



The European Law Students' Association

**INTERNATIONAL
COUNCIL
MEETING
DECISION
BOOK**

A handwritten signature in black ink, appearing to read 'Hector Tsamis'.

Hector Tsamis
Secretary General
ELSA International

44th Edition, May 2016

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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 7th – 14th 2013 GEN 01/13 I	In force
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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

In force

BEE 01/08 III, BEE 01/09 IV, VII, GEN 01/14 I

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.

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 Project Report and other relevant information to ELSA International and respective National Board at the end of each event organised.
- Submit a summary for the IFP publication about the main results of the IFP event organised to the international and respective national board.

4.3. Responsibilities of the national group

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

4.4. Responsibilities of ELSA International

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

Batumi, November 4th – 11th 2012
GEN 02/12 IV, GEN 01/13 II. Amended by: GEN 01/14 II, GEN 02/15

5. IFP Topic

5.1 The topic of the International Focus Programme (IFP), with duration from the 1st of August 2016 until the 31st of July 2019, shall be the following: "Environmental Law".

5.2 The recommended timeline for the implementation of the IFP on Environmental Law is the following:

a) August 2016 – February 2017

- Establish contacts with partners and sponsors through engaging them in introductory IFP events (lawyers at work events, seminars, lectures).
- Establish local and national IFP implementation plan for the next three years.
- Raise members' awareness for Environmental Law via Institutional Visits.

b) March 2017 – August 2017

- Host IFP week in April throughout the whole of the Network to increase the IFP awareness. In this week each Local Group should prepare several IFP events.
- Use IFP week Event reports and the results of the events in publications on all levels.

c) September 2017 – February 2018

- Liaise with universities to engage them further in all IFP related activities.
- Continue with publishing IFP related articles in publications.
- Organise international projects focused on IFP.
- Raise members' awareness of the foreign aspects of Environmental Law via Study Visits.
- ELSA International is to establish a Legal Research Group on IFP.

d) March 2018 – August 2018

- Host second IFP week in April.
- ELSA International is to designate one Local or National Group to organise the Mid IFP conference.
- Continue with the Legal Research Group on IFP.

e) September 2018 – February 2019

- Focus the Moot Court Competition topics on IFP.
- ELSA International is to conclude the Legal Research Group and publish the outcome.
- Engage partners, speakers, participants, and former ELSA officers, who were in charge of the IFP, in order to discuss the impact of the programme on the development of Environmental Law.

f) March 2019 – July 2019

- Host final IFP week in April to present and elaborate on the conclusions of the previous years on all levels.

- Produce summaries and reports of the IFP events of the past 3 years in various forms, including videos, pictures, scientific and other publications.
- Provide ELSA International with evaluation reports and articles.
- ELSA International is to designate one Local or National Group to organise the Final IFP conference to conclude the cycle.

5.3 During the implementation of the IFP, the Network shall focus on:

- Raising interest and academic knowledge in the field of Environmental Law;
- Raising awareness of the issues which pose problems in the development and application of Environmental Law;
- Creating long-term partnerships through events on Environmental Law, to help their own growth and credibility;
- Increasing the number of major events on Environmental Law, particularly those who are repeated (Law Schools, Moot Courts etc.).

5.4 The final outcome of the implementation of the International Focus Programme on Environmental Law shall be a Final IFP Conference and an IFP Almanac. These projects shall reflect the work done by the Network during the 3 years of implementation and will include at least the most discussed topics. ELSA International shall be responsible for coordinating the realisation of the final IFP results.

Data Protection

Malta, March 20th – 27th 2016 GEN 01/16	In force
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1. Privacy Policy

- 1.1. ELSA International shall have a Privacy Policy.
- 1.2. The Privacy Policy will exist for any case in which ELSA is processing personal data in the course of its operations.
- 1.3. ELSA International shall process the personal data of individuals only if the person agrees with the Privacy Policy.
- 1.4. The Privacy Policy will contain the minimum requirements for processing personal data in accordance with the applicable data protection laws.
- 1.5. ELSA International shall create and update the Privacy Policy.

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

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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, 25th October 1st November 2009
BEE 02/09 I
Amended by BEE 01/12 III

In force

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, BEE 02/15

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, EMC²) 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, BEE 01/15 I
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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 BEE 01/07 I, BEE 01/08 II, BEE 02/13 I	In force
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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 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 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 EUR 3,000.
- 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, 21st March – 28th March 2010
BEE 01/10 III
Procurement

In force

1. Procurement is defined as *the acquisition of goods and/or services at the best possible total cost of ownership, in the right quality and quantity, at the right time, in the right place and from the right source for the direct benefit or use of the Association via a contract.*
2. The procurement procedure regulated below shall be used by ELSA International:
 - a. Mandatorily, when the purchased good or services' value is over 10.000€ (excluding VAT)
 - b. Discretionally, when the purchased good or service's value is between 5.000€ and 10.000€ (excluding VAT) (inclusive).
3. Procedure:
 - a. Whenever procurement is to be used in order to acquire a good or service by ELSA International, the International Board shall advertise a Request for Proposals (RFP) through the mailing lists and other channels of communication it deems necessary.
 - b. The deadline to submit proposals shall be at least four weeks after advertising the RFP.
 - c. ELSA International shall have a four week period of time for negotiations with potential contractors. Thereafter ELSA International shall decide on the matter in one month time.
4. Criteria:
 - a. In order to award the contract, ELSA will follow a competitive tendering procedure.
 - b. The criteria used to select the contractor shall be stated in the RFP.
 - c. The criteria shall be, but not limited to, the following:
 - i. Quality of the offered good
 - ii. Experience of the company
 - iii. Cost
 - iv. Timeline / delivery schedule
 - v. Affinity with ELSA
 - vi. Potential further cooperation
 - d. The selected contractor must be that with the highest score based on the weighting of the stated criteria. ELSA International can take into account facts not stated in the RFP if they could jeopardize the overall success of the project.
5. Contract:
 - a. If a positive decision has been made, ELSA International shall negotiate and sign a contract.
 - b. Should the selected contractor deem incompetent to provide the good or service, the proposal with the second highest score should be considered.

Force Majeure: In the case of force majeure, ELSA International is allowed not to follow these regulations.

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

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Quality Management

Malta, 20th to 27th March 2016 IM 01/16	In force
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1. Principles of Quality Management

We recognise the need to combine efforts of all levels of ELSA for the attainment of general objectives such as for the purpose of establishing a commitment to quality in all endeavours of the association. In order to achieve this, every ELSA Group should:

- a. aim to make the programmes of the association server better the needs of its members by:
 - i. conducting periodical research on the needs and expectations of their members,
 - ii. communicating the feedback received from the members throughout the association.
- b. aim to provide all law students and young lawyers in Europe with the opportunity to participate in the programmes and activities of ELSA,
- c. promote the vision, the purpose and the means of ELSA as defined in the Philosophy Statement in the Statutes,
- d. aim to provide a clear vision of the future of the association through the implementation of strategic planning and the One Year Operational Plan as devised by this Decision Book,
- e. inspire, encourage and acknowledge the development of their members,
- f. provide individual officers with the opportunity to enhance, share and discuss their knowledge, expertise and problems, according to the financial capacity of the ELSA Group, and
- g. ensure that the data and information the ELSA Group provides are accurate and reliable.

2. Responsibility of the Internal Management Officer

The officer responsible for the Internal Management of an ELSA group has a special obligation towards quality. The officer shall oversee and advise other board members on the best method of implementation of each of the Quality Management provisions. This responsibility may be delegated by the Internal Management officer to another member of the board, provided that both give their consent, and that the rest of the board members are informed about this decision.

3. Responsibilities of ELSA International

ELSA International shall:

- Ensure that all Members and Observers of ELSA comply with the regulations of the association;
- Prepare and distribute the State of the Network Inquiry at least 35 days before the opening of each regular International Council Meeting;
- Evaluate all the information received on the international level;
- Update the ELSA website;
- Ensure that all official publications of ELSA International are grammatically and syntactically correct by having undergone review before publication from a proofreading team under ELSA International;
- Prepare useful manuals and handbooks and make them available to the Network;
- Provide guidelines for the specifics of the International Trainers' Pool;
- Work with the National Boards in suggesting solutions for the problems that arise;
- Support the alumni by keeping them updated about recent developments, achievements and projects planned by ELSA;
- Send out the call for the submission of the Local Group Reports to the Secretaries General of all National Groups before June 1st and receive them filled in before July 1st every year. The report shall include:
 - i. the name of each Local Group,
 - ii. the faculty/faculties in which each Local Group is based and covers,
 - iii. the postal address of each Local Group,
 - iv. the e-mail address of each Local Group,
 - v. the status of each Local Group as member or observer of the National Group,
 - vi. the date in which the Local Group acquired membership, if this happened during the last two years.

4. Responsibilities of the National ELSA Groups

National ELSA Groups shall:

- Comply with the regulations of ELSA and ensure that they are known to and implemented by the Local ELSA Groups;
- Submit the information gathered at the International Council Meetings to all the Local Groups;
- Ensure that the English version of their Statutes and Standing Orders is submitted to ELSA International.
- Submit the updated address and officers' list of their National Board to the Secretary General of the International Board after the election of a new National Board or after any changes in the National Board;
- Promote international activities on the local level, thus increasing the awareness of ELSA as an international association;

-
- Organise training sessions in order to improve the board's attitude, skills and ELSA knowledge.
 - Support the alumni in the State where they operate by keeping them updated about recent developments, achievements and projects planned by the respective National and Local Groups.
 - Ensure that the State of the Network Inquiry for their National Group is properly filled in and submitted to the International Board electronically at least 14 days before the opening of each regular International Council Meeting. Should the quorum of the plenary at the International Council Meeting be at risk, it is at the discretion of the Secretary General of the International Board to accept the State of the Network Inquiry of a National Group properly filled in until the opening of the International Council Meeting;
 - Fill in the Local Group Report accurately and submit it in due time to the International Board.
 - Accept the application of the following rules and sanctions if they fail to comply with the previous responsibility:
 - i. The failure in filling in or delivering the report by a Member shall be deemed a very grave infraction of the regulations, which will result in a financial sanction equal to the number of Local Groups or a National Group, which is at the same time acting as a sole Local Group, multiplied by €150. This sanction shall be added to the next membership fee of the Member.
 - ii. The delivery of a report by a Member stating a lower amount of Local Groups than that according to article 1.1 of the present regulations, shall be deemed, upon evidence, a very grave infraction of the regulations, which will result in a financial sanction equal to the difference in the real and declared number of Local Groups multiplied by €150. This sanction shall be added to the next membership fee of the Member.
 - iii. In order to find out the amount of Local Groups as per article 1.1 of these regulations, ELSA International may use all of the means at its disposal; e.g. State of the Network enquiry and letters of authorization.
 - iv. Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 11.5 of the Statutes.
 - v. These sanctions shall be directly transferred as a contribution to the ELSA Development Foundation.
 - vi. In case of any disagreement on the abovementioned sanctions, between a Member and ELSA International, the Member has the right to address the Council, in accordance to article 11.5 of the Statutes. Only the Council may modify or cancel the sanction.

5. Responsibilities of the Local ELSA Groups

Local ELSA Groups shall:

- Comply with the regulations of ELSA;
- Submit the updated address and officers' list of their Local Board to the respective National Board;
- Support their members and alumni by keeping them updated about recent developments, achievements and projects planned by them.

6. One Year Operational Plan

- 6.1 The board of every ELSA Group shall have a One Year Operational Plan (hereinafter OYOP) at the time they are in office.
- 6.2 The OYOP is not binding but it is used to guide and evaluate the efforts and achievements of the board members during their term in office.
- 6.3 The OYOP of a Local Board shall be submitted to the respective National Board before the opening of the first respective National Council Meeting since the term in office of the Local Board members started.
- 6.4 A summary of the OYOP of a National Board shall be submitted in English to the International Board before the opening of the first International Council Meeting since the term in office of the National Board members started.
- 6.5 While drafting their OYOP, the board members of each ELSA Group shall take into consideration the Strategic Goals and the OYOP of the respective National Board and/or of the International Board, provided that the latter is issued within a reasonable timeframe.
- 6.6 ELSA International shall include OYOP guidelines in the Internal Management materials it produces and the board members of each ELSA Group should take them into consideration when creating their OYOP.

