



The European Law Students' Association

**COUNCIL  
MEETING  
DECISION  
BOOK**

Alina Shchetinina  
Secretary General  
ELSA International

*41<sup>st</sup> Edition, December 2014*  
© The European Law Students' Association (ELSA)

# INDEX

<b>INDEX.....</b>	<b>2</b>
<b>DECISIONS RELATING TO ELSA IN GENERAL .....</b>	<b>4</b>
STRATEGIC PLANNING .....	5
STRATEGIC GOALS 2018.....	6
HUMAN RIGHTS .....	8
INTERNATIONAL FOCUS PROGRAMME.....	9
JURISDICTION WORKING GROUP.....	13
<b>DECISIONS RELATING TO BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION (BEE) .....</b>	<b>14</b>
BOARD MANAGEMENT.....	15
PRESIDENTS' DUTIES IN STRATEGIC PLANNING.....	15
EXTERNAL RELATIONS.....	16
INSTITUTIONAL RELATIONS.....	19
EXPANSION.....	22
THE ANNUAL REPORT.....	22
PROCUREMENT .....	23
<b>DECISIONS RELATING TO INTERNAL MANAGEMENT (IM).....</b>	<b>24</b>
QUALITY IN MANAGEMENT .....	25
THE NETWORK SUPPORT SYSTEM.....	25
INTERNAL MANAGEMENT .....	27
COUNCIL MEETINGS.....	28
HUMAN RESOURCES.....	31
INFORMATION TECHNOLOGY.....	34
LOCAL GROUPS.....	35
RESPONSIBILITIES FOR QUALITY MANAGEMENT .....	36
<b>DECISIONS RELATING TO FINANCIAL MANAGEMENT (FM).....</b>	<b>38</b>
PREAMBLE.....	39
QUALITY IN FINANCIAL MANAGEMENT.....	39
PAYMENT PROCEDURE.....	40
FEES .....	41
EVENT FEES .....	43
ALLOWANCE.....	44
THE ELSA DEVELOPMENT FOUNDATION .....	45
GRANTS REGULATIONS.....	49
RESPONSIBILITIES.....	50
<b>DECISIONS RELATING TO MARKETING (MKT) .....</b>	<b>52</b>
PREFACE.....	53
MARKET RESEARCH .....	53
COMMUNICATION.....	55
SYNERGY .....	55
UNIFORMITY.....	57
<b>DECISIONS RELATING TO ACADEMIC ACTIVITIES (AA) .....</b>	<b>61</b>
QUALITY IN ACADEMIC ACTIVITIES .....	62
GENERAL AA POLICIES.....	63
POLICIES CONCERNING AA PROJECTS .....	63
POLICIES CONCERNING MCC .....	66
QUALITY STANDARDS.....	68
<b>DECISIONS RELATING TO SEMINARS &amp; CONFERENCES (S&amp;C) .....</b>	<b>73</b>
QUALITY IN SEMINARS & CONFERENCES.....	74

S&C POLICIES, MINIMUM QUALITY STANDARDS AND RESPONSIBILITIES.....75  
 QUALITY STANDARDS FOR INTERNATIONAL EVENTS.....80  
 IMPLEMENTATION OF THE S&C QUALITY STANDARDS .....81  
**DECISIONS RELATING TO STUDENT TRAINEE EXCHANGE PROGRAMME (STEP)..... 86**  
 PREAMBLE.....87  
 STEP PROCEDURE .....87  
 STEP RESPONSIBILITIES .....90  
 PENALTY SYSTEM .....93  
**ANNEX I: LIST OF FAVOURED COUNTRIES..... 95**  
**(UPDATED JANUARY 2015)..... 95**  
**ANNEX II: PARTICIPATION FEES..... 96**  
**(UPDATED JANUARY 2015)..... 96**

---

## DECISIONS RELATING TO ELSA IN GENERAL

STRATEGIC PLANNING ..... 5  
STRATEGIC GOALS 2018..... 6  
HUMAN RIGHTS ..... 8  
INTERNATIONAL FOCUS PROGRAMME..... 9  
JURISDICTION WORKING GROUP..... 13

# Strategic Planning

Algarve 25th March – 1st April 2012  
GEN 01/12 II, GEN 02/13 I, GEN 01/14 IV

In force

## 1. General

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

Additionally a Strategic Planning Handbook shall be established and at least include:

- Strategic Goals, and Operational Goals
- A theoretical background with practical examples about Strategic Planning
- Summaries of relevant preparatory work and workshop sessions during Internal Meetings on Strategic Planning

## 2. Monitoring

The fulfillment of the Strategic Plan shall be monitored by ELSA International by means of the Strategic Goals Questionnaire, the Strategic Plan Yearly Report and the Strategic Plan Final Report.

The Strategic Plan Yearly Report shall be prepared by ELSA International and discussed in every Workshop of at the autumn International Council Meeting. It shall summarize the strategic goals and critically compare the level of achievement to previous results.

The Strategic Plan Final Report shall be prepared by ELSA International and presented during an International Council Meeting in the last year of the Strategic Plan in force. It shall include overall information, final conclusions and statistics reflecting the fulfillment of the Strategic Plan as well as recommendations for the adoption of the following Strategic Plan.

The Strategic Plan Final Report shall be finalized by ELSA International with updated information from the whole duration of the Strategic Plan, including the fifth year of its implementation and ready to be presented at the first ICM after the last year of the Strategic Plan in force.

## 3. Implementation

ELSA International and the National Groups shall draft their One Year Operational Plan in compliance with the Strategic Plan of ELSA.

An annex to the Strategic Plan shall be established. The purpose of the annex shall be to provide useful tips for implementing the current Strategic Plan, especially for the National and Local Groups. It shall, as a minimum, include best practices, case studies and a short explanation on how the Strategic Plan interacts with our Philosophy Statement.

# Strategic Goals 2018

Cologne, April 7<sup>th</sup> – 14<sup>th</sup> 2013  
GEN 01/13 I

In force

## 1. Internal Structure

ELSA shall focus on Human Resources

- National Groups shall have a National Trainers Pool
- ELSA shall create a training strategy
- ELSA shall simplify the process of organising ITP trainings and promote their importance
- ELSA shall continually evaluate, share and optimise recruitment strategies.

ELSA shall improve knowledge management

- ELSA shall have an online archive available to all ELSA officers consisting of, but not limited to; minutes from previous internal meetings, current editions of the decision book, the statutes and standing orders, workshop presentations, general guidelines, various templates, and handbooks.
- Every ELSA Group shall organise a transition session, common or separated, (of at least one day) before the end of the term in office for the newly elected Board
- Every ELSA Group shall have an Externals' Contacts Database

ELSA shall improve/focus on communication within the network

- ELSA shall have an electronic newsletter directed to all stakeholders of ELSA

## 2. Professional and academic development of law students and young lawyers

ELSA shall improve the quality of, and interest in STEP

- ELSA shall develop a new and common system for the purpose of registration of traineeships, offering traineeships and applying for traineeships within the STEP framework
- ELSA shall strive to have a diversity of employers within STEP
- ELSA International shall extend the STEP offer to traineeships outside of Europe
- ELSA shall increase the number of STEP traineeships in the entire Network by at least 15% on a yearly basis
- ELSA shall increase the number of Student Application Forms in the entire Network by at least 15% on a yearly basis

ELSA shall constantly develop awareness and knowledge of human rights

- ELSA shall develop its own Human Rights programme
- ELSA shall establish human rights partnerships on all levels
- ELSA shall organise an annual ELSA Day with participation of each Local Group

ELSA shall increase the awareness of the International Focus Programme among members and externals, as well as the general implementation of it

- ELSA shall strive to get a larger number of STEP Traineeships within the IFP area
- ELSA shall develop a strategy to maintain and improve partnerships of former IFP topics, even after the introduction of the new IFP topic

ELSA shall offer a broader range of legal education opportunities

- ELSA shall develop a wider catalogue of academic and scientific events and make them available to local groups
- ELSA shall focus on organising Moot Court Competitions on all levels
- ELSA shall focus on organising activities for the development of the practical skills of law students and young lawyers
- ELSA shall prioritise the organisation of Law Schools, as the leading scientific events of the Network

### **3. Internationality**

---

ELSA shall bring the international aspect of the association closer to the national and local level

- ELSA shall focus on regional events as a means of making internationality accessible to more ELSA members
- ELSA shall focus on the promotion of international exchanges between ELSA groups in the Network and the improvement of the structure and the organisation of such activities
- ELSA shall promote legal English trainings within the Network.
- ELSA shall include international exchange students in its activities
- ELSA shall increase the number of international events on both a national and local level

### **4. External relations**

---

ELSA shall improve its cooperation with other organisations, institutions and corporations

- ELSA shall increase the number of National Groups cooperating with the Council of Europe
- ELSA shall increase cooperation with international student organisations throughout all levels of ELSA
- ELSA shall increase the number of partners for STEP and delegations, improve the quality of existing partnerships, and aim to have a long-term cooperation with partners
- ELSA shall establish partnerships with Bar Associations on every level
- ELSA shall increase the number of joint projects with partner organisations within all levels of the Network
- ELSA shall develop long-term cooperation with universities

### **5. Financial stability**

---

ELSA shall be a financially sound organisation with enough resources to fulfil its goals

- ELSA shall have a clear view of its financial situation at all levels, through proper bookkeeping and budgeting
- ELSA shall, on all levels, increase the number of trainings on the topic of effective fundraising
- ELSA shall create a strategy for obtaining grants
- ELSA International shall own, and have a structured plan on financing the acquisition of the premises of its offices
- ELSA International shall move its statutory seat to a more cost efficient jurisdiction

## 6. Profile of ELSA

ELSA shall be known for offering legal opportunities and high quality activities

- ELSA shall focus on increasing understanding of ELSA and ELSA related activities for all its stakeholders and in particular externals
- The websites of ELSA must give a clear overview of the Network's activities
- ELSA shall develop its brand and establish a unified image as an international and professional association.
- A marketing materials database shall be created and used efficiently to ensure a unified image of ELSA
- ELSA shall create and carry out a public relations strategy
- ELSA shall review and update its corporate identity and websites
- ELSA shall aim to obtain support from renowned persons.

# Human Rights

Lisbon 30th March – 6th April 2008 BEE 01/08 III, BEE 01/09 IV, VII, GEN 01/14 I	In force
---	----------

## 1. Introduction

Human Rights is the main treasure and value of mankind. Therefore the implementation of Human Rights is an objective of the Network.

ELSA shall be continuously committed to Human Rights awareness, Human Rights education, and the respect of the Rule of Law. ELSA shall strive to be recognised for a strictly legal, academic and impartial approach to Human Rights.

## 2. Implementation of Human Rights

Human Rights shall be implemented in all key area activities.



Implementation shall include cooperation with the institutions contributing to Human Rights, especially attending their events and organising common projects.

### 3. Responsibilities for Human Rights

Taking into consideration article 2, acknowledging the fact that Human Rights shall be implemented in all Key Areas, the responsibilities of ELSA International and the responsibilities of the National and Local groups are as follows:

#### 3.1 Responsibilities of Local Groups:

- To inform and advise members as well as other interested persons about Human Rights events and available opportunities within Human Rights;
- To implement Human Rights by organising events within AA and S&C and in the traineeships for STEP;
- To submit relevant information to respective National Board at the end of each Event organised.

#### 3.2 Responsibilities of National Groups:

- To promote Human Rights Events organised throughout the Network;
- To provide necessary information and other assistance to Local Groups organising Human Rights events;
- To encourage Local Groups to organise Human Rights events;
- To submit relevant information to International Board concerning implementation of Human Rights.

#### 3.3 Responsibilities of ELSA International:

- To coordinate Human Rights activities organised throughout the Network;
- To establish contacts necessary for the high standard of Human Rights events and to communicate them to the Network;
- To publish at least one article on Human Rights in every issue of Synergy;
- To provide necessary information and other assistance to National and Local Groups;
- To ensure that all groups submit relevant information at the end of each event organised.

### 4. ELSA Day

4.1 Every Local Group should organize an annual ELSA Day event, either alone or in cooperation with other groups.

4.2 The events will reflect the Vision of ELSA and create a forum for discussion on various Human Rights topics.

4.3 The ELSA Day event will be organized every last Wednesday of November.

# International Focus Programme

Malta, October 30th – November 6th 2005  
BEE 02/05 II , BEE 02/08 I, BEE 01/09 V

In force

---

## 1. Introduction

---

- 1.1 The aim of the International Focus Programme is to have a specific theme for whole ELSA over a fixed term. Therefore ELSA creates a forum where law students and young lawyers can gather and discuss a current theme at various activities. This will allow consolidating ELSA's work and producing concrete results of a high standard.
- 1.2 The theme reflects a 'hot legal topic' in Europe and the world, thereby enabling ELSA as the largest independent law students' organisation in the world by using the unique ELSA network to create awareness amongst today's law students, young lawyers, society and the international community.
- 1.3 The chosen theme considers that we, as law students and young lawyers, can have an impact on the environment we are living in, on the development of our own countries, Europe and even the world by giving law students and young lawyers all over Europe a voice and gathering all their diverse opinions and ideas.

---

## 2. Implementation of the IFP

---

- 2.1 The Council decides upon the IFP topic, its duration and its Final IFP result.
- 2.2 The topic shall be:
  - versatile, thereby representing ELSA's cultural diversity
  - internationally relevant
  - with academic discussion potential
  - with an impact on everyday life, thereby generating interest towards the topic
  - attractive to sponsors at all levels.
- 2.3 The duration will be not less than one year.
- 2.4 The Final IFP Result is decided by the Council when the topic and duration is set. The result can be a Final IFP Conference and/or a Final IFP Publication.
- 2.5 Implementation of the IFP is solely a recommendation to the Network, and cannot, in any way, be enforced. However, ELSA International is responsible for making sure the Network is stimulated and informed to implement the IFP in all key areas. The Network therefore is responsible for promotion of the IFP and organising activities as much as possible and feasible.
- 2.6 The IFP shall be implemented in all Key Areas: AA, S&C and STEP.
- 2.7 The IFP would be considered implemented if: A minimum of 50 percent of national groups organises IFP events; when the total amount of organised IFP events in the network are at least 25 percent of all ELSA events organised; and if a Final IFP Result is concluded.

---

## 3. Evaluation

---

- 3.1 All IFP related events shall be evaluated. Local groups as well as National Groups assure that IFP projects are properly evaluated to ELSA International in due time.
- 3.2 After each IFP, preferable at each ICM, every national group shall submit an Activity Report on the IFP implementation. These Activity Reports shall include the specific events organised and the

evaluation forms of each of these events. They serve ELSA in future evaluation of the IFP and in finalizing the final IFP results.

#### 4. Responsibilities

4.1 Taking into consideration article 2.5, acknowledging the fact that the IFP is solely a recommendation to the Network, the responsibilities of ELSA International and the responsibilities of the national and local groups (if applicable) are:

4.2. Responsibilities of the local group

- Inform and advise members as well as other interested persons about the IFP events and available opportunities within the IFP;
- Implement the IFP by organising events within AA and S&C Key Areas; and traineeships for STEP;
- Contribute to the Final IFP Result (if any), and
- Submit the completed IFP Evaluation Form and other relevant information to ELSA International and respective National Board at the end of each event organised.
- Submit a summary for the IFP publication about the main results of the IFP event organised to the international and respective national board.

4.3. Responsibilities of the national group

- Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;
- Forward all information on the IFP received to the local groups;
- Provide necessary training, information and other assistance to local groups to organise IFP events;
- Participate in the research for finding the best “hot legal topic” and subtopics for the IFP;
- Ensure that all local groups submit Evaluation Forms to them at the end of each event organised, and
- Evaluate all the information received on the national level and submit the activity report to ELSA International at the end of the IFP and at every ICM including a list of the specific events organised and the evaluation forms of each of these events.
- Encourage the local groups to submit articles for the IFP publication

4.4. Responsibilities of ELSA International

- Overall coordination of the implementation of the IFP;
- Coordinate the research for finding the best “hot legal topic” and subtopics for the IFP;
- Make sure during every last International Council Meeting before the period for an IFP finishes a proposal for a topic and subtopics will be put into voting according to the results of the before mentioned research;
- Establish contacts necessary for the high standard of IFP events and communicate them to the network;
- Creating an IFP Manual, and keep it updated;
- Publish at least one article on the IFP in every issue of Synergy;
- Promote the IFP: the Final IFP Results, the Events organised throughout the entire network and stimulation of implementation of the IFP in all Key Areas;
- Provide necessary training, information and other assistance to national and local groups;
- Ensure that the IFP Policies are working properly;
- Ensure that all groups submit Evaluation Forms at the end of each event organised;
- Report to the Network over the ELSA INFO list about the beginning and outcome of the IFP, and if necessary periodically in between about any other matter which is found necessary to share with the Network;

- Encourage the national groups to apply for the host for the Final IFP Conference (if any) and assist in its organisation;
- Ensure that the Final IFP Publication (if any) is finalised, and
- Collect all IFP Activity Reports and articles from the ELSA network and prepare the information for evaluation;
- Ensure that there are also articles and reports by professionals and lectures in the IFP publication

Batumi, November 4th – 11th 2012  
 GEN 02/12 IV, GEN 01/13 II. Amended by: GEN 01/14 II

## 5. IFP Topic

- 5.1 The topic of the IFP shall be the following:  
 “Media Law”

The duration is 1st August 2013 until 31st July 2016.

- 5.2 Recommended approach for the 3-years implementation cycle is:

*1st year*

Main Focus: Preparing basics. Raising awareness about Media Law.

Recommended sub-topic: Media Law, Human Rights & Internet

*2nd year*

Main Focus: International projects

Recommended sub-topic: Telecommunication and Digital Communication

*3rd year*

Main Focus: Evaluation Year. Preparation to the new IFP topic.

