media and in creating a new official website of ELSA, which accommodates a clearer overview of the association and its opportunities for students and partners. We also established ELSA's flagship project strategy so that our association is branded through our most successful activities. Furthermore, we focused on updating the Corporate Identity of ELSA, including updates of the logotype regulation and the non-regulated corporate identity parts (the latter one especially through a new Corporate Identity Handbook). As far as the Network's engagement in this strategic goal is concerned, 21 National Groups have created a Public Relations Strategy, 28 consider themselves to be in compliance with ELSA's Corporate Identity and 32 have a constantly updated website of their own.

## **Recommendations for the next years and the next Strategic Plan**

In both previous Strategic Plan Yearly Reports, drafted by the Presidents of ELSA International 2013/2014 and 2014/2015, Anneloes Dijkstra and Armin Khoshnewiszadeh respectively, some

recommendations for the future are incorporated. Echoing their suggestions, I would like to add the following ones:

- The Strategic Goals should be discussed in all areas, not only among Presidents. Besides, most of them are related to and can be implemented by non-BEE Officers. Joint workshops are very much recommended since some goals may involve more than one area. In this way, further raising of awareness about the Strategic Plan will be achieved.
- Outgoing and incoming Boards should discuss together the Strategic Goals, the overview, the achievements and the future steps during their transition to ensure continuity and actual development at the end of their time in force.
- A Strategic Plan should include strategic goals and not operative ones. The latter should be part of the One Year Operational Plans of every International Board. Besides, the use of the words “strategic” and “operational” should be clearly divided and used separately in these two frameworks.

## Conclusion

Strategic Planning is vital for the development of every organisation because it sets the objectives for the future with the purpose of reaching a desired result. It is the only thing that makes goals transcending one term achievable. Therefore, the Strategic Plan in force should, after its approval, be made known to the whole Network since it is incorporated in the ELSA Regulations and is binding for all ELSA Groups. The best way to ensure knowledge transfer is during the transition. In July 2016, we decided to include a rather practical than theoretical session in the transition schedule for the incoming International Board. We asked them to go through the current strategic goals and brainstorm on ways to implement them in practice. Based on their presentations, we discussed how to critically reach an outcome no matter if they want to focus on a strategic goal or not. We believe that this session provided them with a better insight of the Strategic Goals that they are called to implement and that it helped them choose their own focus and priorities and proceed in their successful implementation during their term.

On behalf of the International Board of ELSA 2015/2016,



**Hector Tsamis**

Secretary General

ELSA International 2015/2016

## ANNEX 5 – ELSA DEVELOPMENT FOUNDATION REPORT FOR ICM PORTO 2016

ELSA Development Foundation Report for ICM Porto 2016		
<p>In accordance with the Decision Book, this report is based upon the data from 35 days before the ICM, so all the data until the 11th of September 2016 is included.</p>		
Income		
Number of EDF Reports submitted by National Groups		27
<b>National Groups to still submit EDF Report</b>		<b>16</b>
Number of invoices sent to National Groups		11
Total amount invoiced	€	9,669.07
Total amount received until the 11th of September 2016	€	2,343.75
Total receivables on the 11th of September 2016	€	7,325.32
Amount to EDF Capital (6%)	€	580.14
Amount to be distributed (94%)	€	9,088.93
Expenses		
EDF Applications received until the 11th of September 2016		1
EDF Applications decided upon until the 11th of September 2016		0
Total amount granted until the 11th of September 2016	€	-
Total amount credited until the 11th of September 2016	€	-

**ANNEX 6 – DRAFT INTERNATIONAL COUNCIL MEETING HOST AGREEMENT**

# INTERNATIONAL COUNCIL MEETING HOST AGREEMENT

regarding

“ICM\_\_\_\_\_”

**between**

The Organising Committee of the \_\_\_\_ International Council Meeting of ELSA  
(Hereinafter the **OC**), represented by the Head of the OC

**and**

ELSA International  
(Hereafter **EI**), acting by the members of the International Board  
(Hereafter **IB**), represented by the Secretary General of ELSA International



## Dates of the ICM

### Article 1

1.1 The dates of the International Council Meeting (hereinafter the ICM) will be from \_\_\_\_ of \_\_\_\_\_ to \_\_\_\_ of \_\_\_\_\_ 2017.

1.2 EI authorizes the OC to host the ICM on the terms and conditions set out in this Agreement.

## Venue and Logistics

### Article 2

2.1 The venue of the ICM will be \_\_\_\_\_, \_\_\_\_\_.

2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.

2.3 The logistics of the ICM must be assured at the latest before the arrival of the IB.

## Financial Implications

### Article 3

3.1 The OC shall host the ICM on its own account. Any profit or loss arising from the organisation of ICM shall be kept by or covered by the OC.

3.2 No exclusivity can be proposed to any sponsor of an ICM since the sponsors of ELSA International have the right to be featured during the ICM.

3.3 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

3.4 The OC shall comply with Council Decision FM 01/07 I “Maximum Participation Fee for Statutory Meetings and International Internal Meetings” when charging the participation fee.