7. Quality Management System - Introduction

- 7.1 The ELSA Network has a Quality Management System (hereinafter QMS), whose rules must be under this Decision Book.
- 7.2 Every rule of the QMS shall be in accordance with the Principles of Quality Management as stated in this Decision Book.

- 7.3 All the QMS rules shall be properly identified as such for the purposes of being enforced.
- 7.4 The QMS of ELSA is composed of:
- a. the General Rules, found under the decisions related to Internal Management, and
 - b. the Area Rules, found under the decisions related to each respective area of ELSA.
- 7.5 The responsibility for following the QMS falls under every ELSA Group and every individual officer in the matters in which he/she has been involved as such.
- 7.6 The National Groups are responsible for quality control regarding their respective Local Groups.
- 7.7 ELSA International is responsible for quality control and quality assurance regarding the National Groups. The coaching system can be used to facilitate the implementation of this responsibility.

8. Quality Management System – General Rules

8.1 Organisational Knowledge Management

Every ELSA Group shall be able to communicate efficiently any necessary information concerning ELSA projects and activities, therefore:

- a. Every project shall have a person responsible for communicating every relevant information to each board member. This person is presumed to be the officer responsible for the area in which the project belongs, unless otherwise decided by the board.
- b. Every officer responsible for one of the areas of activity of ELSA has the right to be informed about any development directly concerning his/her area of responsibility.
- c. The information regarding previous projects should be digitally stored by the ELSA Group in a way that it is easily accessible to the successors.
- d. The President of the board should at all times be aware of the projects in development by his/her ELSA Group, so that he/she can better manage the interaction of the board.

8.2 Support

The Network shall act in solidarity, attempting to help any officer who needs assistance in resolving a problem in his/her ELSA Group, therefore:

- a. ELSA International shall promote a framework of Network support, through which an ELSA Group may consult other ELSA Groups on the best course of action regarding matters of the association. This framework shall include the interaction of ELSA officers on mailing lists, various social media and online platforms.
- b. ELSA International shall send out the call for the submission of the Network Support Inquiry (NSI) to the all National Groups before June 1st and receive them filled in before July 1st every year. The NSI shall collect information regarding:
 - i. the good knowledge of the ELSA Groups,
 - ii. the lack in knowledge of the ELSA Groups, and
 - iii. the knowledge transfer between ELSA Groups during the current term of ELSA International.
- c. ELSA International shall then create the Network Support Report (NSR) and send it out to all National Groups during the first month of the next term, so that the new officers are aware of support status of the Network and be able to find the ELSA Groups that will advise them on various matters related to the association.
- d. ELSA International shall have a coaching system in place in order to help develop the National and subsequently the Local Groups of the Network: Every National Group is entitled to have a member of the International Board as its coach. The coach shall be appointed, at the beginning of the new term of ELSA International, and shall inform the National Group respectively.

Internal Affairs

Malta, 20th to 27th March 2016
IM 01/16

In force

1. State

In the context of the Statutes and Standing Orders of ELSA and this Decision Book, the term “State” is interpreted according to the definition used by the United Nations.

2. Access to ELSA Activities

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

3. ELSA International

ELSA International consists of the International Board of ELSA and any person appointed by the International Board to assist in their work and carry out a specific task related to the activities of the association.

4. Regulations of ELSA

4.1 The official regulations of ELSA are:

- the Statutes,
- the Standing Orders, and
- the International Council Meeting Decision Book.

4.2 The main provisions regarding the mentioned documents are found in the Statutes and Standing Orders of ELSA.

5. Regulations of the National ELSA Groups

5.1 Each National ELSA Group shall have its own decision book.

5.2 The Board of each National ELSA group shall submit the translated to English version of its Statutes and Standing Orders to the International Board, in case and as soon as new amendments have been approved.

International Council Meetings

Lisbon 30th March – 6th April 2008 IM 01/08 I Amended by IM 01/11 I, IM 02/11 II, IM 01/16	In force
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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.
 - 1.1.2. Individual applicants are liable for the payment of the participation fees for the applications they submitted.
- 1.4. The participation fee shall be paid no later than the first day of participating the International Council Meeting. A participant failing to do so shall be reported to the International Board.

2. Delegates

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

3. Participation Fees

- 3.1 In each International Council Meeting, the Organising Committee shall cover the participation fee for nine members of ELSA International. This fee includes accommodation for ten nights, and meals, requested from the other participants. The Organising Committee can additionally cover the special fees.
- 3.2 In each International Council Meeting, the Organising Committee shall cover the participation fee for the Chair and Vice Chair of the plenary for seven nights.
- 3.3 In each Presidents' Meeting the Organising Committee shall cover the participation fee for the President of ELSA International. This fee includes accommodation for six nights, and meals, requested from the other participants. The Organising Committee can additionally cover the special fees.
- 3.4 The Organising Committees of elected hosts of future International Council Meetings and groups applying to host International Council Meetings will be entitled to send three persons to International Council Meetings with delegate fees.
- 3.5 Trainers from the International Trainers Pool, giving training at an International Council Meeting, shall be entitled to attend the International Council Meeting with delegate fees.

3.6 In each International Council Meeting, the participation fee for three International Council Guests, elected at the previous International Council Meeting, shall be covered by the Organising Committee.

3.7 In case the groups mentioned do not present their application to host an International Council Meeting, they will be liable to pay the difference between the fee they were charged and the extra-delegate fee established by the Organising Committee.

4. Preparation

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

- The in force Statutes and Standing Orders of ELSA International;
- The updated International Council Meeting Decision Book;
- The International Council Meeting Working Materials;
- The State of the Network Report from the immediate previous International Council Meeting;
- List of up-coming events of the National Group;

5. Starting Quorum in Council Meetings

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

6. Workshops

6.1 There shall be one member of each delegation in each workshop.

6.2 Each workshop will receive an agenda from the responsible IB member to be accepted or amended.

6.3 Each workshop shall elect a chairman, a vice-chairman, and two secretaries.

6.4 The candidates for the workshop officers should be nominated and seconded by ELSA International, a Member or an Observer country.

6.5 All workshop officers must be workshop participants.

6.6 Workshop officers cannot be members of ELSA International.

6.7 The secretaries are responsible for writing down the minutes of the workshop. These minutes will be an appendix to the International Council Meeting minutes. The secretaries shall submit the final version of the minutes to the respective International Board member before the opening of the Final Plenary. Every member of the workshop should sign the workshop minutes, unless the workshop gives the right to sign the minutes to the chairs and the secretaries of the workshop.

6.8 Members and Observers have the right to speak in the workshop.

6.9 Members and Observers can vote in the workshops. Every Member and Observer Group has only one vote. A National Board can pass the vote to a local representative in case there are no National Representatives present and voting.

- 6.10 Observers have the right to vote in the workshop only for procedural matters, e.g. the election of WS officers and changes to the WS agenda.
- 6.11 Observers cannot vote on statements, recommendations, and proposals.

7. Former International Board at the next International Council Meeting

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

8. Application to host an International Council Meeting

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

International Area Meetings

Malta 20th – 27th March 2016 IM 01/16	In force
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1. Definitions

- 1.1. The International Area Meetings are internal ELSA meetings of the officers of the Member and Observer National Groups. There are three different International Area Meetings:
 - a. the International Presidents' Meeting (IPM),
 - b. the Supporting Area Meeting (SAM), and
 - c. the Key Area Meeting (KAM).
- 1.2. The International Presidents' Meeting is a horizontal meeting of the Presidents and officers in charge of Board Management, External Relations and Expansion. The aims of the International Presidents' Meeting are to exchange experience, information and ideas existing in the National Groups, to learn from other National Groups, to contribute to the implementation of the decisions made in the International Council Meetings and to prepare for the International Council Meeting.
- 1.3. The Supporting Area Meeting trains the officers in charge of Internal Management, Financial Management and Marketing. In this meeting, the supporting area officers enlarge their knowledge about their area by exchanging experiences and ideas. Furthermore, they prepare themselves for the upcoming International Council Meetings.
- 1.4. The Key Area Meeting trains the officers in charge of Academic Activities (and Moot Court Competitions), Seminars and Conferences, and the Student Trainee Exchange Programme. In this meeting, the key area officers enlarge their knowledge about their area by exchanging experiences and ideas. Furthermore, they prepare themselves for the upcoming International Council Meetings.

2. Timeframe

- 2.1 The International Presidents' Meeting shall meet on a biannual basis, once in winter and once in summer. It shall begin on a Wednesday and end on the following Sunday. The winter International Presidents' Meeting shall start no earlier than the third Wednesday of January and shall finish no later than the third Sunday of February. The summer International Presidents' Meeting shall start no earlier than the first Wednesday of August and shall finish no later than the first Sunday of September.
- 2.2 The Supporting Area Meeting shall meet on an annual basis in the first two months of each term of ELSA International.

- 2.3 The Key Area Meeting shall meet on an annual basis in the first two months of each term of ELSA International.

3. Host

- 3.1 Any Member National Group of ELSA or any member Local Group of a Member National Group of ELSA is eligible for applying to host an International Area Meeting.
- 3.2 The International Board issues a call for hosts and sends out a host agreement with terms to be agreed upon between the two parties and, after examining the applications received, appoints them.
- 3.3 The Organising Committee has to provide a minimum of 50 spots for participants.
- 3.4 All applications from Local Groups shall be submitted to the International Board by their respective National Group.
- 3.5 Local Groups may only apply on their own behalf if:
- i. There is no National Group in their country
 - ii. Their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of ELSA International.

4. Attendance

- 4.1 The President of the International Board or his or her substitute must attend the IPM. National officers in charge of Board Management, External Relations and Expansion or their substitutes are invited to attend the IPM. National officers can invite local officers to attend the IPM.
- 4.2 The supporting area officers of the International Board or their substitutes must attend the SAM. National supporting area officers or their substitutes are invited to attend the SAM. National officers can invite local officers to attend the SAM.
- 4.3 The key area officers of the International Board or their substitutes must attend the KAM. National key area officers or their substitutes are invited to attend the KAM. National officers can invite local officers to attend the KAM.

5. Fees

- 5.1 The Organising Committees shall comply with Council Decision FM 01/07 I “Maximum Participation Fee for Statutory Meetings and International Internal Meetings” when charging the participation fee.
- 5.2 In each International Presidents’ Meeting, the Organising Committee shall cover all expenses for the President of the International Board and one more officer of ELSA International in connection to the IPM, except for travel expenses. The accommodation and meals costs of the aforementioned

officers of ELSA International covered by the OC include the five days of the IPM and maximum 2 extra nights per each one of them.

- 5.3 In each Supporting Area Meeting, the Organising Committee shall cover all expenses for the supporting area officers of the International Board in connection to the SAM, except for travel expenses. The accommodation and meals costs of the aforementioned officers of ELSA International covered by the OC include the five days of the SAM and maximum 2 extra nights per each one of them.
- 5.4 In each Key Area Meeting, the Organising Committee shall cover all expenses for the key area officers of the International Board in connection to the KAM, except for travel expenses. The accommodation and meals costs of the aforementioned officers of ELSA International covered by the OC include the five days of the KAM and maximum 2 extra nights per each one of them.

Human Resources

Cluj-Napoca 19th – 26th April 2015
IM 01/15 I
Amended by: IM 01/16

In force

1. Fundamental Principles of Human Resources Management

- 1.1 The Human Resources Management (hereinafter HRM) in the context of ELSA shall respond to some fundamental principles that are expected to guarantee the success of the Human Resources Strategy.
- 1.2 The vision of ELSA shall be an integrated part of any expression of the HRM.
- 1.3 Human resources constitute the foundation and the driving force of the Association, and related issues shall therefore be taken into consideration in every ELSA event organized.
- 1.4 Unity in rudimentary terms and practices shall transpire any action of HRM.

2. The Human Resources Strategy of ELSA

- 2.1 The Human Resources Strategy of ELSA (hereinafter HRS) constitutes a framework to be implemented throughout the Network and in all areas of activity provided, with the purpose of increasing the quality and quantity of ELSA members in the member countries.
- 2.2 The Secretary General of the International Board or the officer in charge of human resources, if one is specifically appointed by the IB, is responsible for the administration and the implementation of the HRS throughout the Network. ELSA International shall

cooperate with the National Groups, aiming at achieving the objectives defined in the strategy.

- 2.3 This section of the Decision Book shall only be regarded as a summary of the HRS of ELSA, which constitutes a separate comprehensive framework.