Recommended sub-topic: Print Media

Focus Areas:

- Officers on all levels shall strive to raise interest in the topic and academic knowledge about Media Law.
- Officers on all levels are recommended to develop a plan of the 3-years implementation for the respective ELSA group as well as making evaluation of each year of implementation with analysis and further needed plan changes to secure the continuity and better implementation.
- Officers on all levels shall endeavor to build a long-lasting partnerships and to develop a strategy to maintain and improve partnerships of former IFP topics, even after the introduction of the new IFP topic.
- The Network shall seek to increase the number and quality of international and national IFP projects.

- 5.3 The final outcome of the implementation of the Media Law topic will be a Final IFP Conference and IFP Almanac. All projects will reflect the work done by the Network during 3 years implementation and will include the most discussed topics. ELSA International is responsible for coordinating the realization of the final IFP results.

## Jurisdiction Working Group

Malta, 16th – 23<sup>rd</sup> of March 2014  
GEN 01/14 V, 01/14  
Amendments: GEN 02/14 I

In force

### 1. Working Group

- 1.1 Within 14 days of the coming into force of this proposal, the International Board shall issue a call for a Working Group on the topic of the Jurisdiction of ELSA International.
- 1.2 The Working Group shall start with the required or necessary work and/or required or necessary steps in relation to the transfer of the domicile of ELSA International to Switzerland and its jurisdiction as soon as possible.
- 1.3 The Working Group is constellated by the decision of the Assistant for Jurisdiction of ELSA International in compliance with the International Board on their own and sole discretion. Persons with specific knowledge in relation to the working group's purpose and from the involved countries i.e. Switzerland, Netherlands and Belgium should be part of the Working Group. The Assistant appointed for this position by ELSA International shall be a member of this Working Group. The International Board should also nominate one of its own members as member of the Working Group.
- 1.4 The International Board provides the required power of attorney in connection with the above mentioned purpose of the Working Group to members of the Working Group and third parties on its own discretion on request of the Working Group, if required, for information purpose, negotiations, signature of contracts and further purposes and documents.
- 1.5 The Working Group shall present the actual status of its work each following International Council Meeting and present a final application to the International Council Meeting when a binding decision regarding the change of statutes seems appropriate in relation to the purpose of the Working Group; latest at the ICM in Autumn 2015.

**DECISIONS RELATING TO  
BOARD MANAGEMENT, EXTERNAL RELATIONS AND  
EXPANSION  
(BEE)**

BOARD MANAGEMENT.....15  
PRESIDENTS’ DUTIES IN STRATEGIC PLANNING.....15  
EXTERNAL RELATIONS.....16  
INSTITUTIONAL RELATIONS.....19  
EXPANSION.....22  
THE ANNUAL REPORT.....22  
PROCUREMENT .....23

# Board Management

## 1. General

1.1 Board Management is one of the main responsibilities of the President including a range of activities, techniques, processes and tools for organizing and coordinating the work of the board members.

## 2. Responsibilities of the President

2.1 President is an equal board member with special responsibilities distinctive for his position.

2.2 President bears an overall responsibility for:

- coordination of the board members' activities;
- communication inside the board and communication of the board with the external environment;
- cooperation with key areas in the organization of their activities with regards to the external relations, with a special focus on STEP;
- resolution of conflicts in the board;
- motivating the board members;
- exercising control over the fulfilment of activities planned by the board.

## 3. Board meetings

3.1 The Board's decisions shall be made during board meetings. Board meetings should be held at least once a month.

3.2 The President shall ensure that there is a prepared agenda. Every board member has the right to propose items for the agenda.

3.3 Information concerning date, time, place and agenda of a board meeting shall be communicated to all of the board members in due time before a board meeting.

3.4 The president ensures that there is a board-appointed chair for every meeting.

3.5 Every board meeting shall be minuted properly.

# Presidents' Duties in Strategic Planning

Sinaia, 25<sup>th</sup> October 1<sup>st</sup> November 2009

In force

BEE 02/09 I

Amended by BEE 01/12 III

## 1. General

It is the Presidents' duty to ensure that the current Strategic Plan is respected and implemented by the whole board.

---

**2. Monitoring**

---

The President has to gather all relevant Information on Strategic Planning and fill out and return the Strategic Goals Questionnaire.

---

**3. Implementation**

---

ELSA International and the National Groups shall draft their One Year Operational Plan in compliance with the Strategic Plan of ELSA and the Strategic Goals Implementation Annex.

# External Relations

Amended by BEE 02/11 I, BEE 01/12 II

In force

---

**1. Definitions**

---

- 1.1. The term fundraising in ELSA covers the attempts to obtain contributions in monetary or in-kind form.
- 1.2. The term general sponsorship means an external contribution which goes to the general budget of an ELSA group and is not assigned to any specific project as the initial condition of providing of the contribution.
- 1.3. The term international contact covers a law firm situated in more than four countries with 300 or more legal professionals as stated in the respective firm's website.
- 1.4. Companies that do not qualify as law firms, and which are present in more than eight countries are to be considered international contacts.
- 1.5. The term national contact refers to any contact that is not an International Contact.
- 1.6. The term National Group refers to any National Group and its Local Groups.

---

**2. Procedures**

---

- 2.1. Only ELSA International has the right to approach international contacts. National Groups may also approach international contacts under the conditions of 2.5.
- 2.2. Only National Groups have the right to approach national contacts. ELSA International may also approach national contacts under the conditions of 2.4.
- 2.3. A National Group shall not approach an external contact situated in a country different from its own. Within the country the National Group shall regulate the approaches.



## 2.4. ELSA International approaching an external contact classified as national

- 2.4.1.1. Before approaching an external contact that is classified as national, ELSA International shall inform the person in charge of external relations of the respective National Group of the location of the office it intends to contact by e-mail.
- 2.4.1.2. The National Group shall respond within two weeks from time of receiving the e-mail, whether or not one of the following reasons would exclude the approach.
  - (i) The National Group gives a concrete reason why the approach would jeopardise the National Group's current sponsorship with the external contact.
  - (ii) The National Group gives a concrete reason why the approach would jeopardise the National Group's pending approach with the external contact.
  - (iii) The National Group shows a concrete plan to approach the external contact within the following two months.
  - (iv) The National Group has granted another National Group the permission to approach the national contact in question according to 2.3.
- 2.4.1.3. The National Group must provide ELSA International with all the available information about the contact that is being approached, including refusals within the last six months.
- 2.4.1.4. ELSA International can proceed once the National Group agrees to the approach, or the deadline has expired or none of the above-mentioned conditions have been met.

## 2.5. A National Group approaching an international contact.

- 2.5.1.1. Before approaching an external contact that is classified as international contact, the National Group shall inform ELSA by an e-mail to the President of ELSA International.
- 2.5.1.2. ELSA International shall respond within two weeks from the time of receiving the e-mail, whether or not one of the following reasons would exclude the approach.
  - (i) ELSA International gives a concrete reason why the approach would jeopardise ELSA International's current sponsorship with the external contact
  - (ii) ELSA International gives a concrete reason why the approach would jeopardise ELSA International's pending approach with the external contact.
  - (iii) ELSA International shows a concrete plan to approach the external contact within the following two months.
  - (iv) ELSA International has granted another National Group the permission to approach the international contact in question no longer than one month after ELSA International has replied.
- 2.5.1.3. ELSA International must provide the National Group with all the available information about the contact that is being approached, including refusals within the last six months.
- 2.5.1.4. The National Group can proceed once ELSA International agrees to the approach, or the deadline has expired, or none of the abovementioned conditions have been met.

- 2.6. Once an external contact, regardless of classification, addresses ELSA International or a National Group, an approach shall follow 2.4 or 2.5.

---

## 3. Project sponsorship

---

- 3.1. The Organising Committee of a project or event organised or co-organised by ELSA International (e.g. ICM, IPM, EHTW, EMC<sup>2</sup>) shall be considered as a National Group for the purposes of these regulations in the case of international contacts.
- 3.2. The Organising Committee shall notify the National Board of the approach.
- 3.3. The Organising Committee shall comply with national External Relations regulations of the respective National Group.

**4. Timelines**

---

- 4.1. In the event of a successful approach but not a finalized written agreement regarding the cooperation within the two month deadline stipulated, the said deadline should be extended and shall not be refused unless a concrete reason is given by the respective Group. The deadline cannot be extended for more than a year.
- 4.2. In case of disagreement, ELSA International, if approached, shall attempt to settle the dispute, and, if no amicable solution can be found, it is up to ELSA International alone to decide on the matter at its discretion.

**5. Registration**

---

- 5.1. All approaches to international contacts shall be formulated in a registration sheet by the ELSA Group and shall be sent to ELSA International within four weeks since the approach was realised.
- 5.2. The registration sheet shall be provided by ELSA International.
- 5.3. The registration sheets shall be available for any Group interested in approaching the same international contact, following article 2.5.

**6. Sanctions**

---

- 6.1. If any ELSA Group or ELSA International violates these regulations the involved Groups should, within six months from the time the harmed Group was informed, reach an agreement on a suitable sanction. The Council shall be informed about the sanction agreed on and a copy of this agreement shall be sent to ELSA International. The agreement cannot be object of any discussion or decision by Council. In case no agreement is reached the Council shall decide on a suitable sanction.
- 6.2. A sanction can in no case exceed the amount fundraised. The sanction shall be paid to the ELSA Group whose rights were violated. If the rights of ELSA International were violated, the sanction shall be paid to ELSA International. Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 9.5 of the Statutes.
- 6.3. In case of a sanction imposed on a Local Group, the respective National Group shall be considered the Group involved and is liable for the sanction.

# Institutional Relations

Lisbon, 30th March – 6th April 2008  
S&C 01/08 I  
Amended by BEE 02/09 II

In force

## 1. Definitions

- 1.1 Institutional relations are relations with governmental or non-governmental organisations, public administrations, private institutions, universities or other higher education institutions.
- 1.2 National institutions are institutions that are active only within one country or on behalf of a country. Universities and other higher educational institutions present only within one country in which there is an ELSA National Group always qualify as National Institutions.
- 1.3 Local branches of international institutions are institutions that represent international governmental or non-governmental or private institutions being active only in one country.
- 1.4 International institutions are institutions that act in more than one country and represent the headquarters or the highest respective office of a certain field of activity of an institution.
- 1.5 The term National Group refers to any National Group and its Local Groups.

## 2. Approaching National Institutions and Local Branches of International Institutions inside the Country

- 2.1 All approaches to national institutions and local branches of international institutions inside a country are upon the discretion of the respective National Group.
- 2.2 Before ELSA International approaches an institution that is classified as national, article 2.4 of the External Relations part of the Decision Book shall apply.
- 2.3 Within the country, the National Group will regulate the approaches.

## 3. Approaching National Institutions and Local Branches of International Institutions outside the Country

- 3.1 Every approach by a National Group towards a national institution or the local branch of an international institution situated in a country outside from its own shall only be carried out after informing the respective National Group about the approach.
- 3.2 The respective National Group shall respond to the National Group planning to approach a national institution or the local branch of an international institution outside its country at least two weeks after they were informed.
- 3.3 The requesting ELSA Group can proceed with the approach if there was no response from the respective national ELSA Group within two weeks.
- 3.4 If the national institution or the local branch of an international institution is situated in a country where there is no ELSA Group, the approach may be carried out directly.

Prague 25th March – 1st April 2007

In force

BEE 01/07 I, BEE 01/08 II, BEE 02/13 I
--

#### **4. Approaching International Institutions**

- 4.1 Approaches to international institutions are coordinated by ELSA International.
- 4.2 Before approaching an international institution the ELSA group planning the approach shall inform ELSA International regarding the nature and content of the approach.
- 4.3 ELSA International shall respond within two weeks from time of receiving the notification.
- 4.4 The ELSA Group can proceed with the approach if there was no response from ELSA International within two weeks.
- 4.5 Upon request ELSA International shall assist the ELSA Group concerning its approach to the international institutions by providing information.

#### **5. Participation in Events organised by International Institutions**

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

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

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

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

- 5.9 The representatives shall inform ELSA International in advance of any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International.
- 5.10 Each member of the delegation shall fill in a comprehensive survey which will represent the delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two weeks after the end of the event to ELSA International. The report should include the contacts made with individuals and institutions. The practical information and the outcome of the report shall be made available to the Network.

## **6. Reporting Institutional Relations**

- 6.1 All approaches to international institutions shall be formulated in a registration sheet by the ELSA Group and shall be sent to ELSA International within four weeks since the approach was realised.
- 6.2 The registration sheet shall be provided by ELSA International.
- 6.3 The registration sheets shall be available for any Group interested in approaching the same institutions, following articles 2, 3, and 4.
- 6.4 As an exception to the previous article, in the case of an approach with the sole purpose of an Institutional Study Visit to an International Institution, informing the Vice President for Seminars and Conferences of ELSA International about the contact and the communication shall be sufficient.
- 6.5 If a National Group approaches a national institution outside of its country for the sole purpose of an Institutional Study Visit, it shall inform the Vice President for Seminars and Conferences of the National Group from the country where the institution is located about the contact and the communication.

---

## **7 Sanctions**

---

- 7.1 If any ELSA Group or ELSA International violates these institutional relations regulations, the involved Groups shall, within six months from the time the harmed Group was informed, reach an agreement on a suitable sanction. The Council shall be informed about the sanction agreed on and a copy of this agreement shall be sent to ELSA International. The agreement cannot be object of any discussion or decision by Council.
- 7.2 In case no agreement is reached the Council shall decide on a suitable sanction, upon proposals and hearing of the involved Groups. The Council may agree on any amount not exceeding the highest of the proposed.
- 7.3 The sanction shall not, in any case, exceed the amount of EUR3,000.
- 7.4 The sanction shall be paid to the ELSA Group whose rights were violated. If the rights of ELSA International were violated, the sanction shall be paid to ELSA International. Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 11.5 of the Statutes.
- 7.5 In case of a sanction imposed on a Local Group, the respective National Group shall be considered the Group involved and is liable for the sanction.

# Expansion

## Limits of expansion

Expansion of ELSA should continue until ELSA groups are present in all the universities teaching law in European States as defined in the Article 5.2 of the Statutes.

# The Annual Report

Prague, 25th March -1st April 2007  
BEE 01/07 I

In force

## 1. Definition

The Annual report shall be a report of ELSA International for their term in office, including information covering all areas, adequate to summarize the work done during the respective term.

The Annual Report shall include successful examples of the most significant ELSA events throughout the Network.

The Annual Report shall be used for promotion of ELSA as a whole, internally and externally.

The Annual Report shall not replace any other reports submitted to the Council by ELSA International.

## 2. Term

The Annual Report shall correspond to the term in office of the International Board, meaning a 12 months cycle running from the 1st of August to 31st of July.

## 3. Responsibilities

### 3.1 Responsibilities of ELSA International

The President of ELSA International during the term in office corresponding to the Annual Report term has the overall responsibility for submitting the Annual Report to the current International Board 35 days prior to the Autumn International Council Meeting.

The Annual Report shall be distributed before the Autumn International Council Meeting in electronic form to all National Groups.

### 3.2 Responsibility of the National Groups

National Groups shall provide the necessary information for the Annual Report to ELSA International upon request. The President of the National Group has the overall responsibility to submit the required information to ELSA International.

# Procurement

Qawra, 21<sup>st</sup> March – 28<sup>th</sup> March 2010  
BEE 01/10 III

In force  
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 contact.*
2. The procurement procedure regulated below shall be used by ELSA International:
  - a. Mandatorily, when the purchased good or services's 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.
6. Force Majeure: In the case of force majeure, ELSA International is allowed not to follow these regulations.

**DECISIONS RELATING TO  
INTERNAL MANAGEMENT  
(IM)**

QUALITY IN MANAGEMENT .....25  
THE NETWORK SUPPORT SYSTEM.....25  
INTERNAL MANAGEMENT .....27  
COUNCIL MEETINGS.....28  
HUMAN RESOURCES.....31  
INFORMATION TECHNOLOGY.....34  
LOCAL GROUPS.....35  
RESPONSIBILITIES FOR QUALITY MANAGEMENT .....36



Sofia, March 28th to April 1st 1992 BEE 07/92 Interpretation of Article 2 of the Standing Orders of ELSA Amended by IM 04/03 II	In force
---	----------

In the context of Article 2 of the Standing Orders of ELSA the word “State” is taken from the United Nations definition.

## Quality in Management

Malta, 16th to 23rd October 1999 IM 01/99 II Amended by IM 02/00 I, IM 01/01 I, IM 01-13/01 II, IM 01/02 I, IM 03/02 I, IM 04/03 II, IM 01/04 I, IM 02/04 I, IM 03/04 I, IM 01/05 I, IM 02/05 I, IM 03/05 I, IM 04/05 I, IM 01/05 II, IM 02/11 I	In force IM Policies
--	-------------------------

### 1. Consolidation of ELSA

We recognise the need to combine efforts of all levels of ELSA for the attainment of general objectives such as:

- Consolidation of ELSA with an aim to make the programmes of the Association serve better the needs of individual members.
- Consolidation of ELSA with an aim to provide all law students and young lawyers in Europe the opportunity to participate to the programmes and activities of ELSA.
- Promotion of the aims, vision and purposes of ELSA as defined in article 3 of the Statutes and the Philosophy Statement.

## The Network Support System

Prague, 25 <sup>th</sup> March -1 <sup>st</sup> April 2007 IM 01/07 V Amended by IM 01/11 III	In force NSS
---	-----------------

### 1. General

1.1. The Network Support System (NSS) shall be an instrument to develop, consolidate and overcome structural weaknesses in the National Groups of ELSA.

1.2. Taking part in the NSS shall be voluntary.

1.3. Any National Group wishing to take part in the NSS can independently approach another National Group directly themselves or via ELSA International.