- 3.5** The OC is not allowed to charge additional fees for accommodation, food or reception. However, a maximum special fee of 60€ per participant may be charged covering the Gala Ball, Social Programme, Sightseeing and Transportation. It is under discretion of the 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. The fee should be considered as 90 nights that the IB can freely divide between themselves, the auditors and former Members of the IB.
- 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 can cover the Gala Ball fees, and the special fees in general, of 8 delegates of ELSA International, the Chair and the Vice-Chair.

## **Responsibilities of the OC**

### **Article 4**

The OC shall act in the utmost good faith in the organisation and management of the ICM on behalf of EI, and shall in particular be responsible for:

- 4.1** Appointing one person to be responsible for the communication and report to the IB before as well as during and after the ICM.
- 4.2** Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3** Fundraising for the ICM in order to have a sufficient financial basis for the event.
- 4.4** Receive up to two members of the International Board for a pre-visit.
- 4.5** Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.6** Ensuring that invitations and other necessary documents are provided for participants in need of visa.

- 4.7 Providing adequate reception upon arrival of the participants and external guests.
- 4.8 Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the fees directly to the OC.
- 4.9 The OC shall not be limited by the Decision Book “Event Fees” and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.10 Fulfilling the logistical requirements annexed to this agreement.
- 4.11 The OC can arrange a sponsor’s fair/conference in which also the Sponsors of ELSA International can participate.
- 4.12 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.13 Submit a financial report after the ICM upon request by the IB in accordance with article 4.8 of the Standing Orders of ELSA.
- 4.14 Stay available and responding to requests from the IB within one week from receiving the request.
- 4.15 To provide receipts, upon request, to all the participants.
- 4.16 Provide ELSA International with a risk management plan, containing an analysis of likely risks, as well as mitigation strategies.

The plan should at least include:

- Number of qualified first aid and security personnel;
- A plan to encounter identified high and low impact risks.

The plan has to be provided to ELSA International the latest 4 months before the beginning of the International Council Meeting and is subject to continuous updates until the beginning of the International Council Meeting.

## **Responsibilities of EI**

### **Article 5**

EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the ICM.
- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the ICM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if requested.
- 5.4 Sending statutory invitations.
- 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 of this ICM Host Agreement Requirements.
- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests. EI shall cover all costs of specific arrangements, except the accommodation for the speakers
- 5.9 Staying available and responding to requests from the OC within one week from receiving the request.

## **Discharge of the ICM Host/OC**

### **Article 6**

- 6.1 If any problems occur before, during or after the ICM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.
- 6.2 When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.
- 6.3 The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.4, 4.10 and 4.12.

- 6.4** Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within five days from the phone call was received.

Should the OC not send such report or the report should not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.

From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

Date: \_\_\_\_\_

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**Mads Lorentzen**  
Deputy Secretary General  
ELSA International

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Head of OC  
ELSA\_\_\_\_\_

**ANNEX TO THE ICM HOST AGREEMENT  
FOR THE INTERNATIONAL COUNCIL MEETING**

**List of Logistical Requirements for International Council Meeting**

**Plenary Hall**

- 1 hall, seating all participants and guests, approximately 9 delegates x 43 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 the 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 a 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 needs 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;
- 3 larger rooms to accommodate joint workshops composed of one, two or even three areas.

The workshop rooms should be equipped with:

- Enough tables to accommodate all workshop participants
- 1 flip-chart, flip-chart paper and markers
- Beamer for presentations
- Disposable cups
- Refreshments

**Additional equipment**

- 2 spare flipcharts on self-supporting stands (for externals)
- 1 printer
- Sufficient printing paper (for 1000 prints)
- Internet access

**Note:** It is also useful to have a number of spare flipcharts on self-supporting stands. These will almost certainly be used by externals that will come to give training sessions, and will probably prepare their charts beforehand. The stands will therefore be carried around from one workshop room to another.

**IB Room**

*The IB room should be accessible three days before the ICM for the IB to use during preparations.*

- 1 printer,
- Sufficient printing paper (for 1000 prints)
- 1 conference-table with possibility to accommodate the IB and NB's during meetings (i.e. approximately 14-18 people)
- 1 flip-chart on stand + coloured markers
- 1 telephone line, with possibility to make international calls
- Internet access.

**VERY IMPORTANT NOTE**

Please ensure that all computers are virus-free and are equipped with updated virus protection, and that in case of emergency, virus protection may be reinstalled on location.

**ANNEX 7 – DRAFT INTERNATIONAL PRESIDENTS’ MEETING HOST AGREEMENT**

# INTERNATIONAL PRESIDENTS’ MEETING HOST AGREEMENT

regarding

“IPM\_\_\_\_\_”

**between**

The Organising Committee of the \_\_\_\_ International Presidents’ Meeting of ELSA  
(Hereinafter the OC), represented by the Head of the OC

**and**

ELSA International  
(Hereafter EI), acting by the members of the International Board  
(Hereafter IB), represented by the Secretary General of ELSA International



**Dates of the IPM****Article 1**

1.1 The dates of the International Presidents’ Meeting (hereinafter the IPM) will be from the \_\_\_\_ to the \_\_\_\_ of \_\_\_\_\_ 2017.