3. The core structural provisions of the Human Resources Strategy

- 3.1 The HRS is based upon the following HR Cycles:
- a. Recruitment,
 - b. Integration,
 - c. Maintenance,
 - d. Development and Knowledge Management,
 - e. Farewell and Alumni.
- 3.2 Recruitment is an ongoing process at all levels of ELSA. It is the stage of approaching a potential ELSA member and gaining additional human resources.
- 3.3 Integration focuses on forging a welcoming environment for new members, introducing them to the cooperative and interactive spirit that transpires the Association as well as to the wide range of activities of ELSA, while motivating and encouraging them to actively participate.
- 3.4 Maintenance is considered as a crucial cycle in the context of ELSA, which determines if members' interest is enforced, simply maintained, or faded. During this stage, the active participation of members shall attract appreciation and personal reward, which boosts their motivation towards further involvement.
- 3.5 Development marks the advancement of members to executives of administration, whereas Knowledge Management illustrates the transmission of core ELSA information connected to officers' responsibilities.
- 3.6 Farewell indicates the conclusion of members' or officers' active engagement in ELSA and their further involvement in the Association as alumni. Alumni shall feel included and be given the opportunity to acquire social and professional contact with future members and officers. This stage signifies the experience and expertise that following generations draw from their predecessors.

4. Evaluation and Improvement of the Human Resources Strategy

- 4.1 The evaluation of the HRS shall be conducted at a two-level scheme, annually and triennially, with the aim of achieving a more flexible and effective implementation.
- 4.2 At every spring International Council Meeting, the concrete figures of the most recent State of the Network Inquiry shall be presented in front of the International Council and be evaluated during a session of the IM Workshop.
- 4.3 Every three years after the end of the Spring ICM, the Secretary General of the International Board or the officer in charge of human resources, if one is specifically

appointed by the IB, shall draft an evaluation report presenting a timeline of the related data collected since the last published report.

- 4.4 On the basis of the evaluation, ELSA International shall update the HRS and adjust its content to the conclusions agreed upon.

5. National and Local Groups

- 5.1 The National and Local Groups shall adhere to the core structural provisions of the HRS of ELSA in accordance with article 3, though if necessary they shall be adjusted to the special overall circumstances of their respective networks.
- 5.2 The National and Local Groups may proceed in creating their own HRS, provided that the core HR structure is followed, aiming at the furthest possible harmonization of the management of human resources throughout the Network.

Training

Cluj-Napoca 19th – 26th April 2015
IM 01/15 I
Amended by: IM 01/16

In force

1. Definition

1.1 A training seeks to develop skills and knowledge of ELSA members that relate to specific useful competencies. A training aims at enhancing the potential of our members and officers, helping them to work more effectively.

1.2. There are two types of Trainings in ELSA:

- a) Soft Skills Training that is aiming at developing personal attributes that enhance an individual's interactions, career prospects, and job performance.
- b) Officers' Training that is aiming at developing the members to be fully equipped as ELSA officers.

1.3. The International Trainers' Pool (here after the ITP) is the main Training body of ELSA. The National Groups can also establish Trainers' Pools on national or regional level. The Secretary General of ELSA International administers the International Trainers' Pool. This administration can be delegated also to a director appointed for this specific purpose.

2. Obtaining trainings from the ITP

2.1 In order to apply for a trainer from the ITP, the National Secretary General should contact the Secretary General of the International Board or the officer in charge of training, if one is specifically appointed by the IB, and to fill in the Pre-Training Questionnaire.

2.2 The Secretary General of the International Board, at his/her disposal, is appointing a trainer for the requested event.

2.3. The National Group is expected to cover travel and accommodation costs for the appointed trainer.

3. Responsibilities of the International Board

3.1. The International Board shall organise annually the Refreshment Weekend and biannually the Train the Trainers' Week. The hosts for these events shall be appointed by ELSA International at least six month prior to the events. The dates for the events shall be set and communicated to the network at least three months prior to the event.

3.2. Refreshment Weekend is meant to conserve and enhance the quality of the ITP trainers. The sessions of the event are hosted by the experienced ITP trainer or the training companies who are partners of ELSA. The academic program for the event is developed by ELSA International and the ITP itself.

3.3. The Train the Trainers' Week is aiming to recruit new trainers to the ITP. Based on the results and a feedback of hosting trainer(s) of the event, the International Board is appointing new trainers to the ITP.

4. Responsibilities of National Groups

4.1. Every National Group should annually organise at least one officers' training event to enhance the skills needed in the officers' tasks.

4.2. Every National Group should annually organise at least one members' training event and encourage its Local Groups to organise them as well for their members. Through these events ELSA members can enhance their soft skills.

Information Technology

Amended by IM 01/12 III, IM 02/15, IM 01/16

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 or www.elsa-norway.no
Local group addresses: www.elsa-oslo.org, www.elsa-oslo.no, www.oslo.elsa-norway.org, 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. Website template and hosting

- 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.
- 2.2 Groups are entitled to technical assistance of ELSA International regarding the website template and the hosting of the website under a subdomain of elsa.org.

3. E-mail communication

- 3.1 The official e-mail addresses of each ELSA Group shall be the following: president@, secgen@, treasurer@, vpmarketing@ or marketing@, vpaa@ or academicactivities@, vpmcc@ or mootcourts@, vpssc@ or seminarsconferences@, vpstep@ or step@, followed by the domains mentioned in 1.2.
- 3.2 The e-mail signatures shall contain at least:
- a. the name of the officer,
 - b. the position the officer holds or the area he/she is responsible for,
 - c. the name of the ELSA Group, and
 - d. the postal address of the ELSA Group.

Agreement between ELSA Greece and ELSA Republic of Macedonia

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

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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 accounted.

4. The Principle of Continuity

The chart of accounts, the way to present finances and the structure shall only be changed if there is a special need for it. Nevertheless a comparison between different financial periods shall be possible. Every financial period shall start with the figures the last period ended. The principle of continuity is realised by using a regular financial period and by using the final balance as opening balance of the following financial period.

Payment Procedure

Reggio di Calabria, 21st – 28th October 2007 FM 02/07 I, FM 02/09 I, FM 01/13 I, FM 01/15 I
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In force

1. Invoicing procedure for ELSA International

1.1 Time and Mailing

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

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

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

1.2 Illiquidity of a National Group

In the case of illiquidity, the National Group shall inform the Treasurer of ELSA International within the due date of the invoice. The National Group shall hand in a report about its financial status, and

inform ELSA International when in which time the National Group will be able to pay the invoiced amount.

1.3 Mailing of reminders

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

1.4 Penalties

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

2. Standards for international invoices

2.1 Applicability

If the invoiced Local or National Group is located judicially or geographically in a different country than the invoicing party, the following requirements shall be applied. The same requirements are always applicable when Local or National Group is invoicing ELSA International.

2.2 Effect of non-compliance

If the following requirements in articles 2.3 and 2.4 are not met, the invoice is not considered valid and the invoicing party, after a notification by the invoiced party, must send a new invoice with due date extended by three working days from the due date of the original invoice.

2.3 Mandatory requirements

Invoices, which fall under the scope this article, must include

- A statement identifying the document as an invoice, and a unique sequential number
- Date of issue and due date of the invoice
- Description of the quantity and nature of the goods supplied or services rendered
- Unit price of each unique item
- IBAN number of the invoicing party
- Official name of the invoicing party or the account holder, if these two are not the same
- BIC or SWIFT code of the invoicing party's bank
- Name, street address, city, postal code and country of invoicing party's bank
- The invoice must be in English

2.4 Recommended information

The following requirements should be included in the invoice. They must be included, if requested by the invoiced party.

- Full contact information of the invoicing party, meaning name, street address, postal code and the country
- Identification number of the invoicing party (ID), should there be one
- VAT identification number of the invoicing party, should the invoicing party be a registered VAT-payer
- The VAT rate and a break-down of the VAT amount payable, if the invoicing Member is a registered VAT-payer

3. Payment Agreements

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

3.1 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

3.2 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.

Reimbursement regulations

Cluj-Napoca, 19th – 26th April 2015
FM 01/15 I

In force

1. Definition

1.1 Reimbursements are monetary compensations paid for expenses made in behalf of ELSA International.

2. General regulations

- 2.1. Reimbursements will only be paid for expenses which have occurred after prior consultation of the International Board.
- 2.2. Reimbursements must be claimed with a form provided by the International Board upon request.
- 2.3. All expenses for which the reimbursement is asked for must be backed up with receipts or copies of the original receipts.
- 2.4. All receipts which are not in English must be accompanied with a cover letter explaining the meaning of the receipt.
- 2.5. All receipts which are in other currency than in Euros must be accompanied with a currency conversion in which the conversion date is the date of the transaction.
- 2.6. Reimbursements must be initially claimed within 12 months from the date of the expense.

3. Reimbursements for using a private car

- 3.1. In a case a private car is decided by the International Board to be the most efficient way of transportation, the reimbursement will be paid as a fixed mileage allowance per kilometer.
- 3.2. The amount of kilometers is provided by the person seeking the reimbursement based on the recorded difference in the number of the cars odometer in the beginning and end of the journey.

The fixed mileage allowance is the standard mileage allowance used in Belgium as published in a Royal Decree.

Damages caused to ELSA

Cluj-Napoca, 19th – 26th April 2015
FM 01/15 I

In force

1. Definition

- 1.1. In these regulations damages mean monetary loses to ELSA International caused directly by intent or by gross negligence of an International Board member.

- 1.2. Gross negligence, in these regulations, shall be interpreted as a lack of adequate precautions of a normal diligent person to prevent a damage that is foreseeable for the International Board member in question.
- 1.3. To fall under these regulations the damages must be clearly measurable and relate to a single event or action.
- 1.4. Principally, damages of this type should be reimbursed to ELSA International.
- 1.5. These regulations do not waive the possibility of ELSA International to seek larger reimbursements through court procedures.

2. Procedure by the International Board

- 2.1. Any International Board member may take up a damage caused by him or herself or other Board Member in a board meeting. If the International Board finds damage to fall under the definition of the article 1 above with a simple majority vote, the damage will be reimbursed to ELSA in accordance to article 4 below.
- 2.2. If the International Board member obliged by a vote described above to reimburse damages to ELSA does not accept the result of vote, he or she may ask the auditors of ELSA International to give their opinion upon the damage falling under the definition of the article 1. If the auditors agree with the result of the vote, the damage will be reimbursed to ELSA in accordance to article 4 below. If the auditors disagree with the voting result, the vote is disregarded and no further action is taken.

3. Procedure by the Auditors

- 3.1. The auditors of ELSA International may propose to the International Board to take up a damage caused to ELSA International by an International Board member in a board meeting.
- 3.2. If the International Board refuses to do so or the auditors disagree with the result of the voting, they shall mention this in the auditing report.

4. Payment procedure

- 4.1. After the decision about reimbursing damages is done in accordance to either article 2 or 3, the International Board member obliged to make the payment will agree about the payment schedule with the Treasurer of the ELSA International. If the Treasurer is the one responsible for making the payment, he or she will agree about the payment schedule with the President of ELSA International.
- 4.2. If the Board member refuses to make the payment or does not follow the agreed payment schedule, the amount due to ELSA International will be reduced to his or her allowance for the month following the refusal or breaching of the payment schedule.

Regardless of the monetary value of the damages caused, the total reimbursement claimed shall not exceed the amount of monthly allowance regulated in the Allowance part of the Decision Book.

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, FM 01/15 I.

1. Membership Fee

1.1 The Membership Fee is calculated through a formula which incorporates the number of Established Local Groups of each National Group as stated in the Local Group Report as delivered by July 1st (LG

number) and also the Gross National Income per capita (GNI), measured in Purchasing Power Parity (PPP) for their respective countries.

1.2 Local groups of ELSA specified under the respective National Group's regulations as Local members, which have achieved membership status over 1 year ago at the point of receipt of the report from ELSA International (article 2 of the "Local groups" regulation within the Internal Management part of the Decision Book) shall be, for the purpose of the Membership fee calculation, deemed 'Established Local groups'.

1.3 Only the Established local groups shall be taken into account for the purpose of the Membership fee calculation. If the report mentioned in the article 1.2 does not provide necessary information to determine the Establishment status of the Local Group, or if the Establishment status is unclear, the Local Group shall be considered Established.