1.4. An NSS project may cover all of the Key areas and the Supporting areas, or may focus on a specific area only.

---

**2. Procedure**

---

- 2.1 An NSS project may be proposed by any National Group or by ELSA International.
- 2.2 Once the agreement is made to cooperate within an NSS project, a written Action Plan has to be drafted.
- a. The Action Plan consists of the aim(s), the means and a timeline for the NSS project.
  - b. The Action Plan is to be sent to the Secretary General of ELSA International.
- 2.3 ELSA International shall be informed upon request about the ongoing progress within the NSS project.
- 2.4 Within four weeks after the end of the NSS project a written Final Report has to be sent to the Secretary General of ELSA International.
- a. The Final Report includes information about what had been done as well as an evaluation of the project.
- The Final Report is to be made available to the Network

---

**3. Responsibilities of ELSA International**

---

- 3.1 The Secretary General of ELSA International shall be responsible for co-ordinating the NSS on the international level.
- 3.2 To initiate communications and lead negotiations with the aim to create a match for further cooperation between the National Groups and to set up NSS projects.
- 3.3 To keep record of every NSS project which is taking place or has taken place in the Network.
- a. The record consists of the history of each NSS project (Action Plan, Updates, Final Report).
  - b. The record is to be made available for national officers if requested.

---

**4. Responsibilities of the National Groups**

---

- 4.1 The Secretary General of the respective National Group shall be responsible for coordinating the NSS on National level, unless both Groups agree to have another board member responsible.
- 4.2 To write the Action Plan of the NSS project intended and hand it in to the Secretary General of ELSA International, referred to in 2.2.
- 4.3 To keep ELSA International updated about the ongoing NSS project.
- 4.4 To write the Final Report of the finished NSS project and hand it in to the Secretary General of ELSA International, referred to in 2.4.

# Internal Management

Amended by IM 02/11 II, IM 01/12 I, IM 02/12 I

In force

## General

### 1. Access to ELSA Activities by non-ELSA Members

ELSA activities are open also to non-members of ELSA, unless otherwise specified.

### 2. ELSA International

2.1 The International Board consists of the following positions:

- President,
- Secretary General,
- Treasurer,
- Vice President for Marketing,
- Vice President for Academic Activities,
- Vice President for Moot Court Competitions,
- Vice President for Seminars and Conferences,
- Vice president for the Student Trainee Exchange Programme

2.2 The term ELSA International refers to the International Board, Directorate, Assistants and Secretariats as a whole.

2.3 The International Board shall be stationed in one city.

### 3. Standard Regulations

3.1. Statutes of ELSA International

3.1.1 ELSA International obtained a notarial deed in the Netherlands whereby the statutes take external effect.

3.1.2 In accordance to Dutch law, the official version of the statutes of ELSA is Dutch.

3.1.3 Changes of the Statutes are to be translated by a Dutch notary.

3.2 Standing Orders of ELSA.

3.2.1 A copy of the updated Standing Orders must be made available to the ELSA Network 60 days after the Council Meeting.

3.2.2. Council decisions come into force when the updated Standing Orders has been made available to the Network.

### 3.3 Council Meeting Decision Book

3.3.1 The Decision Book is the collection of all in force decisions taken by the Council.

3.3.2 When taking new decisions, the Council must state what decisions are put not in force.

3.3.3 At every Council Meeting, all workshops have to review the decisions related to their area and propose to the Council what decisions are to be removed.

3.3.4 Changes in the Statutes and Standing Orders shall not be included in the Decision Book.

3.3.5 The Decision Book shall be an official record of Council decision together with the minutes.

3.3.6 An archive containing all decisions taken by Council shall be kept by ELSA International.

3.3.7 A copy of the updated Decision Book must be made available to the ELSA Network 60 days after the Council Meeting.

## 4. National Regulations

4.1 Each National Board should have its own decision book

4.2 Each National Board shall submit the translated version of the Statutes and Standing Orders of the national group to ELSA International after changes have been approved.

# Council Meetings

Lisbon 30th March – 6th April 2008

In force

IM 01/08 I

Amended by IM 01/11 I, IM 02/11 II

## 1. Applications

### 1.1. Applications

1.1.1 Applications have to be submitted by the national boards.

1.1.2 Individual applications can be accepted at the discretion of the OC.

### 1.2. Deadlines

1.2.1 The deadline for all applications is at the discretion of the OC, but shall not be fixed earlier than 1 month in advance.

1.2.2 Late applications can be accepted at the discretion of the OC.

### 1.3. Liabilities

1.3.1. The national groups are liable for the payment of the participation fees for the applications they submitted.

1.3.2. Individual applicants are liable for the payment of the participation fees for the applications they submitted.

- 1.4. The participation fee shall be paid no later than the first day of participating the Council Meeting. A participant failing to do so shall be reported to the International Board.

---

## **2. Delegates**

---

- 2.1 There shall be seven delegates from each National Group representing areas of activity of ELSA.
- 2.2 These should mirror the areas of responsibility of the International Board.
- 2.3 There may be appointed two additional delegates at the discretion of the National Board.
- 2.4 It is at the discretion of the International Board and the CM Organising Committee to allow extra-delegates to the CM.
- 2.5 ELSA's Partner Students' Associations have the right to send three delegates to each Council Meeting. The host of the Council Meeting in agreement with the International Board may increase this number.

---

## **3. Participation Fees for International Meetings**

---

- 3.1 In each Council Meeting, the Organising Committee shall cover the participation fee for nine members of ELSA International. This fee includes accommodation for ten nights, meals, and special fees requested from the other participants.
- 3.2 In each Council Meeting, the Organising Committee shall cover the participation fee for the Chair and Vice Chair of the plenary for seven nights.
- 3.3 In each Presidents' Meeting the Organising Committee shall cover the participation fee for the President of ELSA International. This fee includes accommodation for six nights, meals, and special fees requested from the other participants.
- 3.4 The Organising Committees of elected hosts of future Council Meetings and groups applying to host Council Meetings will be entitled to send three persons to Council Meetings with delegate fees.
- 3.5 Trainers from the International Trainers Pool, giving training at a Council Meeting, shall be entitled to attend the Council Meeting with delegate fees.
- 3.6 In each Council Meeting, the participation fee for three Council Guests, elected at the previous Council Meeting, shall be covered by the Organising Committee.
- 3.7 In case the groups mentioned do not present their application to host a Council Meeting, they will be liable to pay the difference between the fee they were charged and the extra-delegate fee established by the Organising Committee.

---

## **4. Preparation**

---

Each National Group shall prepare the following package of documents to bring to the International Council Meetings:

- The in force Statutes and Standing Orders of ELSA International;
- The updated International Council Meeting Decision Book;
- The International Council Meeting Working Materials;

- The State of the Network Report from the immediate previous International Council Meeting;
- List of up-coming events of the National Group;

---

## **5. Starting Quorum in Council Meetings**

---

“Members” according to Article 11.4 of the Statutes is to be interpreted as all members of the association regardless of their suspension status.

---

## **6. Workshops**

---

- 6.1 There shall be one member of each delegation in each workshop.
- 6.2 Each workshop will receive an agenda from the responsible IB member to be accepted or amended.
- 6.3 Each workshop shall elect a chairman, a vice-chairman, and two secretaries.
- 6.4 All workshop officers must be workshop participants.
- 6.5 Workshop officers cannot be members of ELSA International.
- 6.6 The secretaries are responsible for writing down the minutes of the workshop. These minutes will be an appendix to the Council Meeting minutes.
- 6.7 Members and Observers have the right to speak in the workshop.
- 6.8 Members and Observers can vote in the workshops.
- 6.9 Observers cannot vote on statements, recommendations, and proposals.

---

## **7. Former International Board at the next Council Meeting**

---

- 7.1 The International Board as a whole will be relieved from responsibility at the Council Meeting following their period of office when it has transferred its files and responsibilities to the following board in a satisfactory way.
- 7.2 To answer any questions about their period of office, the former International Board will automatically be invited to the Council Meeting following its period in office. This right of audience is limited to their activities while in office.
- 7.3 The President of ELSA International shall attend the Council Meeting following his or her board's period of office and give the report to the BEE-workshop and presentation to the plenary concerning the achievements of his or her board during their period of office.
- 7.4 The Treasurer of ELSA International shall attend the Council Meeting following his or her board's period of office and give the report to the FM Workshop and presentation to the plenary concerning the final accounts of his or her board during their period of office.

---

## **8. Application to host a Council Meeting**

---

- 8.1 A written application to host an International Council Meeting must be handed in to the International Board.
- 8.2 The application shall contain a draft budget, a draft programme and can be supplemented by other relevant material.
- 8.3 The application shall be handed in to the International Board not later than the third day of the International Council Meeting where a vote on the application in question is scheduled to take place. Similarly, copies of this application (or summarised versions thereof) shall be made available to all members present at the International Council Meeting within the same deadline.
- 8.4 In the case where the call for nominations for candidates for ICM Hosts is extended by the Council beyond the deadline referred to in the preceding point 9.3, the submission of the application to the International Board and to the members shall not take place any later than midnight of the day prior to the final Plenary session.
- 8.5 No decision can be taken upon the application earlier than twenty months before the Council meeting the group has applied to host.

## Human Resources

### **1. Definition, goal and responsibilities of the Human Resources Strategy of ELSA**

---

- 1.1 The Human Resources strategy is a process that has its presence in every area, as well as every level of action in the association. Every ELSA-event ranging from international to national level is to be tied into a structured strategy as it follows in this part of the decision book.
- 1.2 The primary goal of the Human Resources Strategy of ELSA is to increase the quality and quantity of ELSA members in the member countries of ELSA. The long-term goal for the strategy is to get a better recognition for ELSA as an international students' association.
- 1.3 ELSA International is the main responsible for the execution and administration of the Human Resources Strategy in the Network.
- 1.4 The Secretary General of every National Group in cooperation with the Director for Human Resources if appointed is responsible for implementing this Human Resources Strategy in the National Groups of ELSA.

### **2. Key factors of the Human Resources Strategy of ELSA**

---

- 2.1 The four Key Factors of the Human Resources Strategy of ELSA are as follows:
  - a.) Recruitment
  - b.) Activities
  - c.) Training
  - d.) Transition

Both training and transition are part of the activities but they are also individual Key Factors due to their importance.

---

**3. Recruitment**

---

- 3.1 Recruitment is an ongoing process in all levels of ELSA. However there shall be an emphasis on recruitment at the beginning of the academic year, which is the period between August and October.
- 3.2 ELSA International shall prepare promotion and recruitment materials, and shall provide them to the officers.

---

**4. Activities**

---

- 4.1 ELSA offers two kinds of activities: core activities and activities for officers. A core activity is everything organised within a key area (e.g. STEP, seminar, conference, moot court competition, study visit, L@W, legal writing). Activities for officers include International, National and Local Council Meetings, Transition, Trainings and Area Meetings and their primary goal is to discuss the state of the network in order to keep its strength and enhance its development, as well as to perfect the knowledge of the officers.
- 4.2 In order to work as a unified network, ELSA International, the National Groups of ELSA and the Local Groups of ELSA should organise their work and events in accordance with the core activities. This will reinforce the concept of ELSA as an international students' association towards our members and potential partners.
- 4.3 Core activities play an essential role in the Human Resources Strategy of ELSA: they motivate potential members to join and to remain in our Network and to become active.
- 4.4 The activities for officers should be organised in accordance with the following structure:

August-September:	Officers trainings and Area Meetings
October-November:	First Council Meeting period
March-April:	Second Council Meeting period
June-July:	Transition
- 4.3 ELSA International is the main responsible for the promotion and administration of structured activities in the network. National and Local Groups are responsible to implement their activities according to what is stated in this article, taking nonetheless into account their own overall circumstances.

---

**5. Training**

---

- 5.1 Officers training is a priority in all three levels of ELSA in order to make activities qualified and to give value to the active membership in ELSA.
- 5.2 The International Trainers' Pool is the main Trainer body of ELSA. The National Groups can also establish Trainer Pools on the National level or regionally. The Secretary General of ELSA International administers International Trainers' Pool. This responsibility can be delegated also to the director appointed for this specific purpose.
- 5.3 ELSA International has the responsibility to organise annual international training events for all functional areas of ELSA. The hosts for these events shall be appointed by ELSA International at least six month prior to the events. The dates for the events shall be set and communicated to the network at least three months prior to the event.



- 5.4 Every National Group should annually organise at least one officers' training event to enhance the skills needed in the officers' tasks.
- 5.5 Every National Group should annually organise at least one members' training event and encourage its Local Groups to organise them as well for their members. Through these events ELSA members can enhance their soft skills.

---

## **6. Transition**

---

- 6.1 Transition is the process of passing on know-how and experiences from the preceding officers to the succeeding officers. Transition ensures that a certain level of quality is maintained during the instructions of the new board members and that no information gets lost due the change of the people in charge. It therefore guarantees an ongoing development within the local group and the national network, but also within the ELSA network as a whole.
- 6.2 The Transition should focus on two major factors important for the work as an officer:
  - a) The handover of general knowledge and information
  - b) Motivation of the new officers and teambuilding
- 6.3 General knowledge and information should not only contain data and facts regarding the current status of the board within the network but also all skills required for the work as an officer. Essentially, the handover of knowledge happens on a two levels basis: general and area transition. General transition knowledge and information should contain general data and facts regarding the current status of the board within the network. During the area transition the previous officer should transfer specific information regarding the area the upcoming officer is working in.
- 6.4 Transition also has to ensure that the succeeding officers are motivated and confident to be responsible for a whole term. It is also the time when the new officers get to know each other and form a team. Therefore, when preparing transition, the previous board should consider teambuilding elements.

---

## **7. Evaluation and development of the Human Resources Strategy of ELSA**

---

- 7.1 The ELSA Human Resources Strategy shall be evaluated at each spring International Council Meeting.
- 7.2 Evaluation shall consist of at least the evaluation of the four Key Factors described in this article and it shall include some concrete figures from the most recent State of the Network report.
- 7.3 After the evaluation in the International Council Meeting, ELSA International is responsible to follow up results of the evaluation and to draft a strategy for recruitment and Human Resources in the network for the following term. The strategy is to be distributed to the IM list. Execution of this strategy shall begin on August 1st of the current year and finish on July 31st of the following year.

# Information Technology

Amended by IM 01/12 III

In force

## 1. Websites in the network

1.1 Each National Group is responsible for maintaining an up-to-date website. As far as the local group has its own website these regulations shall be followed as well.

1.2 The address of the website should contain the prefix “elsa-“, the name of the country in English and the top-level-domain “.org”. Alternatively the respective country-code top-level-domain can be used.

Domains for local groups should be set up in the same way. They can also be configured as sub-domains of the domain of the respective national group.

Examples: [www.elsa-norway.org](http://www.elsa-norway.org) or [www.elsa-norway.no](http://www.elsa-norway.no)

Local group addresses: [www.elsa-oslo.org](http://www.elsa-oslo.org), [www.elsa-oslo.no](http://www.elsa-oslo.no), [www.oslo.elsa-norway.org](http://www.oslo.elsa-norway.org), [www.oslo.elsa-norway.no](http://www.oslo.elsa-norway.no).

1.3 The website shall provide at least the following information: A general description of ELSA, ELSA’s Philosophy Statement, contact details, current international events and a link to the website of ELSA International. This information shall be available in English.

1.4 The general information about ELSA shall be in line with the information provided on ELSA International’s website.

1.5 The ELSA logo shall be displayed on the website.

## 2. ELSA International website template

2.1 Upon request ELSA International shall provide groups with a website template and the possibility of hosting the finished website under a subdomain of [elsa.org](http://elsa.org).

2.2 Groups are entitled to technical assistance of ELSA International regarding the website template.

## 3. E-mail communication

3.1 The official E-Mail addresses of each group shall be the following: [president@](mailto:president@), [secgen@](mailto:secgen@), [treasurer@](mailto:treasurer@), [vpaa@](mailto:vpaa@), [vpbcc@](mailto:vpbcc@), [vpssc@](mailto:vpssc@), [vpstep@](mailto:vpstep@), [vpmarketing@](mailto:vpmarketing@) followed by the domains mentioned in 1.2.

3.2 E-mail signatures shall contain at least name, area, ELSA group and postal group address.

# Local Groups

---

## 1. Local Groups

---

- 1.1. Any local organization based in a law faculty, as per article 4 of the Statutes and article 1 of the Standing Orders of ELSA, authorized to use the ELSA name or logo, according to the respective National Group regulations, is to be considered a Local Group of ELSA.

---

## 2. Report

---

- 2.1. National Groups shall fill in and submit a report to ELSA International with the detailed contacts of the Local Groups present in the respective country.
- 2.2. The report shall include:
- i. Name of the Local Group
  - ii. Faculty or faculties in which it is based
  - iii. Postal address of the Local Group
  - iv. E-mail address of the Local Group
- 2.3. It shall be sent out to the Secretaries General of the National Groups by ELSA International before June 1<sup>st</sup> and shall be filled in and returned before July 1<sup>st</sup> every year, even if the National Group does not have any Local Groups at the date of delivering the report.

---

## 3. Sanctions

---

- 3.1. The failure in filling in or delivering the report by a Member shall be deemed a very grave infraction of the regulations, which will result in a financial sanction equal to the number of Local Groups or a National Group, which is at the same time acting as a sole Local Group, multiplied by €150.
- 3.2. The delivery of a report by a Member stating a lower amount of Local Groups than that according to article 1.1 of the present regulations, shall be deemed, upon evidence, a very grave infraction of the regulations, which will result in a financial sanction equal to the difference in the real and declared number of Local Groups multiplied by €150.
- 3.3. In order to find out the amount of Local Groups as per article 1.1 of these regulations, ELSA International may use all of the means at its disposal; e.g. State of the Network enquiry and letters of authorization.
- 3.4. Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 11.5 of the Statutes.
- 3.5. These sanctions shall be directly transferred as a contribution to the ELSA Development Foundation.

- 3.6. In case of any disagreement on the abovementioned sanctions, between a Member and ELSA International, the Member has the right to address the Council, in accordance to article 11.5 of the Statutes. Only the Council may modify or cancel the sanction.