1.2 EI authorizes the OC to host the IPM on the terms and conditions set out in this Agreement.

**Venue and Logistics****Article 2**

2.1 The venue of the IPM will be \_\_\_\_\_, \_\_\_\_\_.

2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.

2.3 The logistics of the IPM must be assured at the latest before the arrival of the IB.

**Financial Implications****Article 3**

3.1 The OC shall host the IPM on its own account. Any profit or loss arising from the organisation of IPM shall be kept by or covered by the OC.

3.2 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

3.3 The OC shall comply with Council Decision FM 01/07 I “Maximum Participation Fee for Statutory Meetings and International Internal Meetings” when charging the participation fee.

3.4 The OC shall cover all expenses for the President of EI and one extra IB member in connection to IPM, except for travel expenses. The accommodation and meals costs of the President and the extra IB member covered by the OC include the days of the IPM and maximum 2 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 a financial report after the IPM to EI in accordance with art. 17.8 in the Standing Orders of ELSA.

- 4.12 Stay available and responding to requests from the IB within one week from receiving of the request.
- 4.13 To provide receipts, upon request, to all the participants.
- 4.14 To take into account the risk management when planning the International Presidents' Meeting.
- 4.15 To create a website for the event with Partners' tab, including room for ELSA International's Partners.

## **Responsibilities of EI**

### **Article 5**

EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the IPM.
- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the IPM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if needed.
- 5.4 Sending invitations to the National Groups via e-mail.
- 5.5 Preparing the Working Materials and the plan for the workshop sessions of the IPM.
- 5.6 Ensuring the well-functioning of the workshops during the IPM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.
- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in the Annex 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.

Date: \_\_\_\_\_

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**Mads Lorentzen**  
Deputy Secretary General  
ELSA International

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Head of OC  
ELSA \_\_\_\_\_

**ANNEX TO THE IPM HOST AGREEMENT  
FOR THE INTERNATIONAL PRESIDENTS’ MEETING**

**List of Logistical Requirements for the International Presidents’ Meeting**

**Workshops**

- 1 room seating all participants around 35-50 people;
- 1 ELSA \_\_\_\_\_ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Presidents’ Meeting

The workshop room should be equipped with:

- enough tables to accommodate all workshop participants;
- 1 flip-chart, flip-chart paper and markers;
- Beamer for presentations;
- Disposable cups;
- Refreshments

**Additional equipment**

- 1 spare flipcharts on self-supporting stands (for externals);
- 1 printer;
- Sufficient printing paper and ink;
- Internet access.

**ANNEX 8 – LETTER OF AUTHORISATION**

National Board of: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of  
Local Groups: \_\_\_\_\_

**Please write the names of the Local Groups of your National Group  
on the back of this paper clearly with CAPITAL letters  
and specify which of them are Members and which are Observers.**

The following delegates from ELSA \_\_\_\_\_ are hereby authorised to vote and speak on behalf of their National Group at the LXX International Council Meeting in Porto, Portugal between the 16<sup>th</sup> and the 23<sup>rd</sup> of October 2016.

1. \_\_\_\_\_  
(*voting delegate's name*)4. \_\_\_\_\_  
(*delegate's name*)2. \_\_\_\_\_  
(*voting delegate's name*)5. \_\_\_\_\_  
(*delegate's name*)3. \_\_\_\_\_  
(*voting delegate's name*)6. \_\_\_\_\_  
(*delegate's name*)7. \_\_\_\_\_  
(*delegate's name*)

On behalf of ELSA \_\_\_\_\_

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature:

**ANNEX 9 – PROXY****From:** ELSA \_\_\_\_\_ (proxy giver)**To:** ELSA \_\_\_\_\_ (acting as proxy)**This proxy shall be valid for:****Event:**

LXX International Council Meeting to be held in Porto, Portugal

**Dates:**

\_\_\_\_\_

*(please specify the dates that your proxy is going to be valid for, e.g. If your national delegation is not present in the Opening Plenary, but is going to attend the rest of the ICM week, please write only the date of the Opening Plenary)*

The proxy giver ELSA \_\_\_\_\_ hereby authorises ELSA \_\_\_\_\_ to act as a proxy and to therefore represent it and vote on its behalf according to the instructions provided, at the LXX International Council Meeting in Porto, Portugal between the 16<sup>th</sup> and the 23<sup>rd</sup> of October 2016.

On behalf of ELSA \_\_\_\_\_ (proxy giver)

Name of the National Board Member:	Name of the National Board Member:
Position:	Position:
Signature:	Signature:

In order for the Secretary General of the International Board to confirm the proxy, please fill in:

Contact person: \_\_\_\_\_

Phone number: (+\_\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_