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

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

'GNI' is the GNI per capita (measured in PPP), as available on the World Bank online data catalog (<<http://data.worldbank.org/indicator/NY.GNP.PCAP.PP.CD/countries>>) at the 30th of June for the respective year.

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

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

$$MF_x = [(GMF * (Country LG / Total LG)] * [1 + ((GNI_x - GNI_{wa}) / GNI_{wa}) * 0,65]$$

where

'MF_x' is the Membership Fee for the respective country

'GMF' is the Global Membership Fee

'Total LG' is the number of the Established Local Groups in the entire Network as stated in the Local Group Report

'Country LG' is the number of Established Local Groups in the respective National Group as stated in the Local Group Report

'GNI_x' is the GNI per capita (measured in PPP) for each respective country

'GNI_{wa}' is the weighted average GNI per capita (measured in PPP), which is calculated by multiplying the 'GNI_x' and the 'Country LG' for every country. The sum of all these figures is then divided by 'Total LG'.

The coefficient of '0.65' represents the impact that differences in the GNI between the countries have on the different Membership Fee that countries have to pay.

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

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

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

2. Administration Fee for Observers

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

3. Publishing the GNI numbers

The GNI per capita (measured in PPP) data of the ELSA countries from the World Bank online data catalog is to be made available to the National Groups together with the relevant invoice through a direct link to the data catalog on the World Bank website, which shall be sent out together with the invoice.

4. List of Favoured Countries

4.1 The list of favoured countries is based on the GNI per capita (measured in PPP), as available on the World Bank online data catalog on the World Bank website.

4.2 The list of favoured countries consists of any country with GNI per capita (measured in PPP) equal to or lower than 21.000 International dollars.

4.3 This demarcation number shall be indexed at the end of each year, with the average increase in GNI per capita (measured in PPP) of all national ELSA groups. The average increase in GNI per capita (measured in PPP) shall be based on the most recent yearly data from the World Bank online data catalog compared to the second most recent yearly data.

4.4 Any country not found in the World Bank online data catalog shall be considered as a favoured country.

4.5 Members of ELSA's Partner Students' Associations can attend events in the Network paying a participation fee equal to the fee of non-favoured countries.

4.6 The International Board its Directors and Assistants shall be considered to be from a favoured country when participating in an event in relation to their work. Trainers from the International Trainers' Pool shall be considered to be from a favoured country when participating in an event in order to give one or more training sessions.

4.7 The International Board is to update and publish the list of favoured countries by the end of each year. Should there be no change from the most recently published list of favoured countries, this information shall be provided along with a copy of the most recently published list of favoured countries.

Event Fees

Prague 25th March – 1st April 2007	In force
FM 01/07 I, FM 01/08 II, FM 02/08 VI, FM 01/15 I	

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 and ELSA Law Schools.

3. Maximum Participation Fee for ELSA Law Schools

The maximum participation fee for participants of ELSA Law School shall be charged as provided in Annexes I and III to the FM part of the Decision Book.

The maximum participation fee for favoured and non-favoured countries shall be calculated and charged for the whole Law School. There shall not be a lower fee for participants not staying for the full official programme.

This participation fee shall include:

- the academic programme;
- the social programme;
- the cultural programme (e.g. sightseeing);
- accommodation;
- breakfast for every day excluding the day of arrival;
- lunch for every day excluding either the day of arrival or the day of departure;
- dinner for every day excluding the day of departure;
- transportation during the official programme of the ELSA Law School and
- administrative costs

Extra fees can only be charged until the amount as stated in Annex III to the FM part of the Decision Book for:

- Gala Balls or Gala Reception
- Transfer to and from the expectable point of arrival (e.g. nearest international Airport, major Train Station or international Harbor)
- Extra nights
- Other special services that are not part of the academic nor the cultural focus of the ELSA Law School

The exact amount of all fees shall be published latest with the opening of the application and at least three month before the official beginning of the respective ELSA Law School.

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

4. Indexation

The maximum participation and extra fees for Statutory Meetings, International Internal Meetings, and S&C Events, as laid down in Annex II to the FM part of the Decision Book and Annex III to the FM part

of the Decision Book for ELSA Law Schools, shall be indexed with the inflation rate of the Euro, as stated by the European Central Bank, every 1st of January. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the maximum participation fee as calculated for the previous year, up to two decimal points.

After the indexation a notification about the updated Annexes of the Decision Book shall be sent to the Network through relevant mailing lists.

Allowance

Prague, 25th March -1st April 2007 FM 01/07 I, FM 01/08 IV, FM 01/13 V, FM 02/13 II	In force
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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 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, FM 01/15 I, FM 02/15, FM 01/16	In force
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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) Internal Meeting Support

(B.1) Financial assistance for organizing International Council Meetings, International Presidents Meeting, Key Area Meeting or Supporting Area Meeting

(C) Training Support

(C.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.

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

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

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

(D) Network Support

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

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

(D.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

(c) Cooperation of Local or National Groups - in such cases, the applicable regulations are determined based on the majority of the members of the cooperation.

4. Local Groups eligibility Criteria

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

4.2 All applications from Local Groups shall be submitted to the Board of Directors by their respective National Group.

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;
- 4.5 Local Groups may only apply if they are lacking financial resources.

5. National Groups eligibility Criteria

- 5.1 National Groups may apply for all modes of support.
- 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 EDF granting timeline is divided into four cycles. The ends of the four cycle application periods for their term in office shall be announced to the Network by the Board of Directors of the EDF within the first week of their term. In case the dates are not announced during this period, the cycle application periods end on the last day of September, December, March and June by default. The next cycle starts immediately after the previous cycle ends. The ends of the cycle application periods may not differ from these default dates by more than two weeks.
- 6.2.2 The applicants may apply for EDF support only during four cycles – during the cycle in which the event or activity is opened, at the soonest within the two cycles before the event or activity is opened, and at the latest within the cycle, after the event or activity is opened.
- 6.2.3 Within two weeks after the end of the application period for a cycle, the Board of Directors shall take decisions on all of the applications received during this cycle, and communicate the decisions to the applicants within one week after the decisions have been made.
- 6.2.4 The Board of Directors may also, if they deem it fit to do so, and before taking a decision on any particular application, ask the applicant to re-write the application form, stating the areas which are lacking or which need to be improved. The re-written application will be evaluated as if it were an original application. In this case, a new timeline shall be set for the applicant by the Board of Directors.

6.3 Exceptional Procedure

The Board of Directors may exceptionally, upon evaluating the application against the Award Criteria under article 7, accept a submission, which was received after the end of a cycle application period, to be evaluated along other applications received for the respective cycle. This exception may not be granted, if the application was received later than two days after end of the cycle application period.

7. Award Criteria

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

7.2 While deciding the amount to be granted the Board of Directors can name a purpose to which the granted amount shall be used.

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

- (i) the fulfilment of the eligibility criteria of the applicant;
- (ii) the quality of the 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.

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

7.5 Board of Directors' members, who have been part of the National Group, whose application is being discussed, shall abstain themselves from the voting.

8. Payment Procedure

In order for the applicants to be paid the amount granted, they must comply with the following regulations:

8.1 Reporting Procedure

- (i) The applicant shall submit the Activity Report, the Financial Report and the receipts relating to the event or activity, for which the grant was awarded, within four weeks of its conclusion, or along with the application, in case the event or activity has concluded before the application was submitted.
- (ii) The Activity Report shall include information regarding the event or activity itself, the experiences of the persons present, and the expected multiplier effect from the organisation or attendance of such activity or event.
- (iii) The Financial Report shall clearly determine, supported by the receipts meeting the criteria of the following article, the profit and loss statement of the event or activity.

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- (iv) The receipts submitted must contain clearly legible dates, details of transactions and amounts, and must be issued by entities with the legal capacity to issue such receipts. In case the receipts are not in English, a brief translation of the content must be provided. Payments not made in Euro shall be supported with a conversion into Euro, with the exchange rate at the date of the payment, as proved by the relevant receipt.
 - (v) The Board of Directors reserves the right to unilaterally reject an Activity Report, a Financial Report or to exclude a receipt or receipts from the final payment, if they fail to fulfil the requirements of this Article. In such cases, the Board of Directors may ask the applicant to re-write specific parts of the Activity Report or Financial Report, and provide the applicant with a new deadline for the submission. Upon timely submission, the newly amended Activity Report, Financial Report, receipt or receipts shall be taken in as applicable, to the exclusion of the ones originally submitted.
 - (vi) The Board of Directors may provide an applicant with a reporting template to be filled, in which cases the template must be used.

8.2 Crediting Procedure

- (i) Within four weeks of the accepting of the Activity Report, the Financial Report and the receipts, the Board of Directors shall directly credit the relevant amount to the bank account of the applicant, based on the proved amount of loss made by the Applicant. In exceptional circumstances in which bank transfer is not reasonable the Board of Directors may pay the relevant amount in cash to the appointed representative of the applicant.
- (ii) If either the accepted Activity Report or the Financial Report or the receipts have not been submitted to the Board of Directors by the applicant in due time, the grant awarded shall expire, and no claim for payment may be made in its regard thereafter.
- (iii) One week before the expiration of the grant, the Chairman of the EDF shall inform the applicant about the upcoming deadline to submit the Activity Report, the Financial Report and the receipts.
- (iv) The Board of Directors may extend the deadlines for providing the Activity Report or the Financial Report or the receipts upon a valid and reasonable request of the applicant, which has been submitted to the Board of Directors before the expiration of the grant.

8.3 Amount credited

- (i) The maximum amount which will be paid out from the awarded grant shall be limited by the loss made by the applicant. An event or activity may never become profitable due payment of the awarded grant.
- (ii) If the Board of Directors has named a purpose to which the awarded grant shall be used and the expenses for this purpose are lower than the awarded grant, the Board of Directors may limit the credited amount to these expenses.
- (iii) Should the application be originally accepted one day late under the Exceptional procedure, the amount credited may be limited to one half of the amount calculated under the points (i) and (ii) of this article.
- (iv) Should the application be originally accepted two days late under the Exceptional procedure, the amount credited may be limited to one quarter of the amount calculated under the points (i) and (ii) of this article.

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 Chairman of the EDF shall prepare a statistical report on the usage of the funds of the EDF from the start of his term as the Treasurer of ELSA International, and present it to the Council in the respective autumn and spring Council meeting. This report shall contain:

- (i) the incomes of the EDF, meaning the received yearly contributions to the EDF,
- (ii) the types of events or activities, which were supported by the funds of the EDF,
- (iii) the exact amounts credited to these events or activities,
- (iv) the amounts initially granted to these events or activities,
- (v) the amount which is already capitalised.

The report shall be prepared based on the data as of 35 days before the opening of the upcoming Council meeting, and is to be included in the respective working materials.

If possible, the report shall not enable the identification of the beneficiaries of these funds, and is to be used for statistical purposes.

10.5 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.

10.6 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.

12.3 The annual income which wasn't granted in the current financial year is not considered a capitalized amount, in case it is in accordance with the Statutes of the EDF.

Grants Regulations

Amended in Alanya 24 th to 31 st October 2010 FM 02/10 III	In force
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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, FM 01/15 I

Responsibilities of Organising Groups

- Respect the maximum participation fee

Responsibilities of National Groups

- Inform about the amounts received from general sponsors by the 31st of August.
- Cover the costs of the payer bank and the payer bank's international bank charges.
- Pay the membership fee due at the 31st 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 30th 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
- Use the double-entry bookkeeping
- Use a recognised accounting procedure
- Ensure that all financial activities outside the ELSA International accounts are reported
- Avoid use of abbreviations and cryptic references
- Submit a budget for approval at the Spring Council Meeting
- Prepare and present the interim and final accounts for their respective term in office
- Include in the Working Materials of each International Council Meeting a list with the concrete figures regarding outstanding debts toward ELSA International.
For the debts arising from NGs the following details shall be included in the list:
 - The name of the NG that has a debt towards ELSA International

- The exact amount owned
- The source of the debt
- The status of each outstanding debt (e.g. payment plan, delay of the payment)

Responsibilities of ELSA International

- 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)

Financial Questionnaire

Cluj-Napoca, 19th – 26th April 2015
FM 01/15 I

In force

1. General regulations

The financial questionnaire is an information gathering tool meant to accumulate information about the financial structure and management of the Network over a long period of time.

The Treasurer of ELSA International will send a questionnaire within the Working Materials of the Spring International Council Meeting to be filled by National Groups.

Answers to the questionnaire must be submitted within 15 days from receiving.