# Responsibilities for Quality Management

Alanya, 5th -12th November 2006

In force

IM 02/06 IM Policies

Amended by IM 02/09 I, IM 01/12 IV, IM 01/12 V, IM 01/12 IX, IM 02/12 II, IM 01/14 I

## 1. Responsibilities of the Local Groups

- Comply with the Statutes and Standing Orders of ELSA International, as well as with the Council Decisions.
- Submit the updated Local Board's address and officers list to the National Board.
- Support its alumni by keeping them updated about recent developments, achievements and projects planned by the Local Group.

## 2. Responsibilities of the National Board

- Ensure that the Statutes and Standing Orders of ELSA International, as well as Council Decisions, are known and implemented by the National Group and all Local Groups.
- Submit the information gathered at the ICM to all the Local Groups.
- Ensure that there are uniform Statutes and Standing Orders in all Local Groups.
- Ensure that the English version of the Statutes and Standing Orders is submitted to ELSA International.
- Submit the updated National Board's address and officers list to the Secretary General of the International Board after election of the new National Board or having changes in the National Board.
- Promote international activities on the local level, thus increasing the awareness of ELSA as an international association.
- Inform ELSA International periodically about local and national activities.
- Organise training meetings in order to improve the board's attitudes, skills and ELSA knowledge.
- Support alumni in the country by keeping them updated about recent developments, achievements and projects planned by the groups in the country.
- Ensure that the State of the Network Inquiry for their National Group is submitted to ELSA International electronically fourteen days before the beginning of each Council Meeting the at the latest. Should the Quorum of the Plenary of the International Council Meeting be at risk, it is at the discretion of the Secretary General of ELSA International to accept the State of the Network Inquiry of a National Group until the beginning of the Opening Plenary.
- Fill in the Local Group Report accurately and submit it in due time to ELSA International.
- Make sure that every National Board member sends updates every three months on their respective international area mailing list. If a position is vacant, the National Board is responsible for sending the updates on the international area mailing list in question.

### 3. Responsibilities of ELSA International

- Make available to the Network the updated version of the Statutes and Standing Orders, as well as the Council Meeting Decision Book.
- Ensure that all member and observer groups comply with statutory and council regulations.
- Ensure the good functioning of the ICM.
- Prepare and distribute the State of the Network Inquiry 35 days before each Council Meeting.
- Evaluate all the information received on the international level.
- Update the ELSA International website.
- Prepare training manuals and make these manuals available to the Network.
- Provide guidelines for the specifics of the International Trainers Pool.
- Work with the National Boards in suggesting solutions for the problems that arise.
- Support alumni in ELSA by keeping them updated about recent developments, achievements and projects planned by ELSA International.
- Monthly updates from each person of the IB.

#### Agreement between ELSA Greece and ELSA Republic of Macedonia

Malta, 16th to 23rd October 1999	In force
PLE 01/99 II Agreement between ELSA Greece and ELSA Rep. of Macedonia	

Point 1: The term ELSA Republic of Macedonia will be used in ELSA documentation as a recognition of the fact that this term constitutes the official constitutional name of the relevant state (according to its internal legal order). The term facilitates the national establishment of the above mentioned ELSA member country and secures its compliance with internal legal order.

The use of the term does not intend to represent any political meaning and it does not ignore international legal order and practice or the negotiations presently held under the auspices of the United Nations, over the use of the relevant country's name.

Furthermore, the use of the term ELSA Republic of Macedonia does not in any way sets against ELSA Greece as a member country of the association, nor does it insult or offend individual members of ELSA with Greek national identity.

Point 2: After the completion of the transitional period, the relevant member country will be referred to according to the results of the negotiations held under the auspices of the United Nations and ELSA International will use that term in order to avoid any political implications.

Point 3: The present document, which rules the relations between the two ELSA member countries, during the transitional period, will be reminded in Plenary at the beginning of every ICM, in order for ELSA to remain non-political and avoid any tension between the relevant two countries.

**DECISIONS RELATING TO  
FINANCIAL MANAGEMENT (FM)**

PREAMBLE.....39  
QUALITY IN FINANCIAL MANAGEMENT.....39  
PAYMENT PROCEDURE.....40  
FEES .....41  
EVENT FEES .....43  
ALLOWANCE.....44  
THE ELSA DEVELOPMENT FOUNDATION .....45  
GRANTS REGULATIONS.....49  
RESPONSIBILITIES.....50

Corunna 16th – 23rd March, 2002

In force

FM 01/02 I FM Policies

Amended by FM 01/02 II, FM 03/04 I, FM 05/04 1, FM 06/04 I, FM 01/05 I, FM 02/05 I, FM 03/05 I, FM 04/05 I, FM 04/05 II, FM 04/05 III, FM 05/05 I, FM 06/05 I, FM 07/05 I, FM 08/05 I, FM 02/05 II, FM 03/05 II, FM 04/05 II, FM 05/05 II, FM 06/05 II, FM 07/05 II, FM 08/05 II, FM 03/06 I

## 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.

## 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 counted.

### 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.

## Payment Procedure

Reggio di Calabria, 21st – 28th October 2007  
FM 02/07 I, FM 02/09 I, FM 01/13 I.

In force

### 1. Invoicing procedure

#### 1.1 Time and Mailing

The Treasurer of ELSA International shall send out all invoices for the respective fees, meaning the Membership Fee and the Administration Fee for Observers, explained under Fees point 1 and 2 in accordance with the respective dates as mentioned under responsibilities.

The invoices have to be sent to the Treasurer and the President of each National Group according to the details provided for the Secretary General of ELSA International. Invoices can be sent either by e-mail or mail. If neither the contact details of the Treasurer, President nor a general address is known, the Treasurer of ELSA International shall investigate all possibilities of getting in contact with the National Group.

After receiving the respective invoices sent by ELSA International, the Groups shall send a confirmation e-mail to ELSA International and inform when the Group expects to be able to pay the invoice, except if the invoice is paid within seven days.

#### 1.2 Illiquidity of a National Group

In the case of illiquidity, the National Group shall inform the Treasurer of ELSA International within the due date of the invoice. The National Group shall hand in a report about its financial status, and inform ELSA International when in which time the National Group will be able to pay the invoiced amount.

#### 1.3 Mailing of reminders



When the deadline for payment of the above mentioned fees elapses, the Treasurer of ELSA International shall send a payment reminder to the respective Groups if there has not been any communication, apart from the confirmation e-mail, between the Group and the International Board.

#### 1.4 Penalties

Failure by a National Group to fulfil its financial obligations without valid reason might result in it being penalised according to article 11.5 of the Statutes. The validity of the reason shall be determined by the International Board, after making a thorough assessment on the status of the National Group.

## 2. Payment Agreements

Payment agreements create clear payment regulations and thus ensure a certain degree of security for both parties involved in the agreement.

#### 2.1 Content of the agreement

A payment agreement between ELSA International and a National Group shall be in written form signed by both parties either through a digital or original signature.

The following content shall be mandatory within an agreement:

- Name and address of both parties
- Current debt at the time of the agreement and a detailed description of the composition of the debt
- The repayment procedure
- Bank account details of the creditors

#### 2.2 Breach of Conditions and Penalties

If a National Group does not fulfil its financial obligations without a valid reason, the National Group might be penalized according to article 11.5 of the Statutes. The validity of the reason shall be determined by the International Board, after making a thorough assessment on the status of the National Group.

## Fees

Lisbon 30th March – 6th April 2008	In force
FM 01/08 I	
Amended by FM 01/08 III, FM 02/09 II, FM 01/10 I, FM 02/10 I & IV, FM 01/11 I, FM 01/13 I, FM 02/14 I	

## 1. Membership Fee

1.1 The Membership Fee is calculated through a formula which incorporates the number of Local Groups of each National Group as stated in the Local Group Report as delivered by July 1<sup>st</sup> (LG number) and also the Gross Domestic Product (GDP) for their respective countries.

Without prejudice to its status as a National Group, the Membership Fee for National Groups which are at the same time acting as a sole Local Group, shall be calculated as if for one Local Group.

The Global Membership Fee is the total amount of Membership Fees, not including the Administration Fees of Observers, to be collected by ELSA International from the National Groups. The Global Membership Fee for each financial year is set by the International Council Meeting of ELSA when adopting the budget for the said financial year and can only be amended simultaneously with the budget of ELSA International for the said financial year.

‘GDP’ is the real GDP per capita as published in the latest issue of the United Nations Human Development Report, available at the time of invoicing.

‘Member Country’ is a country in which a National Group of ELSA International is registered.

The Membership Fee for a National Group is calculated in the following way:

$$MF_x = [(GMF / \text{No. of LG}) * \text{No. of LG}_x] * [1 + ((GDP_x - GDP_{av.}) / GDP_{av.}) * 0,5]$$

where

‘MF<sub>x</sub>’ is the Membership Fee for the respective country

‘GMF’ is the Global Membership Fee

‘No. of LG’ is the number of the Local Groups in the Network as stated in the Local Group Report

‘No. of LG<sub>x</sub>’ is the number of Local Groups in the respective National Group as stated in the Local Group Report

‘GDP<sub>x</sub>’ is the GDP per capita for each respective country

‘GDP<sub>av.</sub>’ is the average GDP per capita, which is calculated by multiplying the ‘GDP<sub>x</sub>’ and the ‘No. of LG<sub>x</sub>’ for every country. The sum of all these figures is then divided by the total number of the Local Groups.

The coefficient of ‘0.5’ represents the impact that differences in the GDP between the countries have on the different Membership Fee that countries have to pay.

National Groups becoming Members at the Spring Council Meeting will be taken into the Membership Fee calculations for the following year and invoiced together with the rest of the National Member Groups. A National Group becoming a Member at the Autumn Council Meeting will not pay the Membership Fee for the year in which it becomes a member.

1.2 Each National Group may ask the Treasurer of ELSA International if it is possible to get the calculation sheet for their Membership Fee.

1.3 The Global Membership Fee will be set at 23,000 Euros. This amount can be changed if the development of the Association indicates that the change is needed.

---

## 2. Administration Fee for Observers

---

National observer groups are to pay an annual administration fee of 50 Euro.

---

## 3. Publishing the GDP numbers

---

The real GDP per capita numbers of the ELSA countries –based on the issue of the annual “Human Development Report” published by the United Nations Development Programme (UNDP) – is to be made available to the National Groups together with the relevant invoice. The “Human Development Report” shall be made available through a direct link to the online version of the report on the website of UNDP sent out together with the invoice.

#### 4. List of Favoured Countries

- 4.1 The list of favoured countries is based on the real GDP per capita as published in the issue of the annual “Human Development Report” published by UNDP.
- 4.2 The list of favoured countries consists of any country with real GDP per capita equal to or lower than 18.000 USD.
- 4.3 This demarcation number shall be indexed at the end of each year, with the average increase in real GDP per capita of all national ELSA groups. The average increase in real GDP per capita shall be based on the issue of the “Human Development Report” compared to the issue of the previous year.
- 4.4 Any country not found in the list of the “Human Development Report” will be considered as a favoured country.
- 4.5 Members of ELSA’s Partner Students’ Associations can attend events in the Network paying a participation fee equal to the fee of non-favoured countries.
- 4.6 The International Board its Directors and Assistants shall be considered to be from a favoured country when participating in an event in relation to their work. Trainers from the International Trainers’ Pool shall be considered to be from a favoured country when participating in an event in order to give one or more training sessions.
- 4.7 The International Board is to publish the list of favoured countries by the end of each year.

## Event Fees

Prague 25th March – 1st April 2007 FM 01/07 I, FM 01/08 II, FM 02/08 VI	In force
--	----------

### 1. Maximum Participation Fee for Statutory Meetings and International Internal Meetings

The maximum participation fee for both International Statutory Meetings and International Internal Meetings shall be charged as provided in Annexes I and II to the FM part of the Decision Book.

The maximum participation fees for favoured and non-favoured countries shall be calculated and charged per person per night.

The participation fee shall include:

- the academic programme;
- accommodation;

- meals;
- administrative costs.

If any additional charges are imposed, they shall be disclosed to the Network together with the application forms for the meeting.

## 2. Maximum Participation Fee for S&C Events

The maximum participation fee for participants of S&C events shall be charged as provided in Annexes I and II to the FM part of the Decision Book.

The maximum participation fees for favoured and non-favoured countries shall be calculated and charged per person per night.

This participation fee shall include:

- the academic programme
- the social programme
- accommodation;
- meals;
- administration costs.

Notwithstanding Annexes I and II to the FM part of the Decision Book, non-members and non-students may be charged different participation fees by the organising group of the event.

For the purposes of this article, S&C events shall not include study visits.

## 3. Indexation

The maximum participation 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, 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.

# Allowance

Prague, 25th March -1st April 2007

In force

FM 01/07 I, FM 01/08 IV, FM 01/13 V, FM 02/13 II

Members of the International Board of ELSA shall be entitled to an allowance 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 of EUR 350,00 per month.

The monthly allowance 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 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.

# The ELSA Development Foundation

Alanya, 5th - 12th November 2006

In force

FM 01/06 II

Amended by FM 01/08 V, FM 02/08 VII, FM 01/09 I, FM 02/10 II, FM 01/11 II, FM 01/12 I, FM 02/12 I, FM 01/13 II, FM 01/13 III, FM 01/13 V, FM 02/13 I

## 1. Definition and Purpose

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.

## 2. Modes of Support

The EDF may be used to support the following events and activities:

(A) Project Support

(A.1) Financial assistance for events constituting a core activity of ELSA.

(B) Training Support

(B.1) Financial assistance for international and national training events, or events incorporating training sessions, organised to increase awareness of ELSA, or dealing in specific ELSA areas, which is catered towards an audience at least half of whom are not from the country of the organising National or Local Group.

(B.2) Travel and/or accommodation expenses of trainers for training events or sessions organised by National Groups or Local Groups.

(B.3) Travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International, National Groups or Local Groups.

Training support will be granted only to events and sessions delivered in English.

(C) Network Support

(C.1) Financial assistance for established cooperation between National Groups within the Network Support System (NSS).

(C.2) Travel and/or accommodation expenses of National Board member to Statutory Meetings.

(C.3) Financial assistance for events constituting an activity for officers of ELSA.

---

### **3. Eligible Applicants**

---

The following Groups are eligible to apply to EDF:

- (a) Local Groups
- (b) National Groups

---

### **4. Local Groups eligibility Criteria**

---

4.1 Local Groups may only apply for modes of support A.1, B.1, B.2, and C.3.

4.2 All applications from Local Groups shall be handled by their respective National Group. National Group may apply on behalf of their Local Group only if the National Group is lacking financial resources to support the Local Group themselves.

4.3 Local Groups may only apply on their own behalf if:

- (a) there is no National Group in their country;
- (b) their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of ELSA International;
- (c) they are lacking financial resources.

---

### **5. National Groups eligibility Criteria**

---

5.1 National Groups may only apply for modes of support A.1, B.1, B.2, B.3, C.1, C.2, and C.3.

5.2 National Groups may only apply if they are lacking financial resources.

---

### **6. Application Procedure**

---

#### 6.1 Application Form

6.1.1 Every EDF applicant is to fill out their respective EDF Application Form which will be provided to the applicant by ELSA International upon request.

6.1.2 The application shall contain the following information:

- (a) general information about the applicant;
- (b) one selected mode of support;
- (c) description of the event/activity;
- (d) estimation of influence of the grant on the situation of the group;
- (e) description of the situation of the applicant;
- (f) budget of the event/activity detailing the amount requested from the EDF.

#### 6.2 Timeline

6.2.1 The applicants shall submit the application form to the Board of Directors of EDF no later than three weeks before the event or activity they wish to seek funding for.

6.2.2 Within two weeks of receiving the application, the Board of Directors shall take a decision on the submitted application, and shall communicate such decision to the applicant within two days of the date of the decision.

6.2.3 The Board of Directors may also, if it deems it fit to do so, and before taking a decision on the application, ask the applicant to re-write the application form, stating the areas which are lacking or which need to be improved. The re-written application will be evaluated as if it were an original application. In this case, the timeline requirements under article 7.3 shall be dispensed with.

---

## 7. Award Criteria

---

7.1 The Board of Directors is at liberty to decide on the amount to be granted on the application.

7.2 In deciding whether or not to grant an applicant, and how much of the amount requested may be financed, the Board of Directors shall take into account the following criteria:

- (i) the fulfilment of the eligibility criteria of the applicant;
- (ii) the quality of the submitted application form;
- (iii) the quality of the plan of action and draft budget;
- (iv) the quality of the event or the activity;
- (v) the multiplier effect that financing the event or activity would have on the Network;
- (vi) the resources currently available in the EDF.

7.3 The amount awarded and communicated to the applicant is final, and may not under any circumstances be exceeded because of a surplus in receipts, or for unforeseen expenses borne by the applicant.

---

## 8. Payment Procedure

---

In order for an applicant to be paid the amount granted to it, it must comply with the following regulations:

### 8.1 Receipts

- (i) Within four weeks of the conclusion of the event or activity, the applicant shall submit the receipts relating to the event or activity for which the grant was awarded.
- (ii) The receipts submitted need not necessarily be originals, so long as they are copies of receipts issued by companies or competent authorities, with clearly legible dates, details and amounts. All payments made in other currency than Euro shall be supported with a conversion of the amounts into Euro with the currency rate of the date when the payment was made.
- (iii) The Board of Directors reserves the right to unilaterally exclude a receipt or receipts from the final payment if they fail to fulfil the requirements detailed under the previous sub-article.
- (iv) The applicant shall never make profit on the event or activity supported by the Foundation.