2. Restrictions

The Treasurer of ELSA International shall not ask exact amounts of any income, expenses or budget posts.

All individual answers are confidential and shall be only used for statistical purposes.

Financial Strategy of ELSA International

Batumi, 18 th October – 25 th October 2015 FM 02/15	In force
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1. Purpose of the Financial Strategy of ELSA International

- 1.1. The Financial Strategy of ELSA International (“Financial Strategy” hereinafter) shall be a tool of the Financial Management in ELSA International, complimentary to the Strategic Planning in ELSA.
- 1.2. Its purpose shall be to most efficiently meet the set of Strategic Goals adapted by the Council, and to ensure continuity in the Financial Management of ELSA International, in order to counter the negative effects of regular changes in the International Board’s composition.
- 1.3. Maintaining and adhering to the Financial Strategy shall be the responsibility of the Treasurer of ELSA International.
- 1.4. The Financial Strategy shall utilize the data gained through financial analysis of ELSA International’s financial statements for the past terms, in order to set forth guidelines for an optimal financial structure. The Focus and Execution parts of the Financial Strategy will be implemented for a period of three years.
- 1.5. The Focus part shall generally describe the fundraising focuses (grants, marketing, partnerships, membership fees etc.) and the expenditure focuses of the respective Financial Strategy.
- 1.6. The Execution part shall specify the Focus part on a technical level by determining the ratios, or individual amounts of the incomes or expenses stated. It shall also specify which key indicators are to be observed, and what measures should be taken should these indicators reach a certain level.
- 1.7. The wording “Auditors of ELSA International” within this decision refers only to Internal Auditors of ELSA International (Article 16 of the Statutes of ELSA).

2. Working Group on Financial Strategy

- 2.1. The purpose of the Working Group on Financial Strategy shall be to undertake a financial analysis of ELSA International, and, in alignment with the gained insight, to create and present a Draft Financial Strategy proposal to the Council Meeting for approval.
- 2.2. The Working Group always comprises of:

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- (i) The President of ELSA International, who is to ensure alignment between the Draft Financial Strategy and the currently adopted Strategic Goals
 - (ii) The Treasurer of ELSA International, who is to provide the Working Group with his/her technical knowledge, relevant financial information about ELSA International, and with the accounting data necessary for the group to undertake the financial analysis
 - 2.3. The Working Group should additionally include of at least one professional non-ELSA member, or an ELSA alumnus experienced in the field of finances, who is not affiliated with the state of affairs within the Network at the point of drafting, in order to provide an independent and professional opinion on the contents of the Draft to the Working Group.
 - 2.4. The Treasurer of ELSA International is the Chair of the Working Group.
 - 2.5. The Working Group is automatically dissolved after the closing of the spring Council Meeting of the term of its establishment.

3. Drafting procedure of the Financial Strategy

- 3.1. ELSA International shall issue an open call for a Working Group on Financial Strategy within the first two weeks of the term of the International Board during the last year of implementation of the ongoing Financial Strategy.
- 3.2. The Working Group shall create and present a Draft Financial Strategy proposal during the spring Council Meeting for approval.
- 3.3. The Draft Financial Strategy shall, no later than 15 days before the end of the spring Council Meeting's proposal submission period (Article 5.2. of the Standing Orders) be:
 - (i) sent out to both the Treasurers' and Presidents' mailing lists and to the Auditors of ELSA International for comments, and
 - (ii) submitted as a proposal to the International Board
- 3.4. The Working Group shall receive comments on the Draft Financial Strategy by the end of the official period for the spring Council Meeting proposal submissions, as stated in article 5.2 of the Standing Orders.
- 3.5. In case the Working Group accepts the comments received as valid changes, it shall amend its proposal accordingly, and inform the International Board and the Auditors of ELSA International about the changes and their reasoning.

4. Implementation procedure of the Financial Strategy

- 4.1. The Draft Financial Strategy shall be adopted during the last term of the ongoing Financial Strategy by a simple majority of the Council for a period of three years, starting immediately after the respective Council Meeting.
- 4.2. Should the Council not accept the Draft Financial Strategy, the implementation of the current Financial Strategy continues until a new Financial Strategy is approved by the Council. ELSA International shall in this case issue a new call for a Working Group in accordance with the article 3. at the start of the next term.

5. Changes of the Financial Strategy

- 5.1. The International Board can propose changes to the Financial Strategy. The Auditors will comment on these proposals. If the Auditors are in favour of the changes, the Council can approve the changes by a simple majority.
- 5.2. If the Auditors disagree with the proposed changes of the Financial Strategy, the Council can approve the changes by an absolute majority.

6. Role of Auditors of ELSA International regarding the Financial Strategy

- 6.1. The Auditors of ELSA International shall:
- (i) Provide the Working Group with their comments on the Draft Financial Strategy,
 - (ii) Comment on proposed changes of the Financial Strategy for the Council and send out the commentary seven days before the start of the Council Meeting through the Presidents' and Treasurers' mailing lists.
 - (iii) Evaluate the International Board's compliance with the Financial Strategy, and state their findings within all Auditors's reports.
 - (iv) Evaluate any intended revisions of the Budget of ELSA International to determine whether it follows the implemented Financial Strategy, and provide their comments along with the revision proposal.

Financial Strategy 2016-2019

Malta, 20 th October – 27 th March 2016 FM 01/16	In force
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1. The Focus

- 1.1. Fundraising Focuses:
- 1.1.1. Partnerships
 - Fundraising from Partnership sources shall fall into two categories - General Partnerships and Project Partnerships.
 - The International Board shall make effort for the Project Partnerships to result into General Partnerships.
 - 1.1.2. Membership fees
 - To equalize inflation and other influences, Membership Fees should be adjusted by the Council every three years.
 - 1.1.3. Marketing
 - Income raised through Marketing activities - advertising and magazines - shall only be used as a supportive source of funding.
 - 1.1.4. Grant Strategy
 - The International Board shall apply for Structural and Project Grants only after consulting during a Board meeting, which assesses the necessity of such Grants, benefits and risks of applying.
 - The Incumbent Treasurer shall always be aware of the deadlines for applying for new grants, and reporting of the current ones.

- The Incumbent Treasurer shall control, whether the spending of the granted money follows the granted reason, and inform the International Board if it is not so.

1.2. Expenditure Focuses:

1.2.1. Professionalization

- The International Board shall focus the spending towards establishing a permanent secretariat, which shall compose of a secretary, an accountant and a lawyer. The secretariat does not have to be employed by ELSA directly, as long as it is responsive and duly working.
- The International Board shall utilize consulting when professionalizing the association.

1.2.2. Knowledge management

- The International Board shall spend resources on digitalizing of the Archive of ELSA International, in order to make the Archive available to every member on an internal database.

1.2.3. Network Support

- ELSA International shall ensure visits of all national groups and observers by arranging travels of the International Board or members of the International Team during their term in office, in order to provide support with practical knowledge.

1.2.4. Allocation of Excessive funds from the general budget shall further prioritize the following topics:

- Development and maintenance of IT structures capable of handling the STEP and Moot Court Competition registration and processes.
- Attending and organizing Networking events for the International Board.
- Establishment of a separate office close to accommodation premises of the International Board.
- Inhouse and Outhouse travels for the International Boards in case the final balance of the year after an Internal Audit results in a profit.

1.3. Principles:

- General Incomes and Expenses shall be visibly separated from the Project related Incomes and Expenses.
- General running Expenses of the International Board – allowances, supplies, travel costs, etc. - shall be allocated to the Project Expenses within project budgets proportionally.
- Project Incomes shall not be used to cover General Expenses.

2. The Execution

2.1 Fundraising Executions:

- 2.1.1. General Partnership Income shall be maintained between 30 - 60% of the General Income.

- 2.1.2. Membership Fee Income shall be maintained between 10 – 25% of the General Income.
 - 2.1.3. Advertising Income and Income from publications combined Income shall be maintained between 15 – 40 % of the General Income.
 - 2.1.4. Income from Operating / Structural Grants shall be maintained between 10 – 50 % of the General Income.
- 2.2 Expenditure Executions:
- 2.1.1. Expenses for the ELSA House shall be maintained between 20 - 35% of the General Expenses.
 - 2.1.2. International Board Allowances shall be maintained between 20 - 30% of the General Expenses.
 - 2.1.3. International Board Travel expenses shall be maintained between 10 - 20% of the General Expenses.

DECISIONS RELATING TO MARKETING (MKT)

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Preface

Qawra, 21st March – 28th 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, 5th - 12th November 2006
MAR 01/08 II
Amended by MKT 01/11 I, MKT 02/11 I

In force

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
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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.

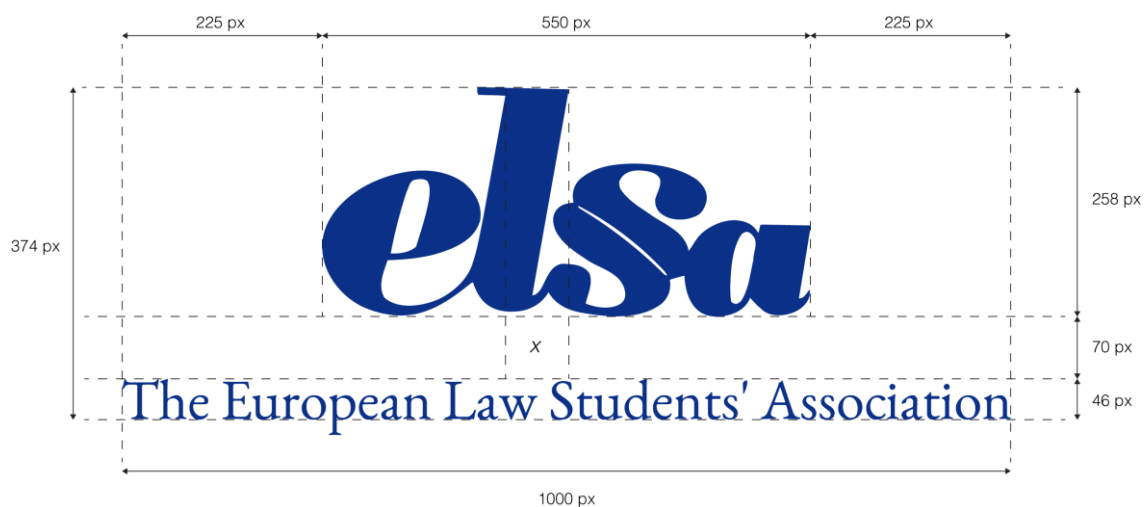
In force

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. The logo shall not be used in a way that would damage the positive image of ELSA or in any other way that would harm the reputation of the association. The logo shall not be used in a way, which could come in conflict with ELSA's non-political status.

1.2 The ELSA logo consists of two parts: the design and the subtitle. Only when the design and the subtitle appear together in the correct proportions and colours may it be called the ELSA logo, unless the exception 1.3 applies.



1.3. For a specific reason, the logo can be featured without the subtitle when relatively small. In that case it shall not be used in combination with any other subtitle or name.

1.3.1 Relatively small means that the width of the design is 30 mm or less.

1.3.2 The exception in point 1.3 does not apply for business cards, letterheads, envelopes and digital publishing.

1.3.2.1 Digital publishing includes (but is not limited to) webpages and social media.

1.4. For a specific reason, the dimensions of the logo can be altered, but its proportions shall never be altered.

1.5. The subtitle shall be written in the font *EB Garamond*.

The subtitle shall be perfectly centred under the design with a spacing equivalent to the width of the letter "L" in the design; hereby referred to as X.

The colour of the subtitle shall be the same as the colour of the logo.

The subtitle should appear only in English.

1.5.1 If there is a legal obligation to have the subtitle in a national language, this shall be given secondary importance to the ELSA logo described in point 1.2.

1.5.2 The non-English subtitle should be perfectly centred above the design with the same spacing, font, size and colour as the original subtitle.



1.6. All National and Local Groups shall use the ELSA logo in combination with the name of their respective group.

1.7. The name of the National or Local Group shall be written in the font *EB Garamond*.

- The name shall be in the same type size and colour as the subtitle.
The name shall be written in capital letters.
The name shall be perfectly centred under the subtitle with a fixed spacing of X, as mentioned under 1.5.
The name should appear only in English.