### 8.2 Activity Report

- (i) Within four weeks of the conclusion of the event or activity, the applicant shall submit, along with the receipts, a detailed report of the event or activity organised or attended.
- (ii) The report shall include information regarding the event or activity itself, the experiences of the persons present at the event or activity, and the multiplier effect that can be expected from the organisation or attendance of such.
- (iii) The activity report shall also include the profit and loss account and balance sheet of the event or activity.
- (iv) The Board of Directors reserves the right to unilaterally reject an activity report if it has in their opinion failed to sufficiently fulfil the requirements detailed under the previous two sub-articles.
- (v) In such cases, the Board of Directors may, if he or she it deems it fit to do so, ask the applicant to re-write the activity report, stating the areas which are lacking or which need to be improved and providing a new deadline for submission of the amended report. The newly amended activity report shall then be taken in as the applicable activity report, to the exclusion of the original.

### 8.3 Procedure

- (i) Within four weeks of the accepting of the receipts and the activity report, the Board of Directors shall directly credit the relevant amount to the bank account of the applicant, based on the details submitted with the original application.
- (ii) If either the accepted receipts or activity report have not been submitted to the Board of Directors by the applicant within four weeks from the conclusion of the event or activity to which the grant relates, the grant awarded shall expire, and no claim for payment may be made in its regard thereafter.
- (iii) The Board of Directors may extend the deadlines for providing the Activity Report and the Receipts upon a valid and reasonable request of the applicant.

---

## **9. Financing of the Foundation**

---

9.1 For the purposes of the financing of the EDF a National Group will be seen as the entity that is responsible for ELSA on a national level in a country.

### 9.2 Source of the Foundation

- (i) National Groups shall pay a yearly contribution to the EDF comprised of the following:
  - 6 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as international;
  - 2.5 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as national;Contributions of less than EUR 50,00 shall not be invoiced.
- (ii) The board of Directors of EDF may also accept donations to the EDF from other individuals, groups or associations which are aimed at furthering the purposes of the Foundation and the Association in general.

### 9.3 EDF Report

- (i) The National Groups shall fill in and submit a report to the Board of Directors of EDF with the amounts they received from their general sponsors in the period between the 1st of August and the 31st of July of the previous financial year.
- (ii) This report shall be submitted to the Board of Directors of EDF by the 31st of August of the year of invoicing, even if the National Group had not obtained any money through general sponsorship in the previous calendar year.
- (iii) If the National Group does not inform the the Board of Directors of EDF by the date mentioned above, the International Board shall invoice the National Group based on the last information the Board of Directors of EDF has regarding the National Group's contribution towards the EDF. Such National Groups will be considered non eligible to apply for EDF support until the National Group fills in the report.
- (iv) Any EDF invoices left unpaid shall be treated in the same manner as all other debts to ELSA International.

---

## **10. Administration of the Foundation**

---

10.1 The financial year of the EDF is from the first day of August until the thirty-first day of July.

10.2 The Treasurer of ELSA International is responsible for the administration of the EDF and will be appointed as a Chairman of the EDF.

10.3 The Chairman of EDF shall prepare interim accounts to be presented to the Spring Council Meeting and final accounts to be presented for approval of the Autumn Council Meeting.

10.4 The Board of Directors can authorise the Chairman to independently make any decision regarding the application procedure except for the decision to grant an application according to article 6.2.2 of



The ELSA Development Foundation section hereto. Such decision of the Chairman shall be duly numbered and documented.

10.5 Decisions of Chairman shall be evaluated in the following Board of Directors meeting. Board of Directors can withdraw the authorization of the Chairman at any time. Decision made so far by the Chairman shall not be affected by withdrawal of the authorization.

## **11. Auditing of the Foundation**

11.1 Auditors of ELSA International shall be appointed as Auditors of the EDF by the Board of Directors, after positive recommendation of the Council of ELSA.

11.2 The Auditors shall examine the accounts of all revenue and expenditure of EDF and fulfillment of the regulations of EDF by the Board of Directors, according to the generally accepted auditing standards. The Auditors shall provide a certification as to the reliability of the accounts and the legality and regularity of the underlying transactions. The Auditors shall present their audit report and certification concerning the interim and the final accounts to the Council.

## **12. Capitalizing of the Foundation**

12.1 The annual income of the Foundation shall be capitalized by a 6% on an annual basis, meaning that 94% of the annual income of the Foundation could be spent by the Board of Directors. 6% of the annual income will be deposited on the savings account of the Foundation.

12.2 The Board of Directors is not entitled to grant from the capitalized amount.

# Grants Regulations

Amended in Alanya 24<sup>th</sup> to 31<sup>st</sup> October 2010  
FM 02/10 III

In force

## **1. Definition**

1.1 Grants are funds obtained from private or public foundations, governmental organisations, non-governmental organisations or institutions for a purpose specified by the donor. The term national grant covers a grant for which only one national group is eligible under the criteria set out by the organisation providing the grant. The term international grant covers a grant for which one or more national groups and/or ELSA International is eligible under the criteria set out by the organisation providing the grant.

## **2. Procedure**

2.1 Only ELSA International has the right to apply for an international grant. National Groups can apply under the conditions of 2.4.

2.2 Only National Groups have the right to apply for national grants.

- 2.3 Within the country the National Group shall regulate the applications for national grants.
- 2.4 A National Group applying for the international grant.

Before applying for an international grant, the National Group shall inform ELSA International by e-mail to the Treasurer of ELSA International on:

- The entity to which the group wishes to apply
- The deadline for applications
- The purpose for which the grant is to be used
- The amount requested

ELSA International shall respond within two weeks from the time of receiving the e-mail, whether or not one of the following reasons would exclude the application:

- (i) ELSA International gives a concrete reason why the application would jeopardise ELSA International's current international grant.
- (ii) ELSA International gives a concrete reason why the application would jeopardise ELSA International's pending application for this international grant.
- (iii) ELSA International shows a concrete plan to apply for this international grant within following two months.

The National Group can proceed once ELSA International agrees to the approach, or the deadline has expired, or none of the above-mentioned conditions have been met.

### 3. Registration

- 3.1. All applications for international grants shall be formulated in a registration sheet by the ELSA Group and shall be sent to ELSA International within two weeks of submitting the application.
- 3.2. The registration sheet shall be provided by ELSA International.
- 3.3. The registration sheets shall be available for any Group interested in applying for the same international grant, following article 2.4.

## Responsibilities

Alanya, 5th -12th November 2006

In force

Amended by FM 01/11 II, FM 02/11 I, FM 02/12 II, FM 01/13 I

### Responsibilities of Organising Groups

- Respect the maximum participation fee

### Responsibilities of National Groups

- 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**

---

- 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)

**DECISIONS RELATING TO MARKETING (MKT)**

PREFACE.....53  
MARKET RESEARCH .....53  
COMMUNICATION.....55  
SYNERGY .....55  
UNIFORMITY.....57

# Preface

Qawra, 21<sup>st</sup> March – 28<sup>th</sup> March 2010  
MAR 01/10 I

In force

## 1. Introduction

The aim of marketing in ELSA is to raise the awareness of ELSA in society, to ensure that our association is rightfully reflected and that we remain an association striving towards our vision, as it is defined in article 3 of the Statutes, with the interests and needs of law students in mind.

As one of the supporting areas in ELSA we aim to provide for the best conditions possible for the realisation of the activities of our key areas, Academic Activities, Seminars & Conferences and Student Trainee Exchange Programme.

The Marketing area in ELSA should, when needed, be referred to with the abbreviation "MKT".

## 2. Marketing Discussion and Information list

The Marketing discussion and information mailing list exists to enable those working in this supporting area of ELSA to gain clarity on marketing and should be used as a forum for discussion and for the exchange of information and knowledge.

# Market Research

Alanya, 5<sup>th</sup> - 12<sup>th</sup> November 2006  
MAR 01/08 II

In force

Amended by MKT 01/11 I, MKT 02/11 I

## 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 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 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.

## Communication

### 1. Production of Marketing Material

- 1.1 Each group shall produce marketing material reflecting a positive and professional image addressing a specific target group
- 1.2 The type of marketing material produced should be chosen in cooperation with the respective person under whose area the marketed activities in question fall.
- 1.3 The ELSA logo, following the uniformity rules, has to be featured on all Marketing Materials.

### Responsibilities for Production of Marketing Materials

#### Responsibilities of the local group, national group and ELSA International

- Produce marketing materials and see to that they comply with the uniformity rules in order to reflect a positive and professional image of ELSA as an association.

## Synergy

Lisbon 30th March – 6th April 2008 MAR 01/08 III, MAR 02/09 I	In force
--	----------

### 1. General

- 1.1 Synergy is ELSA International's members' magazine which shall be printed as a hardcopy twice a year. The autumn edition shall be published and distributed at the earliest during the month of September and at the latest before the autumn International Council Meeting. The spring edition shall be published and distributed at the earliest during the month of February and at the latest before the spring International Council Meeting.
- 1.2 Synergy covers activities of ELSA throughout the network as well as external co-operations of ELSA International.

- 1.3 Every edition of Synergy shall include at least one article related to Human Rights and at least one article related to the IFP.
- 1.4 The Vice President Marketing of ELSA International is the editor of Synergy and responsible for the content.

## **2. Distribution**

- 2.1 ELSA International is responsible for distributing copies of Synergy to the National Groups. Both ELSA International and the National Groups shall strive to keep the distribution costs to a minimum.
- 2.2 The number of copies of Synergy produced within the budget, except the requested additional copies, shall be equally distributed between the National Groups in relation to the number of Groups they cover.
- 2.3 ELSA International will send out a shipping list at the same time as it makes a call for articles, it is the task of each National Group to ensure that the shipping list is up to date with both their National and Local Groups' delivery addresses, in accordance with the guidelines set by ELSA International.
- 2.4 Each National Group is entitled to 20 copies of each Synergy issue for each Local Group plus additional 20 copies for the National Group.
- 2.5 ELSA International is only financially responsible for distributing Synergy to the National Groups which have settled their financial obligations towards ELSA International at the ICM prior to the printing of the magazine.
- 2.6 Printing and distribution costs of additional copies requested by the National Groups will have to be financed by the requesting Group.
- 2.7 A request for additional copies must be submitted to ELSA International before deadline for submission of articles to the relevant issue.

## **Responsibilities for Synergy**

### **1. Responsibilities of the Local Group**

- Encourage its members to write articles for Synergy
- Submit articles to ELSA International
- Promote the publication
- Make sure the publication reaches its members

### **2. Responsibilities of the National Group**

- Encourage the promotion of Synergy
- Encourage all their members to write articles for Synergy
- Make sure the publication reaches the local groups

### **3. Responsibilities of ELSA International**

- Produce the magazine
- Promote the magazine and encourage people to write articles
- Ensure the high quality of Synergy and that it project a positive and professional image of ELSA
- Distribute it among the national groups



# Uniformity

Lisbon 30th March – 6th April 2008  
 MAR 01/08 I, MKT 01/12 I, MKT 01/13 I.

In force

Everyone shall value and respect the ELSA brand. To ensure this, everyone shall follow the uniformity rules, because only then the ELSA brand will be strong and recognised by a large public. Apart from the rules outlined in this section, as far as no collision occurs, the ELSA Identity Handbook provides further, non-binding, guidelines on the visual image of ELSA.

## 1. The ELSA Logo

- 1.1 The ELSA logo shall be used only in a way, which is beneficial for ELSA. It should not be used in a way that would damage the positive image of ELSA or in any other way that would harm the reputation of the association.
- 1.2 ELSA has two logos: one with design and subtitle and the other only with the design. The second one can only be used when relatively small and when the policies specifically indicate the usage.



- 1.3 All ELSA groups shall use the ELSA logo, which is the logo above, and no other, except for project logos shall be used when promoting ELSA.
- 1.4 Although for specific reasons dimensions should be altered, its proportions should not.

- 1.5 This logo consists of two parts: the design and the subtitle. Only when the design and the subtitle appear together in the correct proportions and colours may it be called the ELSA logo, unless the exception 1.7 applies.
- 1.6 The subtitle accompanying the logo should be perfectly centred and should appear only in English. If there is a legal obligation to put the subtitle in national language, this should be given secondary importance to the ELSA logo as described in point 1.3.
- 1.7 For a specific reason, the logo can be featured without the subtitle when relatively small in which case it shall not be used in combination with any other subtitle or name. Relatively small means that the size of the logo is 45 per cent or less of the size of the logo described in point 1.3.
- 1.8 The exception in point 1.7 does not apply for business cards, letter heads, envelopes and the homepage of a website.
- 1.9 The name of the National Group or of the Local Group must be written in capital letters, in Garamond, regular, font and must be perfectly centred, in the same size as the subtitle of the logo and in the same colour as the logo. Eg: as shown below:



- 1.10 The written version of the logo is: ELSA  
When used with the name of the group, it shall be written as in the following examples:  
ELSA International, ELSA Sweden
- 1.11 The logo must be featured in:  
PMS Reflex Blue (equivalent to HKS 42) CMYK 100 95 0 0,  
black CMYK 0.0.0.100 or  
grey CMYK 0.0.0.60.
- The logo may also be used in the negative form. This means that the white ( CMYK 0.0.0.0 ) version of the logo can be used when the logo is to be placed against a dark background.
- 1.12 The logo shall not be used in connection with any state or national symbol of any country.
- 1.13 The logo shall not be animated in any way.

---

## 2. Business cards

---

- 2.1. Dimensions, Logo and Format.
- 2.1.1 The recommended size of business cards is 85 x 55 mm. The business cards are organized according to a consistent grid with reference to the print space in two columns.
- 2.1.2 The ELSA logo must be featured on business cards. It must be
- a. right aligned
  - b. placed in the position at the height equal to the length of the logo itself, from the bottom of the business card.
- 2.1.3 ELSA business cards must have a horizontal format.
- 2.2 Text on the Business card
- 2.2.1 The name of the ELSA group must be featured on the card and written in compliance to the logo rules in point 1.9.
- 2.2.2 The name and the title of the owner must be featured.
- 2.2.3 The name and the title of the owner must be left aligned.
- 2.2.4 When the business card is of the ELSA group, there is neither name nor title on the business card.
- 2.2.5 The title shall be featured in the full version, but it is possible to use the title in the respective language.
- 2.2.6 Fonts:
- a. The name of the owner is written in Garamond, regular, 11 points,
  - b. The title of the owner is written in Garamond, regular, 8 points
  - c. The name of the National or Local Groups must be written in Helvetica 7 points. In case special characters are not available in Helvetica the font Garamond, regular 8 points shall be used.
- 2.3 Contact Data
- 2.3.1 Contact data must be placed on business cards, left aligned, in the first of the two columns that the business card is divided into.
- 2.3.2 The font used shall be Garamond, regular, 8 points.
- 2.4 Colours of the text
- 2.4.1 The text on business cards must be in:
- a. PMS Reflex Blue
- or
- b. Black.
- 2.5 Paper
- 2.5.1 The preferable weight of the paper is 215 g/m<sup>2</sup>, 250 g/m<sup>2</sup> or 265 g/m<sup>2</sup>.
- 2.5.2 The background colour of business cards must be either grey with a white border or white
- 2.6 There shall be no background pictures of any kind featured on business cards.

### Responsibilities for Uniformity

#### 1. Responsibilities of the Local Group

- Ensure the protection of the ELSA brand
- Implement the uniformity rules in the Local Group
- Ensure that breaches of the uniformity rules, especially the logo rules are corrected immediately and mistakes removed
- Consult the National Group if in doubt

**2. Responsibilities of the National Group**

- Ensure the protection of the ELSA brand
- Implement the uniformity rules in ELSA in the respective groups
- Make sure that the Local Groups have knowledge about the uniformity rules
- Supervise the correct use of the uniformity rules and enforce them in the groups
- Make sure that all breaches are corrected immediately and mistakes removed
- Consult ELSA International if in doubt

**3. Responsibilities of ELSA International**

- Ensure the protection of the ELSA brand
- Make sure that the uniformity rules are implemented throughout the Network
- Prepare manuals on how to implement the uniformity rules and make these manuals available to the Network
- Supervise the correct use of the uniformity rules in all National Groups
- When breaches are noticed, contact the breaching group immediately and see to that they are corrected

**DECISIONS RELATING TO  
ACADEMIC ACTIVITIES  
(AA)**

QUALITY IN ACADEMIC ACTIVITIES .....62  
GENERAL AA POLICIES.....63  
POLICIES CONCERNING AA PROJECTS .....63  
POLICIES CONCERNING MCC .....66  
QUALITY STANDARDS.....68

# Quality in Academic Activities

Cologne 7th April – 14th April 2013  
AA 01/13 I

In force

## 1. Introduction

Following the aims - set out in the Philosophy Statement - to contribute to legal education and to prepare law students and young lawyers for a professional life in an international environment, Academic Activities provide opportunities to learn about other cultures and legal systems in a spirit of critical dialogue and scientific cooperation and assists law students and young lawyers to be internationally minded and professionally skilled.

ELSA's commitment to human rights shall be taken into account and imply awareness when organising Academic Activities.

These policies constitute a comprehensive system ensuring quality in Academic Activities. They shall be used to facilitate operations within the activities of this key area and to guide the management of quality programmes and events on a local, national and international level. Therefore these policies present the basis of any activity within AA in ELSA.

It is a primary role of ELSA International and the national ELSA groups to make the proper means available to implement these policies in order to ensure continuity and development in Academic Activities.

## 2. AA and MCC Policies & Quality Standards

The AA and MCC Policies present a comprehensive system to ensure quality and uniformity in this key area. The AA and MCC Policies & Quality Standards shall be used to facilitate the operation of AA events and to guide the management of quality AA events on local, national and international level. All local groups and National Groups facilitating AA events must abide by the AA and MCC Policies and Quality Standards. National Groups may develop additional policies and standards to the ones stated below to meet the specific needs of their country and legal systems.

## 3. AA Communication Standards

The AA discussion and information list has been set up to enable those working in this key area of ELSA to gain clarity on Academic Activities, discuss and resolve quality issues amongst themselves and gather input to improve the current quality system. The list shall be used as a forum of discussion and for the exchange of information and knowledge.

It is the duty of the AA officers to keep proper and on time communication with other AA officers. It is also their responsibility to report their activities to the International Board of ELSA as a tool to evaluate the progress within this area and to find mechanisms to meliorate it.

## 4. AA and the International Focus Programme

The plan for the term in office of every officer in charge of the AA Area shall take in special consideration the International Focus Programme in force. The organisation of activities related to IFP shall be encouraged and supported by the National Officers, and implemented by Local Officers.

# General AA Policies

Cologne 7th April – 14th April 2013  
AA 01/13 I

In force

## 1. General

- 1.1 An Academic Activity is, for example, an essay competition, a legal research group, a law review, a legal debate, a legal course, a lawyers at work event, a studies abroad event and a moot court competition.
- 1.2 Any other activity of ELSA that aims at providing law students and young lawyers with practical skills, closer contact with legal professionals or that allows them to use their legal knowledge in a practical activity, such as simulations of any kind, shall be also considered an AA event.
- 1.3 Academic Activities are international when attended by participants that have different national and legal backgrounds and who arrive in the country of venue primarily for the purpose of taking part in the international event.
- 1.4 Academic Activities are national when attended by participants from two or more cities from the same country.
- 1.5 Academic Activities are local when attended by participants from the same city, unless there is only one Law Faculty in the respective country, in which case the event shall be considered as national.
- 1.6 All participants of an Academic Activity should receive a certificate or diploma that certifies their active participation on the referred event or project.

# Policies concerning AA projects

Cologne 7th April – 14th April 2013  
AA 01/13 I  
Amendments: AA 02/14 I

In force

## 1. Academic Activities projects

### 1.1. Essay Competition

- 1.1.1 An Essay Competition is an organised event in which law students and young lawyers compete through their essays on a specific given topic. It aims at preparing the participants for the specialised forms of written communication that are required within the legal profession.
- 1.1.2 The AA officer shall assure that the essay competition has a relevant legal topic in accordance with the scope of the association, a recognised jury, and a comprehensive set of rules.
- 1.1.3 In the assessment of the essays the jury shall be guided by factors such as clarity, conciseness, persuasiveness, critical thinking and conformity with the objective standards that have evolved in the legal profession.

## 1.2. Legal Research Group

- 1.2.2. A legal research group is a group of law students and young lawyers carrying out a research on a specified topic of law with the aim to make their conclusions publicly accessible.
- 1.2.3. The AA officer shall assure that the legal research group has an outline including its aims, timeline, guidelines for the written report and guidelines with the tasks of the participants and other parties involved. The outline should include examples of former legal research groups.
- 1.2.4. The AA officer shall assure that the legal research group includes the following: (a.) a coordinator, preferably the VP AA of the organising group; (b.) at least one academic coordinator, responsible for the Academic Framework; and (c.) an academic advisor, responsible for the academic quality of the final report or outcome of the research.
- 1.2.5. While considering the outcome of the legal research, the AA officer shall take special measures to find a solution to make the final report or results public.

## 1.3. Law Review

The law review is a legal publication consisting of contributions from students, practitioners and academics. The law review should publish contributions of the highest academic standard. Students should be responsible for the editing of the content, style and referencing. The law review should serve as a platform for ELSA members to strengthen their legal writing skills and to publish their contributions.

## 1.4. Legal Debate

- 1.4.1. A legal debate is discussion of a particular subject of Law. It normally consists of a Panel participants, with a majority of students. The Debate is controlled by a person acting as a moderator, and watched by an audience.
- 1.4.2. A legal debate can be any kind of simulation of an assembly or committee of an international or national institution organised in accordance to the appropriate rules.
- 1.4.3. The AA officer shall take measures to involve ELSA members in debating activities. Debating is a skill that teaches not only critical thinking, but also allows law students and young lawyers to engage with current affairs, improve their communication skills and hone their analytical abilities.

## 1.5. Legal Course

- 1.5.1. A legal course is an interactive formation that aims to deepen practical knowledge, to develop skills to supplement the academic curriculum and to ensure an early contact with the legal world.
- 1.5.2. A legal course should consist of a minimum of six hours divided into at least three sessions.
- 1.5.3. A legal course focuses on practical skills that are not acquired through a pure study of substantive law but which are necessary in order to carry out a legal profession.

## 1.6. Lawyers at Work Event

- 1.6.1. Lawyers at work events (L@W events) are an opportunity for law students and young lawyers to receive career information from those working in various professions which are open to law



graduates. L@W events aim at allowing law students and young lawyers an inside view into the legal profession.

- 1.6.2 The AA officer shall assure that the L@W event provides students and young graduates with the opportunity to understand the different career opportunities that are open to law students at the end of their studies.
- 1.6.3 The AA officer shall assure that the L@W event aims at providing ELSA members with the opportunity to meet experts in the various professions related to law studies, or which are at least open to law graduates even if they are not directly law related careers.
- 1.6.4 The AA officer shall consider organising L@W events in the form of job fair, career day, visit to law firms and institutions or information sessions.

## 1.7 Studies Abroad Projects

- 1.7.1 Studies abroad projects are informative events about different possibilities of studying abroad as well as reception activities for incoming foreign students.
- 1.7.2 The AA officer shall organise events aimed to involve and integrate international students.

## 1.8 Other AA projects

- 1.8.1 Any project or event in ELSA that aims at providing an interactive and practical experience to the participants or any other activity fulfilling the definition of article 3.3. of the Statutes of ELSA.

---

## 2. Responsibilities in AA projects

---

### 2.1 General responsibilities

- 2.1.1 Promote ELSA's network as a platform for legal writing and support the establishment of essay competitions and law reviews.
- 2.1.2 Promote ELSA's network as a platform for legal research and support the establishment of legal research groups.
- 2.1.3 Promote ELSA's network as a platform for debating and support the establishment of legal debates, of any legal or institutional related simulations and moot courts. The AA officer shall take measures to involve ELSA members in debating activities.
- 2.1.4 Promote ELSA's network as a platform for developing practical skills and a closer contact with the professional world and support the establishment of legal courses, lawyers at work events and other kind of practical activities.
- 2.1.5 The AA officer shall create an outline for the AA project including aims, topic, timeline and guidelines for participants.
- 2.1.6 The AA officer shall cooperate with the Marketing officer in the development of a promotion strategy for the AA projects.
- 2.1.7 The AA officer is responsible for the regular development of the AA projects.
- 2.1.8 The AA officer is responsible during the development of any AA project for the compliance with the external relations regulations that can be found in this Decision Book, BEE Part.

## 2.2 Responsibilities of the Local Groups

- 2.2.1 Promote the participation of law students and young lawyers and engage in the organisation of AA projects.
- 2.2.2 Submit information about outline, topic, rules, timeline, structure, awards and supporters and promotional material to the National Group.
- 2.2.3 Support AA projects with the presentation of their conclusions and send their outcome to the National Group.
- 2.2.4 Submit, in due time prior to the event, an AA Event Specification Form to the AA officer in the National Board, when the event is national, and to the International Board when it is international.
- 2.2.4 Submit an AA Event Evaluation form to the AA officer in the National Board and to the International Board.
- 2.2.5 Support and promote the AA projects organised by the National Group and ELSA International.

## 2.3 Responsibilities of the National Groups

- 2.3.1 Provide necessary materials and information on how to organise AA projects to the Local Groups.
- 2.3.2 Collect information about AA projects organised by the Local Groups and pass it on to ELSA International.
- 2.3.3 When organising AA projects themselves National Groups shall act according to the responsibilities of the Local Groups.
- 2.3.4 Support and promote the AA projects organised by ELSA International.

## 2.4 Responsibilities of ELSA International

- 2.4.1 Provide necessary materials and information on how to organise AA projects to the National and Local Groups, when requested.
- 2.4.2 Publish online relevant information about AA projects organised by the local and national groups upon receiving the information from the groups. The decision about publishing this information shall be based on the relevance of the project to the ELSA Network.
- 2.4.3 Collect the AA Specification and Evaluation Forms and archive them.
- 2.4.4 The Vice President Academic Activities of ELSA International is responsible for coordinating any international AA projects organised by ELSA International, apart from Moot Court Competitions.

# Policies concerning MCC

Cologne 7th April – 14th April 2013  
AA 01/13 I

In force

## 1. General

- 1.1 A Moot Court is a simulated hearing and court proceeding in a certain area of law and aims at bridging the gap between theory and practice.
- 1.2 Representing the Complainant and Respondent, students argue a fictitious case written by an expert in the area in front of a qualified Jury/Panel.
- 1.3 The first stage of a Moot Court should consist of written submissions by both parties followed secondly by oral pleadings.

## 2. The ELSA Moot Courts

### 2.1 The ELSA Moot Court Competition on WTO law (EMC<sup>2</sup>)

- 2.1.1. The EMC<sup>2</sup> is a simulated hearing of the Dispute Settlement Body of the World Trade Organization (WTO). It is open to teams from all around the globe.
- 2.1.2. The competition consists of 3 rounds: the written rounds, the Regional Rounds and the Final Oral Round. National Groups may organise pre- National Rounds.
- 2.1.3. The teams represent the Complainant and Respondent to a case which is written by a WTO trade law expert on a fictitious moot problem in front of experts referred to as Panellists.

### 2.2 The European Human Rights Moot Court Competition (HRMCC)

- 2.2.1 The HRMCC is a simulated hearing of the European Court of Human Rights. It is open to teams from all ELSA National Groups and Council of Europe Member States.
- 2.2.2 The competition consists of 2 rounds: the written round and the Final Round. National Groups may organize National Rounds or Regional Rounds. The best 16-20 teams of the written round qualify for the Final Round to be held in Strasbourg, France.
- 2.2.3 The teams represent the Applicant and the Respondent to a case which is written by a Human Rights expert on a fictitious moot problem in front of experts referred to as Judges.

## 3. Responsibilities in Moot Court Competitions

### 3.1 Responsibilities of the Local Groups and the National Groups

- 3.1.1 Promote ELSA's Moot Court Competitions as a priority before other Moot Courts outside of ELSA by using the Marketing Materials and publishing them in all universities and ELSA Groups.
- 3.1.2 Gather participants and support them in order to take part in the Moot Courts.
- 3.1.3 Organize Local and National Moot Courts in the respective country.
- 3.1.4 Organize National and Regional Rounds of the EMC<sup>2</sup> and HRMCC.

- 3.1.5 Educate the members of how to organize and to promote Moot Courts.
- 3.1.6 Report the organized Moot Courts in the respective National Group to ELSA International.

### 3.2 Responsibilities of ELSA International

- 3.2.1 ELSA International is overall responsible for the organization of the EMC<sup>2</sup> and the HRMCC.
- 3.2.2 Find Case Authors, Judges and Panellists and other supporters.
- 3.2.3 Publish the Case, the Clarifications to the Case and the Bench Memorandum on the respective webpage of the competition.
- 3.2.4 Find National Round and Regional Round Organizers all over the globe.
- 3.2.5 Ensure the proper organisation of the Final Round of the HRMCC in Strasbourg and the EMC<sup>2</sup> in Geneva together with an International Organising Committee.
- 3.2.6 Find a proper way to promote the Moot Courts to externals and potential partners.
- 3.2.7 Motivate and assist Local and National Groups to organize Moot Courts.
- 3.2.8 Update and improve the EMC<sup>2</sup> and HRMCC.

# Quality Standards

Cologne 7th April – 14th April 2013 AA 01/13 I	In force
---	----------

## 1. Quality Standards concerning events' participation

### 1.1 Selection

- 1.1.1 Only the organising group shall select the participants or delegate this selection to academical or professional figures.
- 1.1.2 The selection of participants for AA International Events shall be based on concrete criteria set up by the organising group and if applicable on the academic background of the applicants.

### 1.2 Notification

- 1.2.1 After the selection process, the organising group shall inform the applicants and their respective ELSA group.
- 1.2.2 The participant shall confirm the participation before the deadline set by the organising group.

### 1.3 Preparation

- 1.3.1 All participants should receive the necessary preparation, including:
- a. Basic knowledge about ELSA;
  - b. Their responsibilities as a participant;
  - c. Any other preparation that the organising group deems necessary for the academic quality of the event.

#### 1.4 Reception

- 1.4.1 The organising group shall provide the incoming participants with adequate reception and support throughout the duration of the event.
- 1.4.2 The adequate reception means that participants shall:
- a. Be picked up at the airport/train or bus; or receive detailed guidance as how to get to the place of destination.
  - b. Receive a reception package/booklet – including information about the event, in case the participant is from a foreign country additionally general information about the country and the local environment (public transportation, different services, emergency phone numbers, etc.).

---

## 2. Implementation of the Quality Standards

---

### 2.1 Introduction

- 2.1.1 To ensure that we are meeting the expectations of all participants in our events, there is a need to monitor the quality of AA events.

### 2.2. Responsibilities of ELSA International

- 2.2.1 Ensure that the AA and MCC Policies and the AA discussion list are working properly.
- 2.2.2 Publish international, IFP and Human Rights AA events on the homepage of ELSA International and update this information. This data should be sent to ELSA International by the organizing group using the AA Event Specification Form (AA ESF).
- 2.2.3 Communicate with the National Groups and suggest solutions for problems and issues that arise.
- 2.2.4 Evaluate all information received at international level and suggest ways to improve Academic Activities.
- 2.2.5 Produce the necessary manuals, handbooks and guidelines and update outdated materials. Make sure that all these tools are available for AA officers.
- 2.2.6 Collect all archived material submitted by the national boards in the ELSA AA Archive.

### 2.3. Responsibilities of the National Groups

- 2.3.1 Ensure that all local groups are implementing and following the AA and MCC Policies as well as Quality Standards and other policies that the National Group has developed specifically for their country.

- 2.3.2 Ensure that organising groups inform ELSA International about any changes of planned events.
- 2.3.3 Encourage all local groups to organise Academic Activities.
- 2.3.4 Ensure that all local groups promote Academic Activities.

## 2.4. Application Policies

- 2.4.1 Every law student and young lawyer shall have the opportunity to apply for an AA event.
- 2.4.2 Participants shall be selected based on objective criteria, taking into account their academic background.
- 2.4.3 Applicants should get information about their responsibility as a participant as well as information about cost, visa, insurance, and all other legal requirements, if applicable to the event.
- 2.4.4 Applicants and their respective ELSA Group shall be notified about the selection.
- 2.4.5 Applicants or participants shall be informed of cancellation of the AA event immediately after the event was cancelled.
- 2.4.6 When the applicant is not a member of ELSA the organising group should inform the applicant of contact details of the applicant's closest ELSA Group according to the applicant's contact address. Every law student and young lawyer applying for an AA event should be encouraged to become a member of ELSA.
- 2.4.7 All applicants of an AA event shall possess the necessary documentation for proof of academic qualification filled in the event application form to ensure the quality of the student participant, in case the organising group requests it.
- 2.4.8 In case the applicant provided false or inaccurate information in the application, the organising group has the right to reject the application. In case the applicant was already selected, the organising group can suspend the applicant.

## 2.5. Communication Policies

### 2.5.1 Event Specification Form

2.5.1.1 Every AA event shall be specified in the AA Event Specification Form (AA ESF).

2.5.1.2 Every organising group shall send the complete information in the AA ESF to ELSA International and the respective National Group, at least 3 weeks prior to the event. In case the information is not complete before the publication of the promotional materials, or the organising group wants to post the event on the website, the information submitted to ELSA International should at least contain:

- a. Title of the event;
- b. Dates or at least month of the event;
- c. Language of the event;
- d. Registration deadline;
- e. Contact details.

2.5.1.3 ELSA International can publish information about any AA event on the website, according to their relevance to the ELSA Network as a whole. ELSA International shall give priority to international AA events, especially the ones concerning IFP and Human Rights.

2.5.1.4 In case there is new information about the event, or details have changed, this should be sent to ELSA International as soon as possible.

2.5.1.5 Ensure that all local groups submit the AA ESF to ELSA International.

2.5.2 Discussion and Information List

2.5.2.1 The discussion and information list is administrated by ELSA International.

2.5.2.2 ELSA International shall make sure that all national AA officers' emails are subscribed.

2.5.2.3 It is responsibility of all national officers to maintain the discussion and information list active and to participate in discussions.

2.5.2.4 The local officers should be given the possibility to join the international AA discussion and information list as observers upon request of the national officer.

## 2.6. Evaluation Policies

2.6.1 Every participant in an AA event shall be invited, upon completion of the event:

- a. Fill in the Participation Form, which shall at least include the information indicated on the standard evaluation form;
- b. Submit the Participant Evaluation Form to the organising group.

2.6.2 Every organizing group of an AA event shall, upon completion of the event:

- a. Evaluate the AA event with the participant and the partners involved in the event;
- b. Submit to ELSA International or via NG the AA Event Evaluation Form – IFP, Human Rights, International Event;
- c. Evaluation of every other event shall be submitted upon request of ELSA International.

2.6.3 Every National Group shall:

- a. Ensure that all local groups are submitting the completed AA Evaluation Form, mentioned before, within 3 weeks after the AA event to ELSA International;
- b. Evaluate all the information received on the national level and establish a development plan for the following year in order to improve Academic Activities.

## 2.7. Dispute Resolution

2.7.1 The AA and MCC Policies and Quality Standards should be implemented and referred to when in doubt of how a case should be handled.

2.7.2 In case the organising group has problems with organisational issues of the AA event, the dispute shall be solved by reaching friendly agreement.

- 2.7.3 In case the parties cannot reach a mutual agreement, the case should be referred to ELSA International and, if agreed, also for advice to the AA discussion and information list.
- 2.7.4 In case of complaints by participants about low quality of an AA event, the conflict can be solved by reaching a friendly agreement between the parties involved. In case the parties cannot reach a mutual agreement amongst themselves the case can be referred to ELSA International.