- 1.8. The ELSA logo described and depicted in point 1.2 is to be used only by ELSA International. ELSA International can authorise others to use the ELSA logo.
- 1.9. The written version of the abbreviated subtitle is: ELSA.
When used with the name of the group, it shall be written as in the following examples:
ELSA International
ELSA Italy
ELSA Prague
- 1.10. The logo can be featured only in the following colours:
- | | | | |
|-------------------|-------------------------|-------------------------|---------------------|
| <u>ELSA blue:</u> | <u>CMYK: 100 85 0 0</u> | <u>RGB: 10 48 135</u> | <u>HEX: #0A3087</u> |
| <u>Black:</u> | <u>CMYK: 0 0 0 100</u> | <u>RGB: 0 0 0</u> | <u>HEX: #000000</u> |
| <u>White:</u> | <u>CMYK: 0 0 0 0</u> | <u>RGB: 255 255 255</u> | <u>HEX: #FFFFFF</u> |
| <u>Grey:</u> | <u>CMYK: 0 0 0 60</u> | <u>RGB: 102 102 102</u> | <u>HEX: #666666</u> |
- 1.11. No extra effects, animations or ornamentations shall be added to the logo.

2. Responsibilities of the groups

2.1 Responsibilities of the Local Group

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

2.2 Responsibilities of the National Group

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

2.3. Responsibilities of ELSA International

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

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

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<u>POLICIES CONCERNING AA PROJECTS</u>	82
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General Policies in AA

1. Introduction

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

1.2 What distinguishes AA from S&C is the extraordinary focus on a practical and interactive learning experience, which is mainly aimed at improving the participants' legal skills.

2. AA Policies & Quality Standards

2.1 The AA Policies and the Quality Standards presented below constitute a comprehensive system to ensure quality and uniformity in this key area. They shall be used to facilitate the operation of AA events and to guide the management of quality events on local, national and international level.

2.2 All local groups and National Groups facilitating AA events must abide by the AA Policies and Quality Standards. National Groups may develop additional policies and standards to the ones stated below to meet the specific needs of their countries and legal systems.

3. Focus in AA

3.1 When deciding on the topic of an AA project, officers are highly encouraged to focus on topics that relate to human rights, the current International Focus Programme or topics with clear international aspects.

3.2 ELSA's commitment to social responsibility shall be taken into account and entails awareness when organising Academic Activities and Moot Court Competitions.

4. Internationality in AA

4.1 It is a priority in AA to focus on the international character of our association. Local and national groups are encouraged to organise international projects.

4.2 In order to preserve the interest of the whole Network, permission is required for the organisation of an international AA event. Before starting the planning, local and national groups shall contact the International Board and the latter takes a decision based on the general opinion of the AA Network. The difference between a local, national and international event is described in the S&C part of this Decision Book in point 1.2.

4.3 Moreover, it is strongly recommended, not only for AA officers but also for all other ELSA officers, to actively recruit and include international exchange students as either participants or as organisers of ELSA activities. Supporting student mobility is an overall aim and may, in an AA context, be referred to as Studies Abroad Projects (SAP).

Policies concerning AA Projects

1. Academic Activities (AA) Portfolio

1.1 Focus in AA

1.1.1 The focus of AA projects is legal writing and academic competitions as defined in Article 1.2 below.

1.1.2 In addition to these projects, AA officers are welcome to organise other activities that aim at providing law students and young lawyers with practical skills or that allow law students and young lawyers to use their legal knowledge in a practical way. Examples include interactive legal student debates or simulations of an assembly of an international or national institution.

1.2. Academic Competitions

1.2.1 An academic competition is an organised event in which law students and young lawyers compete against each other with the aim of preparing the participants for the specialised forms of skills, experience and knowledge that are required within the legal profession.

1.2.2 An academic competition can for example involve essay writing, negotiation of a contract or client interviewing. The AA officer shall assure that the academic competition has a relevant legal topic in accordance with the scope of the Association, a recognised jury and a comprehensive set of rules.

1.2.3 In the assessment of the participants, the Jury should be guided by factors such as clarity, conciseness, persuasiveness, critical thinking and conformity with the objective standards that have evolved in the legal profession.

1.3. Legal Research Group

1.3.1 A legal research group (LRG) is a group of law students and/or young lawyers carrying out research on a specified topic of law with the aim to make their conclusions publicly accessible.

1.3.2 The AA officer shall assure that the legal research group has an outline including its aims, timeline, guidelines for the written report and guidelines with the tasks of the participants and other parties involved. The outline should include examples of former legal research groups.

1.3.3 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; c) an academic advisor, responsible for the academic quality of the final report or outcome of the research; and d) linguistic editors if the research is conducted in a foreign language.

1.3.4 The legal research group should serve as a platform for ELSA members to strengthen, in addition to substantial knowledge about the chosen legal topic, their writing, research, language and cooperation skills.

1.3.6 While considering the outcome of the legal research, the AA officer shall take special measures to find a solution to make the final report or results public.

1.4. Law Review

1.4.1 A law review is a legal publication consisting of contributions from students, practitioners and/or academics. The law review should publish contributions of the highest academic standard. Students should be responsible for the editing of the content, style and referencing.

1.4.2 A law review should serve as a platform for ELSA members to strengthen their legal writing skills and to publish their contributions.

1.5 Lawyers at Work Event

1.5.1 Lawyers at work events (L@W events) represent an opportunity for law students and young lawyers to receive career information from those working in various professions which are open to law graduates. L@W events involve a practical inside view into the legal profession and shall therefore involve interactive learning opportunities such as for example case solving, legal courses or job interview and CV trainings.

1.5.2 The AA officer shall assure that the L@W event provides students and young graduates with the opportunity to meet professionals in person and to understand the large variety of career opportunities that are open to law students at the end of their studies. It is a priority to highlight opportunities in workplaces that share the goals set forward in the Philosophy Statement.

Policies concerning Moot Court Competitions

1. General

1.1 A Moot Court is a simulated hearing and court proceeding in a certain area of law and aims at bridging the gap between theory and practice.

1.2 Representing the two opposing parties, students argue a fictitious case written by an expert in the area in front of a qualified Jury/Panel.

1.3 The first stage of a Moot Court should consist of written submissions by both parties followed by oral pleadings.

2. The ELSA International Moot Courts

2.1 The ELSA Moot Court Competition on WTO law (EMC2)

2.1.1 The EMC2 is a simulated hearing of the Dispute Settlement Body of the World Trade Organization (WTO). It is open to teams from all around the globe.

2.1.2 The competition consists of 3 rounds: the written rounds, the Regional Rounds and the Final Oral Round. National Groups may organise pre- National Rounds.

2.1.3 The teams represent the Complainant and Respondent to a case which is written by a WTO trade law expert on a fictitious moot problem in front of experts referred to as Panellists.

2.2 The European Human Rights Moot Court Competition (HRMCC)

2.2.1 The HRMCC is a simulated hearing of the European Court of Human Rights. The competition consists of two rounds: the written round and the Final Round. National Groups may organize National Rounds. The best 16-20 teams of the written round qualify for the Final Round to be held in Strasbourg, France.

2.2.2 The teams represent the Applicant and the Respondent to a case which is written by a human rights expert on a fictitious moot problem in front of experts referred to as Judges.

2.3 Specific Responsibilities of the Local and National Groups

2.3.1 Promote ELSA's Moot Court Competitions as a priority before other Moot Courts outside of ELSA by using the provided marketing materials and publishing them in all universities and ELSA Groups.

2.3.2 Gather participants and support them in order to take part in the international Moot Courts.

2.3.3 Organize National Rounds of the HRMCC and the EMC2, if needed, and Regional Rounds of the EMC2.

2.4 Specific Responsibilities of ELSA International

- 2.4.1 ELSA International is overall responsible for the organization of the EMC2 and the HRMCC.
- 2.4.2 Find Case Authors, Judges, Panelists and other supporters.
- 2.4.3 Publish the Case, the Clarifications to the Case and the Bench Memorandum on the respective webpage of the competitions.
- 2.4.4 Find National Round and Regional Round Organizers all over the globe.
- 2.4.5 Ensure the proper organisation of the Final Oral Round of the HRMCC in Strasbourg and the EMC2 in Geneva together with an International Organising Committee.
- 2.4.6 Find a proper way to promote the Moot Courts to externals and potential partners.
- 2.4.7 Update and improve the EMC2 and HRMCC.

AA Quality Standards

1. Standards Concerning the Participants

1.1 Selection

- 1.1.1 Only the organising group shall select the participants. The organising group may delegate this selection to others with adequate academic and professional background.
- 1.1.2 The selection of participants for AA projects shall be based on concrete criteria established by the organising group and, if applicable, on the academic background of the applicants.
- 1.1.3 After the selection process, the organising group shall inform the applicants and the selected participant shall confirm their participation before the deadline set by the organising group.

1.2 Preparation

- 1.2.1 All participants should receive the necessary preparation, including for example:
- Basic knowledge about ELSA;
 - Their responsibilities as a participants;
 - Information about cost, visa, insurance, and all other legal requirements, if applicable to the event.
 - Any other preparation that the organising group deems necessary for the academic quality of the event.

1.3 Reception

1.3.1 If the nature of the event suggests so, the organising group shall provide the incoming participants with adequate reception and support throughout the duration of the event.

1.4 General Application policies

1.4.1 Every law student and young lawyer should have the opportunity to apply for an AA event. This is a general starting point and exceptions may occur if specific circumstances require a more narrow group of participants.

1.4.2 In the event of cancellation, the applicants or participants shall be informed as soon as it can be confirmed.

1.4.3 When the applicant is not a member of ELSA the organising group should inform the applicant about contact details of the applicant's closest ELSA Group. Every law student and young lawyer applying for an AA event should be encouraged to become a member of ELSA.

1.4.4 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.

1.4.5 In case the applicant provides false or inaccurate information in the application, the organising group has the right to reject it. In case the applicant was already selected, the organising group can suspend the applicant.

1.4.6 All participants should receive a certificate or diploma that certifies their participation on the referred event or project. This does however not apply when the participation has been insignificant.

2. Communication Policies

2.1 The AA Mailing List

2.1.1 The AA mailing list has been set up to enable clarity on AA related issues and to gather input on how to improve the current AA projects. The list shall be used as a forum of discussion and for the exchange of information and knowledge. The AA mailing list is administered by ELSA International and its participants are active AA officers.

2.1.2 It is the duty of the AA officers to keep proper and on time communication with other AA officers.

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

2.1.4 It is the responsibility of all national and international officers to maintain the mailing list active and to participate in discussions.

2.1.5 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.

2.1.6 The same policies as stated above shall apply to other similar communication platforms, e.g. the AA Facebook group.

2.2 Evaluation Policies

2.2.1 Every participant in an AA event shall be invited, upon completion of the event to submit an evaluation form to the organising group.

2.2.2 Every organizing group shall, upon completion of the AA event evaluate while taking into consideration feedback from the participant and the partners involved in the event.

2.2.3 All National Groups, in addition to ELSA International, shall evaluate all the information received and establish a development plan for the following year in order to make improvements.

3. Dispute Resolution

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

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

3.3 In case the parties cannot reach a mutual agreement, the case should be referred to ELSA International and, if agreed, also for advice to the AA mailing list.

3.4 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.

4. Knowledge Management

4.1. National Groups shall ensure that all the relevant materials and results from all organised activities are archived. And they shall send these to ELSA International.

4.2 ELSA International shall archive information received from the National Groups when it can be useful for future officers.

4.3 National Groups are encouraged to create national manuals in their native language.

4.4 National Groups shall give transition to the next national officer and also local officers who have not received it.

4.5 National Groups are invited to translate the most important information received from ELSA International and adapt the information to local officers and members.

4.6 National Groups can require the support of ELSA International in finding the most suitable strategies to develop the AA area.

General Responsibilities in AA

1. Responsibilities of all AA Officers

1.1 The AA officer shall promote ELSA's network as a platform for the development of legal, practical skills.

1.2 The AA officer shall create an outline for the project in question including aims, topic, timeline and guidelines for participants.

1.3 The AA officer shall involve the rest of the board. Joint projects between the key areas are encouraged. The AA officer shall cooperate with the Marketing officer in the development of a promotion strategy, and with the Treasurer and the President with regards to financial matters and external relations, respectively.

1.4 The 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. Responsibilities of the Local AA Officers

2.1 Have the overall responsibility for all AA projects organised on local level.

2.2 Submit relevant and necessary information about the project in question to the National Group in order to facilitate cooperation.