## 2.8. Knowledge Management

- 2.8.1. National Groups shall provide necessary training and information to Local Groups to organise AA events.
- 2.8.2. National Groups shall ensure that all Local Groups archive material and when receiving the material, send it to ELSA International.
- 2.8.3. National Groups shall create national manuals in the respective native language.
- 2.8.4. National Groups shall give transition to the next national officer and also local officers who haven't received it.
- 2.8.5. National Groups shall translate the most important information received from ELSA International and adapt the information to local officers and members.
- 2.8.6. National Groups can require the support of ELSA International in finding the most suitable strategies to develop this ELSA area.
- 2.8.7. Organising groups shall archive all the materials and results from the AA event.
- 2.8.8. ELSA International shall provide necessary training and information to National Groups to organise AA events.
- 2.8.9. ELSA International shall archive all the information received from the National Groups.



**DECISIONS RELATING TO  
SEMINARS & CONFERENCES  
(S&C)**

QUALITY IN SEMINARS & CONFERENCES.....74  
S&C POLICIES, MINIMUM QUALITY STANDARDS AND RESPONSIBILITIES.....75  
QUALITY STANDARDS FOR INTERNATIONAL EVENTS.....80  
IMPLEMENTATION OF THE S&C QUALITY STANDARDS .....81

# Quality in Seminars & Conferences

Cologne 7th April – 14th April 2013  
SC 01/13 I

In force

## 1. Introduction

Seminars & Conferences aims to give law students and young lawyers from different countries the opportunity to learn and discuss legal topics that are not usually included in the curricula of universities, thus contributing to a better legal, cultural and social education.

By following ELSA's Philosophy Statement we contribute to legal education and ensure that S&C events are carried out in a spirit of mutual understanding. Thus the aim of an S&C event shall be to provide students with a positive learning experience, interaction with a new social and cultural environment and prepare them for future responsibilities as members of the academic society.

ELSA's commitment to human rights shall be taken into account and imply awareness when organizing S&C events.

## 2. S&C Policies & Quality Standards

The S&C Policies present a comprehensive system to ensure quality and uniformity in this key area. The S&C Policies & Quality Standards shall be used to facilitate the operation of S&C events and to guide the management of quality S&C events on local, national and international level. All local groups and national groups facilitating S&C events must abide by the S&C Policies and Quality Standards. National groups may develop additional policies and standards to the ones stated below to meet the specific needs of their country and legal systems.

## 3. S&C Discussion and Information List

The S&C discussion and information list has been set up to enable those working in this key area of ELSA to gain clarity on Seminars & Conferences, discuss and resolve quality issues amongst themselves and gather input to improve the current quality system. The list shall be used as a forum of discussion and for the exchange of information and knowledge.

## 4. S&C and the International Focus Programme

The plan for the term in office of every officer in charge of the S&C Area shall take in special consideration the International Focus Programme in force. The organisation of activities related to IFP shall be encouraged and supported by the National Officers, and implemented by Local Officers.

# S&C Policies, Minimum Quality Standards and Responsibilities

Cologne 7th April – 14th April 2013

In force

SC 01/13 I

Amended by: SC 02/13 I, SC 02/13 I

## 1. General

- 1.1 An S&C event is a seminar, a conference, a lecture, a panel discussion, a law school, an institutional visit, a study visit or any other activity fulfilling the definition in Art. 3.3 of the Statutes of ELSA.
- 1.2 S&C events can be international, national or local
  - 1.2.1 S&C events are international when attended by participants that have different national and legal backgrounds and came to the country of venue primarily for the purpose of attending the international event.
  - 1.2.2 S&C events are national when attended by participants from two or more cities from the same country.
  - 1.2.3 S&C events are local when attended by participants from the same city, unless there is only one Law Faculty in the respective country, in which case the event shall be considered as national.
- 1.3 All participants of an S&C event should receive a certificate or a diploma. This policy does not apply for Study Visits.

## 2. Scientific Events

### 2.1 Definition

To contribute to the legal education of law students and young lawyers ELSA organises different types of scientific events. These events can be structured in different ways as set out below.

#### a. Seminars

A seminar is an event, which consists of several lectures about a legal topic or field of law. The topic is discussed in a plenary.

#### b. Conferences

A conference is an event that entails more individual participation and scientific contribution than a seminar. The topic(s) is/are discussed in workshops to finally be reported to a plenary.

It is recommended to make a short outline on the reached goals, especially with regards to scientific contribution after the event.

c. Lectures

A lecture is a discourse within a certain area of law given by a professional speaker. The topic is discussed in a plenary.

d. Panel Discussions

A panel discussion is an event where two or more experts discuss issues of a specific legal topic in front of an audience.

e. Law Schools

i. A law school is an event lasting for at least a week with a minimum of a 20 hours scientific programme.

ii. If the law school is international, the quality standards for international events should be followed by the organising group.

iii. A law school aims to be annual.

iv. A law school is organised in close co-operation with an academic or institutional partner.

v. The scientific programme includes lectures followed by workshops, which deepen and emphasise different areas of the lecture.

vi. The scientific programme includes time for homework to revise the lectures and prepare for the next lessons.

## 2.2 Minimum Quality Standards

2.2.1 A scientific event aims to provide law students with content which is not represented in common universities' curricula.

2.2.2 Scientific events should involve both theorists and practitioners from the field of law that is presented in the scientific event.

2.2.3 The programme of the scientific event shall favour topics related to human rights and IFP.

2.2.4 The programme of the scientific event aims to enable law students and young lawyers to work in multicultural environment.

## 2.3 Responsibilities for Quality

### 2.3.1 of the Organising Groups

#### 2.3.1.1 Promotion

a. Complete the Event Specification Form (ESF) for the S&C event and send it to ELSA International.

b. In case there is new information about the event, or details have changed, this should be sent to ELSA International as soon as possible.

### 2.3.1.2 Application Policies

- a. Have an application form and suitable registration deadline for the event.
- b. Select the participant based on objective criteria, taking into account their academic background.
- c. Notify the applicant and respective National Group about the selection and also notify the participants that were not selected.

### 2.3.1.3 Participants' Assistance

- a. Provide all the necessary information to the participant about visa, insurance, and all other legal requirements.
- b. Inform the participants or applicants of cancellation of the S&C event immediately after the event was cancelled.
- c. Provide adequate reception and assistance throughout the whole event.

### 2.3.1.4 Evaluation

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

### 2.3.2 of the National Groups

- a. Ensure that all Local Groups are implementing and following the S&C Policies and Quality Standards and other policies that the National Group has developed specifically for their country.
- b. Encourage all Local Groups to organise S&C events.
- c. Ensure that all Local Groups advertise S&C events.
- d. Follow the work developed by Local Groups regarding international events.
- e. Be an active part of promoting international events during ICMs and other important events.
- f. Support the organising group in all aspects of organization of scientific events, especially in finding suitable speakers for the event.
- g. Inform ELSA International about the international event final results concerning participation statistics.

### 3. Study Visits

---

#### 3.1 Definition

Study Visits are academic, cultural and social exchanges of ELSA groups on international and national level. Study Visits can be:

- a. Bilateral when two groups visit each other in turn;
- b. Multilateral when several groups visit one group;
- c. Unilateral when one group visits another group.

#### 3.2 Minimum Quality Standards

- 3.2.1 Study Visits aim for the mutual understanding and sharing cultural experiences and are combined with an academic programme providing exchange of legal knowledge.
- 3.2.2 A Study Visit shall involve at least 5 participants per group. When it is a multilateral Study Visit, the number of participants in total shall be at least 5.
- 3.2.3 The academic programme shall have a duration of a minimum of three hours.
- 3.2.4 An agreement should be concluded between the groups participating in the study visit. The agreement should
  - Be in written form.
  - Include the parties involved, the dates of the visit, and the responsibilities of the parties.

#### 3.3 Responsibilities for Quality

##### 3.3.1 of the Hosting Group

- a. To organise the academic programme of the Study Visit.
- b. To organise a social programme and sightseeing (including specific local food/customs).
- c. The Hosting Group should take care of the Accommodation for the Participants and also provide all the information required (especially VISAs, letter of invitation and other legal documents required), unless agreed otherwise by the parties.

##### 3.3.2 of the Visiting Group:

- a. To pay the deposit or pay the accommodation fee and any other necessary fees in advance.
- b. To be an active part of the Study Visit, especially during the academic programme.

- c. To collaborate in everything required by the Hosting Group.
- 3.3.3 of the National Groups
- a. To motivate all the Local Groups to organise Study Visits.
  - b. To collect the information for the Study Visits Guide (SVG) from the local groups and submit it to ELSA International. The study visits guide shall contain at least the following information about each local group:
    - A short description of the groups history and location.
    - Information about the surroundings and climate.
    - Preferred periods for a Study Visit.
    - Permanent contact information.
  - c. To ensure that the updates to the Study Visit Guide are collected and submitted to ELSA International.

## 4. Institutional Visits

---

### 4.1 Definition

- 4.1.1 Institutional Visits are visits to governmental or non – governmental organisations, public administrations, private institutions, universities or other higher education institutions, where the main purpose of the event is the visit itself.
- 4.1.2 Before the institutional visit the organising group shall inform ELSA International and follow the procedure of the Institutional Relations Regulations under Decisions relating to BEE.
- 4.1.3 International Institutional Visits are visits to the headquarters of international governmental or non-governmental organisations, public administrations, private institutions, universities, other higher education institutions or local branches of international institutions situated in a foreign country.
- 4.1.4 National Institutional Visits are visits to governmental or non-governmental organisations, public administrations, private institutions, universities, other higher education institutions or local branches of international institutions situated in the country of the organising group.

### 4.2 Minimum Quality Standards

Institutional Visits aim to give law students and young lawyers an insight into the functioning of governmental or non – governmental organisations, public administrations, private institutions, universities or other higher education institutions.

Institutional Visits are an opportunity for law students and young lawyers to receive direct information about governmental or non – governmental organisations, public administrations, private institutions, universities or other higher education institutions which will contribute to their legal education.

### 4.3 Responsibilities for Quality

- 4.3.1 of the Organising Groups

- a. To inform ELSA International and follow the procedure of the Institutional Relations Regulations under Decisions relating to BEE.
- b. To complete the Event Specification Form for Institutional Visits and send it to ELSA International in good time prior to the event.
- c. To complete the Evaluation Form for Institutional Visits and send it to the national group and ELSA International not later than two weeks after the event.

#### 4.3.2. of the National Groups

- a. To provide local groups with any necessary training material and information on how to organise Institutional Visits to the local groups.
- b. To ensure that the local groups submit the Event Specification Form in respect of Institutional Visits to ELSA International in good time prior to the event.
- c. To ensure that local groups submit the Event Evaluation Form for Institutional Visits no later than two weeks after the event.
- d. To ensure that the local groups follow the procedure of the Institutional Relations regulations under Decisions relating to BEE.

# Quality Standards for International Events

Cologne 7th April – 14th April 2013  
SC 01/13 I

In force

## 1. Academic Programme

- 1.1 International events should aim to comply with the main focuses of ELSA.
- 1.2 The academic programme should be published at least 2 months before the event. This does not apply to Study Visits and Institutional Visits.

## 2. Selection

Only the organising group shall select the participants. The organising group shall respect the Application Policies.

## 3. Notification



- 3.1 The organising committee shall confirm to applicants that their application has been received correctly.
- 3.2 After the selection process, that shall end at least one month before the event, the organising group shall inform all the applicants whether their application has been accepted or not.
- 3.3 The participant shall confirm their participation before the deadline set by the organising group.

#### 4. Preparation

---

All participants should receive the necessary preparation, including:

- Basic knowledge about ELSA.
- Information about their responsibilities as a participant.
- Any other preparation that the organising group deems necessary for the academic quality of the event.

#### 5. Reception

---

- 4.1 The organising group shall provide the incoming participants with an adequate reception and support them throughout the duration of the event.
- 4.2 An adequate reception means that participants shall:
  - Be picked up from the airport/train/bus; or receive detailed guidance of as how to get to the place of destination.
  - Receive a reception package/booklet including information about the event. If the participant is from a foreign country they should be provided with additional general information about the country and the local environment (for example: public transportation, different services, emergency phone numbers, etc.).

#### 6. Fee

---

When there is a fee for the event, the related provisions included in the FM part of the Decision Book shall be applied.

# Implementation of the S&C Quality Standards

Cologne 7th April – 14th April 2013  
SC 01/13 I  
Amended by: SC 02/13 III

In force

---

**1. Introduction**

---

To ensure that we are meeting the expectations of all participants in our events and to learn for the future, there is a need to monitor the quality of S&C events.

---

**2. Responsibilities of ELSA International**

---

- 2.1 To ensure that the S&C Policies and the S&C Communication Tools are working properly.
- 2.2 To publish international, IFP and Human Rights S&C events on the homepage of ELSA International and to keep this information up to date.
- 2.3 To communicate with the national groups and suggest solutions for problems and issues that arise in S&C.
- 2.4 To evaluate all the information received and suggest ways to improve S&C.
- 2.5 To collect and compile the information submitted by national groups for the Study Visits Guide (SVG), and make the complete SVG available, via an online system, for all S&C officers).

---

**3. Application Policies**

---

- 3.1 Every law student and young lawyer shall have the opportunity to apply for an S&C event.
- 3.2 Where an applicant is not a member of ELSA, the organising group should inform the applicant of the closest ELSA Group's contact details, according to the applicants contact address. Every law student and young lawyer applying for an S&C event should be encouraged to become a member of ELSA.
- 3.3 Participants shall be selected based on an objective criteria, set up by the organising group, and, if applicable, on their academic background. All applicants of an S&C event shall possess the necessary documentation proving any academic qualifications mentioned in their application. The documentation shall be provided to the organising group upon request.
- 3.4 If the applicant provides false or inaccurate information in their application, the organising group has the right to reject the application. If the applicant has already been selected, the organising group can suspend him/her.
- 3.5 Applicants should receive information about their responsibilities and duties as a participant.

---

**4. Communication Policies**

---

**4.1 Event Specification Forms**

- 4.1.1 Every S&C event shall be specified in the Event Specification Form (ESF).

- 4.1.2 Every organising group shall send the ESF to ELSA International at least 10 days prior to the event. The information submitted to ELSA International should contain:
- The title of the event;
  - the dates, or at least the month, of the event;
  - the language of the event;
  - The registration deadline; and
  - The contact details (group, name, e-mail, homepage for more information).
- 4.1.3 ELSA International can publish information about any S&C event on the website, according to its relevance to the ELSA Network as a whole. ELSA International shall give priority to international S&C events, especially the ones concerning IFP and Human Rights.

## 4.2 Discussion and information list

- 4.2.1 The discussion and information list is administrated by ELSA International.
- 4.2.2 ELSA International shall make sure that all national S&C officers are subscribed.
- 4.2.3 It is the responsibility of all national officers to maintain the discussion and information list and to actively participate in discussions.
- 4.2.4 The local officers should be given the possibility to join the international S&C discussion and information list as observers upon request of the national officer.

## 5. Evaluation Policies

---

- 5.1 Every participant in an S&C event should be invited, upon completion of the event:
- a. To fill in the Participation Form, which shall, at the very least, include the information indicated on the standard evaluation form.
  - b. To submit the Participant Evaluation Form to the organising group.
- 5.2 Every organising group of an S&C event shall, upon completion of the event:
- a. Evaluate the S&C event with the participants and the partners involved in the event;
  - b. submit the event Evaluation Form to ELSA International, or to the National Group for onward provision, for IFP, ELSA Day, Human Rights, Study Visits, Institutional Visits and International Events;
  - c. submit evaluation forms for all other events at the request of ELSA International; and
  - d. create a report regarding Participation Statistics to be sent to the National Group.

### 5.3 Every National Group shall:

- a. Ensure that all local groups submit the completed S&C Evaluation Form to ELSA International no later than 3 weeks after the S&C event to;
- b. evaluate all of the information received on a national level and establish a development plan for the following year in order to improve S&C; and
- c. provide information to ELSA International about the S&C participation statistics.

## 6. Dispute Resolution

---

6.1 The S&C Policies, Minimum Quality Standards and Responsibilities should be implemented and referred to if there are doubts about how a case should be handled.

6.2 If the organising group has problems with organisational issues of an S&C event, they should resolve the dispute by reaching friendly agreement.

If the parties cannot reach a mutual agreement, the case should be referred to ELSA International and, if agreed, to the S&C discussion list for further advice.

6.3 If there are complaints from participants about the quality of an S&C event, the conflict should be solved by reaching a friendly agreement between the parties involved. If the parties cannot reach a mutual agreement amongst themselves the case can be referred to ELSA International.

6.4 If the Study Visit agreement is not concluded and dispute arises:

6.4.1 Financial damage incurred during the visit – deposit and insurance:

- a. The organising group may request a deposit from the visiting group(s) which will not be fully refunded in the event of:
  - Withdrawal of the visit if the organising group already has a proven financial loss. The organising group shall determine the latest date to cancel the visit without forfeiting the deposit.
  - Damage incurred during the visit, for example financial loss incurred as a result of material damage or the use of a telephone.
  - The deposit and its use shall be agreed by the participating parties in advance.
- b. The visiting party is responsible for their insurance.

6.4.2 If the parties cannot reach a mutual agreement amongst themselves the case can be referred to ELSA International.

## 7. Knowledge Management

---

### 7.1 Responsibilities of the National Groups

7.1.1 Create national handbooks in the respective native language.

- 7.1.2 Provide necessary training and information to local groups on the organisation of S&C events.
- 7.1.3 Provide the next national officer with a transition and also any local officers who haven't received one.
- 7.1.4 Translate and adapt the most important information received from ELSA International for local officers and members.
- 7.1.5 Ensure that all local groups archive material and, when receiving the material, send it to ELSA International.
- 7.1.6 Create databases of most important events such as (international) law schools, (international) seminars and conferences, Study Visits and Institutional Visits especially speakers and background of participants.
- 7.1.7 In cooperation with BEE, update the Institutions database for future local events.
- 7.1.8 National Groups can require the support of ELSA International in finding the most suitable strategies to develop this area.

## **7.2 Responsibilities of ELSA International**

- 7.2.1 To produce the necessary manuals, handbooks and guidelines and update outdated materials. To make sure that all these tools are available for S&C officers.
- 7.2.2 To all archived material submitted by the national boards in the ELSA S&C Archive and make it accessible to national officers.
- 7.2.3 To administrate the Speakers Database, archive the Forms and stay in contact with the Speakers.
- 7.2.4 To focus on the education and training of officers in transition and archiving.

**DECISIONS RELATING TO  
STUDENT TRAINEE EXCHANGE PROGRAMME  
(STEP)**

PREAMBLE.....87  
STEP PROCEDURE .....87  
STEP RESPONSIBILITIES .....90  
PENALTY SYSTEM .....93

# Preamble

Budva, 29<sup>th</sup> March – 5<sup>th</sup> April 2009  
STEP 01/09 I

In Force

STEP is one of the key areas of ELSA International. It provides traineeships to law students and young lawyers and aims to contribute to legal education and to foster mutual understanding by finding traineeships abroad, receiving trainees and evaluating the procedures.

# STEP Procedure

Budva, 29<sup>th</sup> March – 5<sup>th</sup> April 2009  
STEP 01/09 I

In Force

Amended by STEP 02/10 I, STEP 02/10 II, STEP 01/12 I, STEP 01/12 II, STEP 01/12 III, STEP 01/12 IV, STEP 01/12 V, STEP 01/13 I, STEP 02/13 I, STEP 02/13 II, STEP 02/13 IV, STEP 02/13 V

## 1. Traineeships

### 1.1 Definition

STEP enables law students and young lawyers to gain first hand experience of the substantive and procedural law as well as the culture of another country. The traineeships can take place in any law related area: law firms, courts, public institutions, banks, in-house legal departments, consulting firms, international organizations etc. STEP gives the trainee increased knowledge of a particular legal system or an area of law, thus strengthening the professional skills of the trainee. As important as the academic and professional skills are, the improved language abilities and the experience of another culture that the trainee gains while participating in STEP are invaluable.

### 1.2 General Regulations

#### 1. Duration

Traineeships have a minimum duration of two weeks and a maximum duration of two years. Traineeships can only begin eight weeks after the application deadline has passed.

#### 2. Issuing a traineeship

Employers can only issue a traineeship by filling in the Traineeship Specification Form provided by ELSA International. ELSA International has the right to make amendments in the Traineeship Specification Form or to make a separate agreement with an employer according to the STEP Procedure section of the Decision Book. In this instance ELSA International:

- a. Shall inform the National Groups about the amendments in the Traineeship Specification Form or the separate agreement;
- b. Shall send the information to the National Groups before the agreement is signed;

- c. Shall provide the National Groups with the draft of the amendments or the separate agreement.
  3. Internationality  
STEP-traineeships are international which refers to the exchange aspects of the definition under the Art. 1.1 of the the STEP Part in the Decision Book  
Exchange students or international postgraduate students may apply in the country where they do their exchange or postgraduate studies.
  4. Compensation  
Traineeships have to be paid. The compensation shall cover the general living costs during the time of the traineeship
- 1.3 Specific Regulations  
Unpaid traineeships
  - a. Notwithstanding I Nr. 2. traineeships may be unpaid if the National or Local Group provides the trainee with accommodation and, if possible with food, or if they provide the compensation themselves.
  - b. Notwithstanding I Nr. 2. 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 compensation and/or accommodation.
  - c. Notwithstanding I Nr. 2. traineeships in international institutions may be unpaid at the discretion of ELSA International if the benefit for ELSA members outweighs the lack of payment.
- 1.4 Traineeships within institutions
  - a. Institutions are international governmental or non-governmental organisations or bodies thereof.
  - b. Traineeships within institutions are always considered as international regardless of who applies.
  - c. Traineeships within political fractions e.g. political parties shall not be accepted.
- 1.5 Searching for Traineeships
  - a. Each Group, whether Local or National, can only search for traineeships within its own federal state or country. Otherwise, the consent of the Local and National Group of the country the traineeship is located in is required.
  - b. ELSA International can search for Traineeships or contact externals according to the regulations in the BEE part of the Decision Book (“External Relations/2.Procedures”)

## 2. Applicants



## 2.1 General Regulations

Only members of ELSA can apply for STEP.

### 1. Application

- a. Applicants can only apply for a STEP traineeship by using the Forms provided by ELSA International and filling them out in English. Additionally, they must provide the necessary diplomas, certificates, recommendations of professors or similar valid documents to verify the qualifications stated within the Application Forms.
- b. Applying for and participating in STEP is free of charge.
- c. Local Groups are responsible for receiving the Application Forms and other documents as well as for checking the validity of the information given.
- d. There is no guarantee of being matched to a traineeship when an application is submitted.

### 2. Matching

- a. ELSA International shall revise all applications and match them to the most suitable traineeships. Applicants can be matched to more than one traineeship at the same time up to the maximum of three traineeships at each matching process.
- b. During the Matching process ELSA International shall take the following criteria into account:
  - i. Only Legal and Language Skills shall be matched.
  - ii. ELSA International shall forward the applications with the highest matching rates.
  - iii. With exception to (ii), if there is only a low number of applications for a Traineeship or if there are only applications with low matching rates, the best applications among these shall still be forwarded to employer with a remark explaining the circumstance.
  - iv. The applicant's preference list shall not affect the Matching.
  - v. Poorly written applications shall be sorted out. A CV or a Motivation Letter is to be considered poorly written if the form, structure, grammar, political correctness, politeness, information content, style or length do not correspond to the usual standards
- c. There shall be no contact from the applicant to the employer before the selection is made or before the employer contacted the applicant first.
- d. ELSA International shall send the Application Forms of the matched trainees to the respective National Group and the National Group forwards the Application Forms to the respective Hosting Groups.

### 3. Selection

- a. The employer shall select the trainee.
- b. The employer shall inform the Hosting Group about the selection and the Hosting Group shall immediately forward this information to ELSA International.
- c. The employer shall inform the Hosting Group about the selection results at least five weeks prior to the start of the traineeship. If this time-frame is not adhered to the trainee

shall be entitled to postpone starting the traineeship for a time, equivalent to that of the employer's delay.

## STEP Responsibilities

Budva, 29<sup>th</sup> March – 5<sup>th</sup> April 2009

In Force

STEP 01/09 I

Amended by STEP 01/11 I, STEP 01/12 VI, STEP 01/12 VII, STEP 01/12 VIII, STEP 01/12 XII, STEP 01/12 XIV, STEP 02/13 V

The International, National and Local Groups of ELSA shall promote all available traineeships while also searching for new ones.

### 1. Local Groups

The Sending and Hosting Group shall explain to the applicants their role as representatives of ELSA.

#### 1.1 Hosting Group

Hosting Group means the Local Group or National Group who is responsible for the organization of the relevant traineeship. This includes the following responsibilities:

1. The Hosting Group shall ensure that the Traineeship Specification Forms are filled in properly, i.e. that it adequately represents the responsibilities of the trainee and as such the Hosting Group shall assist the employer, at their request, to complete the Traineeship Specification Form.
2. The Hosting Group shall provide adequate support to the employer issuing a traineeship, e.g. they should maintain continuous communication with the employer to inform them about any updates in the process.
3. The Hosting Group shall provide the Contract provided by ELSA International, however, they are permitted to translate the document into their respective language. The Hosting Group shall also be permitted to change or add paragraphs in the paragraph due to legal necessities.
4. Upon request, the Hosting Group shall provide the employer with further information on the applicants, subject to the law of the hosting country and, if applicable, in line with the privacy law policy of the European Union.
5. The Hosting Group shall ensure that the employer receives the Trainee Acceptance Form together with the matched Student Application Forms provided by ELSA International. Once the employer has completed the Trainee Acceptance Form, the Hosting Group must immediately forward it to the National Group and ELSA International.
6. The Hosting Group shall provide the selected trainee with proper preparation before and adequate reception and support throughout the duration of the traineeship.  
Adequate preparation consists of providing the trainee with, at a minimum, the following:
  - information about the host country and city
  - general information about the employer
  - contact details of the Hosting Group and the employer

- advice and assistance in applying for necessary documentation and legal papers (visa, work and residence permit, insurance and other requirements)
  - assistance in finding suitable accommodation in accordance with the trainee's preferences and economic capacity.
7. The Hosting Group shall provide the trainee with possibilities for cultural learning and community involvement e.g. giving access to local ELSA-events, organising socializing events, involving him/her in daily ELSA-work.
  8. The Hosting Group shall ensure access or at least assistance in accessing the internet during the traineeship.
  9. The Hosting Group shall periodically evaluate the traineeship with the trainee and the employer. At the end of the Traineeship, the Hosting Group shall provide the employer with the Evaluation Form and the trainee with the Traineeship Evaluation Form.
  10. The Hosting Group shall inform ELSA International and the applicants about the cancellation of a traineeship immediately after notification by the employer.

## 1.2 Sending Group

Sending Group means the Local Group or the National Group that the selected trainee belongs to.

1. The Sending Group shall assist applicants in completing the Student Application Forms.
2. The Sending Group shall ensure in good conscience that the information filled in by the applicant is correct and complete.
3. The Sending Group shall ensure that the details of the trainee's arrival are sent to the hosting Group two weeks in advance.
4. The Sending Group shall remind the trainee to look after necessary and valid documents for the traineeship (these include but are not limited to; visa, residence and work permit, valid passport, insurances and so forth).
5. The Sending Group shall immediately inform ELSA International if the trainee has to cancel his/her traineeship.
6. The Sending Group shall immediately inform ELSA International if the applicant has to cancel his/her application.
7. The Sending Group shall immediately inform the applicants that have not been selected.

## 2. National Groups

1. National Groups shall ensure that all Local Groups comply with and perform their responsibilities within STEP.
2. National Groups shall provide all necessary training and information about STEP to the Local Groups.
3. In the last week of the traineeship the National Group shall submit the Evaluation Form and Traineeship Evaluation Form to the Hosting Group and remind them to complete it with the employer and trainee.

### 3. ELSA International

- 3.1 ELSA International shall provide the Network with up-to-date forms.
- 3.2 ELSA International shall provide the Network with a contract for the employer containing the clauses specified below:
1. Stating that the issued duration and compensation contained within the Traineeship Form are binding.
  2. Obligating the employer to guarantee that all the information stated is correct.
  3. Obligating the employer to provide the trainee with relevant material before the traineeship begins, if prior preparation is required on a specific topic.
  4. Obligating the employer to sign the Trainee Acceptance Form within two weeks.
  5. Obligating the employer to complete the Evaluation Form and send it to the Hosting Group.
  6. Obligating the employer to provide adequate and secure working conditions in accordance with respective labour law.
  7. Implementing the regulations contained within the Penalty System.
- 3.3 ELSA International shall administrate a digital archive and statistics for the Network, consisting of:
1. The traineeships being issued (name of the employer plus date of cooperation);
  2. The traineeships being cancelled (name of the employer, date of cooperation and cancellation, reason of cancellation and conclusion);
  3. The traineeships realised (name of the employer plus date of cooperation);
  4. The Evaluation Forms of both the companies and the trainees;
  5. The number of applicants for each traineeship;
  6. The number of applicants in general in each year;
  7. The number of traineeships being issued in each year;
  8. The number of traineeships being realised in each year;
  9. The number of traineeships being cancelled in each year;
  10. The number of applicants withdrawing their application in each year;
  11. The number of trainees cancelling their traineeship in each year;
  12. The statistics for each year run from August 1<sup>st</sup> to July 31<sup>st</sup>.
- 3.4 ELSA International shall match the applications to the most suitable traineeship.
- 3.5 ELSA International shall submit the matched applications together with the Traineeship Acceptance Form to the respective National and Local Group.

- 3.6 ELSA International shall inform the applicant, that he/she has been selected and provides him/her with the Traineeship Confirmation Form and the Traineeship Evaluation Form. Upon receipt and completion of the Traineeship Confirmation Form. ELSA International shall forward it to the Hosting National and Local Group.
- 3.7 ELSA International shall inform all National Groups about the matching results.
- 3.8 ELSA International shall provide support to the Network in regards to the STEP procedure.
- 3.9 ELSA International shall directly send the STEP Certificate to the trainee.
- 3.10 ELSA International shall provide the Sending Group, the Hosting Group and their respective National Groups with the evaluation results.

#### **4. Applicants/Trainees**

##### **4.1 Applicant**

1. Each applicant guarantees that all information stated within the application process is correct and factually accurate and he/she has written proof of it.
2. The applicant shall accept the traineeship he/she is selected for unless he/she withdraws in accordance with the Penalty System section below.

##### **4.2 Trainee**

1. The trainee shall acquire and prepare all necessary valid documents and legal papers in preparation of the traineeship.
2. The trainee shall attend the preparatory meetings and events of his/her Sending Group.
3. The Trainee shall be responsible for transportation expenses to and from the traineeship, as well as acquiring the necessary documentation and legal papers.
4. The trainee shall maintain communication with the Hosting Group during the traineeship as well as with the Sending Group before and after.
5. The trainee shall complete the Traineeship Evaluation Form within 4 (four) weeks after the traineeship has ended and submit it to ELSA International.

## Penalty System

Budva, 29<sup>th</sup> March – 5<sup>th</sup> April 2009

In Force

STEP 01/09 I

Amended by STEP 01/11 II, STEP 01/12 X, STEP 01/12 XIII, STEP 02/13 V

### **1. Applicants**

#### **1.1 False/Inaccurate Information**

- a. Where the applicant intentionally or negligently provides false or inaccurate information relating to his/her personal background, the applicant's traineeship shall be cancelled with immediate effect. In addition, this applicant shall be denied any further access to STEP.
- b. If the employer is unsatisfied with the applicant due to the specified reasons in subsection (a) the applicant shall cover any costs that are incurred.

#### 1.2 Delay

- a. The selected applicant shall submit his/her Traineeship Confirmation Form to ELSA International within two weeks after notification. Failure to do so shall result in the loss of certain rights for that traineeship, and the next ranked applicant shall be considered as selected for the traineeship.
- b. If the trainee fails to send the completed Traineeship Evaluation Form within four (4) weeks after the end of the traineeship, he/she shall not receive the STEP Certificate.

#### 1.3 Cancellation/Withdrawal

- a. The applicant may only withdraw/cancel the selection if there is a valid reason. Such valid reasons include but are not limited to:
  - Any meanwhile necessary medical treatment;
  - Serious family issues;
  - Serious changes to the traineeship conditions compared to those stated in the Traineeship Form
- b. In addition to 1.3. a. once the traineeship has started, the selected trainee may only cancel the traineeship if it differs significantly from what was stated in the Traineeship Form or if the employer, even when notified, does not provide him/her with adequate working conditions in accordance with the respective national labour law.
- c. If the applicant/trainee withdraws/cancels the traineeship without valid reason he/she shall be denied any further access to STEP. In addition, the trainee shall cover possible costs incurred.

## 2. Companies

#### 2.1 Misuse of STEP

In the instance that the employer has used STEP for the sole reason of receiving the applicants' personal data, the employer shall be denied access to STEP for two years.

#### 2.2 Cancellation

- a. Traineeships may only be cancelled if there is a valid reason. Such valid reasons include but are not limited to:
  - insolvency of the employer
  - lack of suitable applicants
- b. If the employer cancels the traineeship without a valid reason, they shall cover all possible costs incurred. In addition, the employer shall be denied access to STEP for one year.

## ANNEX I: LIST OF FAVOURED COUNTRIES (UPDATED JANUARY 2015)

The list of favoured countries consists of any country with real GDP per capita equal to or lower than 18.000 USD.

This demarcation number shall be indexed at the end of each year, with the average increase in real GDP per capita of all national ELSA groups. The average increase in real GDP per capita shall be based on the issue of the “Human Development Report” compared to the issue of the previous year.

The demarcation number as indexed with the average increase in real GDP per capita as published in UN Human Development Report 2015 and 2013 was calculated to be 19,808 USD.

### ELSA National Groups

#### **Favoured Countries:**

Albania  
Armenia  
Azerbaijan  
Belarus  
Bosnia & Herzegovina  
Bulgaria  
Georgia  
Montenegro  
Rep. of Macedonia  
Romania  
Serbia  
Turkey  
Ukraine

#### **Non-Favoured Countries:**

Austria  
Belgium  
Croatia  
Czech Republic  
Cyprus  
Denmark  
Estonia  
Finland  
France  
Germany  
Greece  
Hungary  
Iceland  
Ireland  
Italy  
Latvia  
Lithuania  
Luxemburg  
Malta  
Norway  
Poland  
Portugal  
Slovenia  
Slovak Republic  
Spain  
Sweden  
Switzerland  
The Netherlands  
The United Kingdom

## ANNEX II: PARTICIPATION FEES (UPDATED JANUARY 2015)

The participation fee for ICMs and IPMs and the S&C Maximum Participation Fee shall be indexed with the inflation rate of the Euro, as stated by the European Central Bank, every 1st of January. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the participation fee as calculated the year before, up to two decimal points.

The maximum participation fees for the year 2014 were:

**Non-favoured countries: € 33 (rounded up from 33,35)**

**Favoured countries: € 29 (rounded up from 28,9)**

The forecasted inflation rate for the calendar year of 2014 by the European Central Bank (ECB) was announced upon the publishing of the fourth quarter report of 2014. It was estimated at 0.5% ([http://www.ecb.europa.eu/stats/prices/indic/forecast/html/table\\_hist\\_hicp.en.html](http://www.ecb.europa.eu/stats/prices/indic/forecast/html/table_hist_hicp.en.html)).

**Therefore, the new maximum participation fees for the calendar year 2014 will be as following:**

**Non-favoured countries            € 33**

$(33,35 * 0,5 / 100 = 0,170,17 + 33,35 = 33,52 = 33$  (rounded to the nearest natural number)

**Favoured countries                € 29**

$(28,9 * 0,5 / 100 = 0,14 \quad 0,14 + 28,9 = 29,04 = 29$  (rounded to the nearest natural number)