2.3 Support AA projects with the presentation of their conclusions and send their outcome to the National Group.

2.4 Submit, according to the Implementation of the S&C Quality Standards Article 4.1, 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.

2.5 Submit an AA Event Evaluation form, or an IFP Project Report, to the AA officer in the National and

International Board within 3 weeks after the conclusion of the event.

2.6 Support and promote the AA projects organised by the National Group and ELSA International.

3. Responsibilities of the National AA Officers

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

3.2 Provide necessary materials and information on how to organise AA projects to the Local Groups.

3.3 Collect information about AA projects organised by the Local Groups and pass it on to ELSA International. If changes occur, ELSA International should be informed.

3.3 When organising AA projects themselves, National Groups shall act according to the responsibilities of the Local Groups as stipulated in Article 2.2 – 2.5.

3.4 Support and promote the AA projects organised by ELSA International.

4. Responsibilities of International AA Officers

4.1 The VP MCC is the overall responsible person for the coordination of the Moot Court Competitions. The VP AA is in charge of all other AA projects.

4.2 Ensure that the AA Policies and Quality Standards are followed and that the AA communication platforms are working properly.

4.3 Provide necessary materials and information on how to organise AA projects to the National and Local Groups. This should be done through, among others, workshops, trainings, manuals, handbooks and guidelines and by updating outdated materials and making sure that all these tools are available.

4.4 Communicate with the National Groups and suggest solutions to problems and issues that arise.

4.5 Collect, process and archive the AA Specification and Evaluation Forms, the IFP project report and other submitted materials.

4.6 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.

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

QUALITY IN SEMINARS & CONFERENCES 91
S&C POLICIES, MINIMUM QUALITY STANDARDS AND RESPONSIBILITIES..... 92
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IMPLEMENTATION OF THE S&C QUALITY STANDARDS 103

Quality in Seminars & Conferences

Cologne 7th April – 14th April 2013 SC 01/13 I	In force
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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, SC 01/15 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

A law school is an annual event organised in a close co-operation with an academic or institutional partner, lasting for at least 7 days with a minimum of a 20 hours scientific programme.

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 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.
- c. Archive all materials and lectures given at the scientific event.
- d. Elaborate a Report to the National Group regarding participation statistics.
- e. Provide any other details related to the event that might be requested from respective National Group or ELSA International.

2.3.2 of the National Groups

- a. Ensure that all Local Groups are implementing and following the S&C Policies and Quality Standards and other policies that the National Group has developed specifically for their country.
- b. Encourage all Local Groups to organise S&C events.
- c. Ensure that all Local Groups advertise S&C events.

- d. Follow the work developed by Local Groups regarding international events.
- e. Be an active part of promoting international events during ICMs and other important events.
- f. Support the organising group in all aspects of organization of scientific events, especially in finding suitable speakers for the event.
- g. Inform ELSA International about the international event final results concerning participation statistics or any other requested details.

3. Study Visits

3.1 Definition

Study Visits are academic, cultural and social exchanges which are organised between one Local or National Group of ELSA and at least one other Group of ELSA, ALSA, DLSA or ILSA.

Study Visits can be:

- a. Unilateral, when one group visits another group;
- b. Bilateral, when two groups visit each other in turn;
- c. Multilateral, when several groups visit one 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.
- Be sent to the person responsible for managing Study Visits on international level in order to mediate between the parties in cooperation with the International Board if any dispute arises.

3.3 Responsibilities for Quality

3.3.1 of the Hosting Group

- a. To organise the academic programme of the Study Visit.
- b. To organise a cultural and a social programme including sightseeing.
- c. The Hosting Group should take care of accommodation and meals 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.

3.3.4. of ELSA International

- a. To collect and compile the information submitted by national groups for the Study Visits Guide (SVG), and make the completed SVG available, via an online system, for all S&C officers.
- b. To update the Study Visit Guide (SVG) at least once during one term in office.

4. Institutional Visits

4.1 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 international Institutional Visits and send it to ELSA International in a good time prior to the event.
- c. To complete the Evaluation Form for international Institutional Visits and send it to the national group and ELSA International not later than two weeks after the event.

4.3.2 of the National Groups

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

5. ELSA Law Schools

5.1 Definition

5.1.1 ELSA Law Schools are international Law Schools that shall fulfil the requirements regulated in this section.

5.1.2 National events fulfilling these requirements shall not be promoted as ELSA Law Schools.

5.2 Requirements of ELSA Law Schools

ELSA Law Schools:

5.2.1 Aim to be annual.

5.2.2 Shall be international events conducted in English.

5.2.3 Shall last for at least 7 days. The 7 days are calculated excluding the day of arrival but including the day of departure.

5.2.4 Shall comprise of a scientific, cultural and social programme.

The scientific programme shall include lectures followed by workshops or any other interactive activities fulfilling the definition in Art. 3.3 of the Statutes of ELSA, which deepen and emphasise the different areas of the lecture. The minimum scientific programme does not include an obligatory extra time to revise the lectures and prepare for the next lessons.

5.2.5 Shall include at least 20 hours of scientific programme. If the duration of the ELSA Law School exceeds 7 days, the total scientific programme shall be prolonged by 4 hours per each extra day.

5.2.6 Shall be organised in a close co-operation with an academic or institutional partner. The partner shall supervise and guarantee the quality of the scientific programme. Academic or institutional partner shall be a law faculty, public institution, law firm or any other legal entity, which is entitled to provide education, professional legal services or otherwise associated professionals in a particular field of law.

5.2.7 Shall comply with ELSA Law Schools Cycle. ELSA International may allow exceptions in special cases.

5.3 ELSA Law Schools System

5.3.1 Administration

- a. The ELSA Law Schools System is composed of all the individual ELSA Law Schools organised in the ELSA Network.
- b. An ELSA Law School is a project organised by the Organising Committee of a National or Local Group of ELSA.

- c. ELSA International is responsible for the overall coordination of the ELSA Law School System.

5.3.2 ELSA Law Schools Cycles

- a. An ELSA Law Schools year is divided into a summer and a winter Cycle. To qualify into the summer Cycle, the ELSA Law School should take place between the 1st of July and the 20th of September. To qualify into the winter Cycle, the ELSA Law School should take place between the 10th of December and the 20th of March.
- b. An ELSA Law Schools Cycle consists of seven periods that are called:
 - Specification, during which the ELSA Law Schools are announced to ELSA International and their respective Organising Committees provide basic information to ELSA International through an Event Specification Form.
 - Preparation, during which the ELSA Law Schools team coordinates with the Heads of Organising Committees to ensure information exchange and the updating of the ELSA Law Schools Portal.
 - Application, which takes place between an Opening and a Deadline established by ELSA International. During this period, applications for ELSA Law Schools are collected and processed through an online platform operated by ELSA International.
 - Selection, which begins immediately after the Deadline. During this period the Organising Committee selects and notifies all the participants. At the end of the Selection the Organising Committee may request for the ELSA Law School to be included in the Additional Application period.
 - Additional Application, which takes place between an additional Opening and an additional Deadline established by ELSA International. During this period, applications for ELSA Law Schools are collected and processed through an online platform operated by ELSA International.
 - Additional Selection, which begins immediately after the additional Deadline. During this period the Organising Committee selects and notifies the participants.
 - Event, during which the ELSA Law Schools take place.

-
- Evaluation, which takes place after the end of the ELSA Law School. During this time, the participants give feedback on the ELSA Law School to the Organising Committee. The Organising Committee then fills in the Evaluation Form sent out by ELSA International.
 - c. The calendar for each Cycle shall be announced to the Network by ELSA International the latest by the end of October for the summer Cycle and by the end of July for the winter Cycle.
 - d. An ELSA Law Schools Cycle may be waived by ELSA International if there is less than 10 ELSA Law Schools specified for a Cycle.

5.4 Responsibilities

5.4.1 of an Organising Committee:

- a. to follow the Requirements of ELSA Law Schools;
- b. to provide all the information required by ELSA International without undue delay, particularly in regards to the joint promotion;
- c. to comply with the ELSA Law Schools Cycle;
- d. to follow the maximum participation fees regulated in the Financial Management part of the Decision Book;
- e. to publish a preliminary outline of the subtopics the latest with the opening of the application period;
- f. to publish the complete scientific programme at least 2 months before the event;
- g. to publish information about the accommodation the latest with the opening of the application period;
- h. to ensure that all participants are taken from the place of arrival or have received a detailed guidance on how to get to the place of destination;
- i. to provide all participants with a reception package including the working materials, programme of the ELSA Law School and information about the city;

- j. to grant a certificate of participation only to participants attending at least 85% of the scientific programme. In cases in which this requirement is not fulfilled, the Organising Committee is at liberty to decide whether or not a participant's absence is justified.

5.4.2 of ELSA International:

- a. to coordinate ELSA Law Schools;
- b. to publish the ELSA Law Schools calendar by the end of October for the summer Cycle and by the end of July for the winter Cycle;
- c. to end the Specification period by December for the summer Cycle and by July for the winter Cycle. The exact dates shall be provided in the calendar for the respective Cycles.
- d. to provide support to the Organising Committee upon request;
- e. to provide a joint promotion of ELSA Law Schools;
- f. to execute an adequate Quality Control;
- g. to inform the Council about the use of its executive powers.

5.5 Quality Control

5.5.1 An ELSA Law School is a complex project connected with a long period of preparation, application process, payment in advance, accommodation, meals, provision of education and other services. Therefore, it is crucial for a Quality Control to ensure that the Organising Committee is in compliance with this section.

5.5.2 The International Board, especially the Vice President for Seminars and Conferences, shall control the quality of ELSA Law Schools. This includes particularly the resolution of complaints.

For this purpose, the International Board shall have a power:

- to check the revenues and expenditures;
- to check the qualification of the lecturers;
- to ask for the relevant information and clarification;
- to control the compliance with the internal regulations of ELSA.

5.5.3 In order to prevent potential problems regarding the organisation of ELSA Law Schools, ELSA International shall undertake a coaching role during the whole process.

- 5.5.4 The International Board shall solve the disputes primarily by means of dialogue. Its executive powers shall be used only when there is no other option to protect the reputation of ELSA and the interests of the participants.
- 5.5.5 For the purposes of Quality Control, the International Board shall have, in case of a breach of the internal regulations, executive powers:
- a. to resolve and answer each complaint delivered to ELSA International;
 - b. to inform the respective National Group about the attitude of the Organising Committee in order for it to take the appropriate internal measures;
 - c. to remove the respective ELSA Law School from the list of the ELSA Law Schools, in order to prevent the Organising Committee involved from using the “ELSA Law School” label;
 - d. to inform all National Groups about the subject matter of the case;
 - e. to accept an ELSA Law School into the current Cycle after the end of the Specification Period, upon presentation of an individual case.
- 5.5.6 The International Board shall report to the Council the use of its executive powers. At that point the respective Organising Committee might ask for a voting in order to waive the measures taken.

Quality Standards for International Events

Cologne 7th April – 14th April 2013
SC 01/13 I, SC 01/15 I

In force

1. Academic Programme

- 1.1 International events should aim to comply with the main focuses of ELSA.
- 1.2 The initial draft of the academic programme should be published together with opening the application procedure for the event: and the final draft shall 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

6. 1. When there is a fee for the event, the related provisions included in the FM part of the Decision Book shall be applied.
6. 2. The Organising Group has the right to request registration payments or the full fee payments in any reasonable time set before the event.
6. 3. The deadlines from the article 6. 2. shall be announced together with the opening of the application procedure.

Implementation of the S&C Quality Standards

Cologne 7th April – 14th April 2013 SC 01/13 I Amended by: SC 02/13 III, SC 01/15 I	In force
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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.

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. Event Specification Forms

4.1.1 Every international event, every IFP and every Human Right related event or any other event of the special interest of EI shall be specified in the Event Specification Form (ESF).

4.1.2 Every organising group shall send the ESF to ELSA International at least 1 month prior to the event. The information submitted to ELSA International should contain:

- The title of the event;
- the dates, or at least the month, of the event;
- the venue(s);
- the language of the event;
- the participation fee (if applicable);
- 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, international Institutional Visits, Law Schools and other international events;
- c. submit evaluation forms for all other events at the request of ELSA International; and
- d. create a comprehensive report regarding Participation Statistics to be sent to the National Group.

5.3 Every National Group shall:

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

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 succeeding 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 analyse submitted evaluation forms, provide statistic data and to properly archive them.

To focus on the education and training of officers in transition and archiving.

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

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Preamble

Budva, 29th March – 5th April 2009
STEP 01/09 I, STEP 01/15 I,

In Force

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

STEP enables law students and young lawyers to gain first-hand experience of the substantive and procedural law as well as the culture of another country. STEP gives the trainee increased knowledge of a particular legal system or an area of law, thus strengthening the professional skills of the trainee. As important as the academic and professional skills are, the improved language abilities and the experience of another culture that the trainee gains while participating in STEP are invaluable.

STEP Procedure

Budva, 29th March – 5th 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, STEP 01/15 I, STEP 01/15 II, STEP 01/15 III, STEP 01/15 IV, STEP 01/15 V, STEP 01/15 VI, STEP 01/15 VII, STEP 01/15 VIII, STEP 01/15 XIX

1. Structure of STEP

1.1 Administration

ELSA International is responsible for coordinating the STEP. National and Local Groups provide support for ELSA International in the STEP process.

1.2 STEP Cycles

The STEP year is divided into two cycles. The STEP Cycles consist of five sections that are called Job Hunting, Student Hunting, Matching, Reception and Evaluation. One STEP Cycle contains a Job Hunting Deadline, a Date for the Launch of the Traineeships, an External Student Hunting Deadline, an Internal Student Hunting Deadline, a deadline for matching results and a deadline for the selection results. The dates for each Cycle shall be announced to the network by ELSA International within the first week of their term.

1.3 Definitions

a. Job Hunting

Job Hunting is the period of obtaining the traineeships by ELSA International, National and Local Groups.

b. Launch of the Traineeships

The Launch of the Traineeships describes the publication of STEP traineeships on an online platform. This platform shall be provided by ELSA International.

c. Student Hunting

Student Hunting is the period referring to the acquisition of applicants for the issued traineeships. The application is processed through an online platform provided by ELSA International.

d. External Student Hunting Deadline

The term External Student Hunting Deadline refers to the deadline for the submission of all student applications.

e. Internal Student Hunting Deadline

The term Internal Student Hunting Deadline describes the internal administrative deadline. Upon this deadline the National and Local Officers shall ensure a high level of quality in regards to the applications submitted through the respective National or Local Group.

f. Matching

Matching mainly compasses the reconciliation of requirements given by the employer and the data of the applicant.

Matching is processed by ELSA International.

g. Reception

Reception describes the period in which the Hosting Group prepares for hosting and actually hosts the trainee.

h. Evaluation

Rating by the trainee and the employer of the traineeship.

2. Traineeships

2.1 General Regulations

a. Placement

The traineeships can take place in any law related area.

- #### b. Traineeships have a minimum duration of two weeks and a maximum duration of two years. Traineeships can only begin eight weeks after the External Student Hunting deadline has passed.

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- c. Issuing a traineeship
Employers can only issue a traineeship by filling in the Traineeship Specification Form provided by ELSA International. ELSA International has the right to make amendments in the Traineeship Specification Form or to make a separate agreement with an employer according to the STEP Procedure section of the Decision Book. In this instance ELSA International:
- i. Shall inform the National Groups about the amendments in the Traineeship Specification Form or the separate agreement;
 - ii. Shall send the information to the National Groups before the agreement is signed;
 - iii. Shall provide the National Groups with the draft of the amendments or the separate agreement.
- d. Internationality
STEP-traineeships are international which refers to the exchange aspects of the definition under the Preamble of the STEP Part in the Decision Book
Exchange students or international postgraduate students may apply in the country where they do their exchange or postgraduate studies.
- e. Compensation
Traineeships have to be paid. The compensation shall cover the general living costs during the time of the traineeship.

2.2 Specific Regulations

- a. Educational Level
Traineeships are categorized by their required Educational Level. Educational Levels are undergraduate, graduate bachelor, graduate master and postgraduate. The employer states the Educational Level in the Traineeship Specification Form.
- b. Unpaid traineeships
- i. Notwithstanding 2.1 e. traineeships may be unpaid if the National or Local Group or the respective employer provides the trainee with accommodation and, if possible with food, or if the National or Local Group provide the compensation themselves.
 - ii. Notwithstanding 2.1 e. traineeships may be unpaid if the employer issuing the traineeship mainly employs volunteers to reach its aims or is prohibited to pay the trainee by law. In these cases the National or Local Group shall try to fundraise a suitable compensations and/or accommodation.
 - iii. Notwithstanding 2.1 e. traineeships in international institutions may be unpaid at the discretion of ELSA International if the benefit for ELSA members outweighs the lack of payment.
- c. Traineeships within institutions
- i. Institutions are international governmental or non-governmental organisations or bodies thereof.
 - ii. Traineeships within institutions are always considered as international regardless of who applies.

- iii. Traineeships within political fractions e.g. political parties shall not be accepted.
- d. Searching for Traineeships
 - i. Each Group, whether Local or National, can only search for traineeships within its own federal state or country. Otherwise, the consent of the Local and National Group of the country the traineeship is located in is required.
 - ii. ELSA International can search for Traineeships or contact externals according to the regulations in the BEE part of the Decision Book (“External Relations/2.Procedures”)

3. Application Procedure

3.1 Application

- a. Only members of ELSA can apply for STEP.
- b. Applicants can only apply for a STEP traineeship by using the Student Application Forms provided by ELSA International. ELSA International receives all applications through an online platform provided by ELSA International. The application has to be filled out in English. Additionally, the applicant must provide the necessary diplomas, certificates, recommendations of professors or similar valid documents upon request to verify the qualifications stated within the Student Application Forms. As an exception to the previous sentence, the applicant can state the level of Legal Skills, Language Skills and Educational Level which the applicant will have achieved by the moment of conducting the traineeship.
- c. Applying for and participating in STEP is free of charge.
- d. Local Groups are responsible for checking the validity of the information given in the Student Application Form, as well as the Membership status.
- e. There is no guarantee of being matched to a traineeship when an application is submitted
- f. Every applicant is eligible to apply for a maximum of three traineeships per Cycle.

3.2 Matching

- a. The matched applications shall be announced to the National Groups within specified time set by ELSA International. The matched applications shall be forwarded to the hosting Local Groups by its respective National Group.
- b. During the Matching process ELSA International shall take the following criteria into account:
 - i. Legal and Language Skills and Educational Level, shall be considered during the matching process.
 - ii. ELSA International forwards the respective matched applications to the Hosting Group.
 - iii. With exception to (ii), if there is only a low number of applications for a Traineeship or if there are only applications which could not be matched, the best applications among these shall still be forwarded to employer with a remark explaining the circumstance.
 - iv. The applicant's preference list shall not affect the Matching.
 - v. Poorly written applications shall be sorted out. A CV or a Motivation Letter is to be considered poorly written if the form, structure, grammar, political correctness, politeness, information content, style or length do not correspond to the usual standards. Links to websites within the CV or the Motivation Letter are not permitted and will be deleted during matching. The Student Application Form shall state that the links found in it will be deleted.

- b. There shall be no contact from the applicant to the employer before the selection is made or before the employer contacted the applicant first.
- c. ELSA International shall send the Application Forms of the matched trainees to the respective National Group and the National Group forwards the Application Forms to the respective Hosting Groups.

3.3 Selection

- a. The employer shall select the trainee within the Deadline for Selection Results provided by ELSA International.
- b. The employer shall inform the Hosting Group about the selection results. The Hosting Group shall immediately forward this information to ELSA International and the responsible National Group.
- c. The employer shall inform the Hosting Group about the selection results at least five weeks prior to the start of the traineeship. If this time-frame is not adhered to the trainee shall be entitled to postpone starting the traineeship for a time, equivalent to that of the employer's delay.

3.4 Specific Regulations

In exceptional cases members of an external organisation may apply for STEP only in accordance with an agreement signed between ELSA International and the external organisation. The application procedure, the quota for applications from non-ELSA members and all other conditions shall be defined by the International Board in each case. The quota for applications from non-ELSA members shall be set in a manner that will not harm the interests of ELSA members applying for STEP.

STEP Responsibilities

Budva, 29th March – 5th 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, STEP 01/15 I, STEP 01/15 II, STEP 01/15 III, STEP 01/15 IV

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

1. ELSA International

1.1 ELSA International has to provide the Network with up-to-date forms.

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- 1.2 ELSA International shall provide the Network with contracts for the employer containing the clauses specified below
- a. Stating that the issued duration and compensation contained within the Traineeship Specification Form are binding.
 - b. Obligating the employer to guarantee that all the information stated is correct.
 - c. Obligating the employer to provide the trainee with relevant material before the traineeship begins, if prior preparation is required on a specific topic.
 - d. Obligating the employer to sign the Trainee Acceptance Form within three weeks.
 - e. Obligating the employer to complete the Evaluation Form and send it to the Hosting Group.
 - f. Obligating the employer to provide adequate and secure working conditions in accordance with respective labour law.
 - g. Implementing the regulations contained within the Penalty System.
- 1.3 ELSA International shall match the applications to the most suitable traineeship.
- 1.4 ELSA International shall submit the matched applications together with the Traineeship Acceptance Form to the respective National Group.
- 1.5 ELSA International shall inform the applicant, who has been selected and provide the applicant with the Traineeship Confirmation Form and the Traineeship Evaluation Form. Upon receipt and completion of the Traineeship Confirmation Form ELSA International shall forward it to the hosting and sending National Groups.
- 1.6 ELSA International shall inform all National Groups about the matching results. Furthermore, ELSA International shall inform the applicants about the publication of the selection results through an email notification.
- 1.7 ELSA International shall provide support to the Network in regards to the STEP procedure.
- 1.8 ELSA International shall directly send the STEP Certificate to the trainee.
- 1.9 ELSA International shall provide the Sending Group, the Hosting Group and their respective National Groups with the evaluation results.
- 1.10 ELSA International shall administrate a digital archive and statistics for the Network, consisting of:
- a. The traineeships being issued (name of the employer plus date of cooperation);
 - b. The traineeships being cancelled (name of the employer, date of cooperation and cancellation, reason of cancellation and conclusion);
 - c. The traineeships realised (name of the employer plus date of cooperation);
 - d. The Evaluation Forms of both the companies and the trainees;
 - e. The number of applicants for each traineeship;
 - f. The number of applicants in general in each year;
 - g. The number of traineeships being issued in each year;
 - h. The number of traineeships being realised in each year;
 - i. The number of traineeships being cancelled in each year;
 - j. The number of applicants withdrawing their application in each year;
 - k. The number of trainees cancelling their traineeship in each year;

1. The statistics for each year run from August 1st to July 31st.

1.11 When ELSA International acts as a Hosting Group as defined under STEP Responsibilities/Local Groups/3.1. part of the Decision Book, it has responsibilities in a relation to the employer, as set under that part.

2. National Groups

- 2.1 National Groups shall ensure that all Local Groups comply with and perform their responsibilities within STEP.
- 2.2 National Groups shall provide all necessary training and information about STEP to the Local Groups.
- 2.3 In the last week of the traineeship, the National Group shall submit the Evaluation Form and Traineeship Evaluation Form to the Hosting Group and remind them to complete it with the employer and trainee within four weeks after the traineeship ends.

3. Local Groups

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

- 3.1 Hosting Group
- Hosting Group means the Local Group or National Group who is responsible for the organization of the relevant traineeship. This includes the following responsibilities:
- a. The Hosting Group shall ensure that the Traineeship Specification Forms are filled in properly, i.e. that it adequately represents the responsibilities of the trainee and as such the Hosting Group shall assist the employer, at their request, to complete the Traineeship Specification Form. The Hosting Group shall ensure that the employer signs the Traineeship Specification Form.
 - b. The Hosting Group shall provide adequate support to the employer issuing a traineeship, e.g. they should maintain continuous communication with the employer to inform them about any updates in the process.
 - c. The Hosting Group shall provide the contracts provided by ELSA International. However, they are permitted to translate the document into their respective language. The Hosting Group shall also be permitted to change or add paragraphs in the paragraph due to legal necessities.
 - d. 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.

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- e. The Hosting Group shall ensure that the employer receives the Trainee Acceptance Form together with the matched Student Application Forms provided by ELSA International. Once the employer has completed the Trainee Acceptance Form, the Hosting Group must immediately forward it to the National Group and ELSA International.
 - f. The Hosting Group shall provide the selected trainee with proper preparation before and adequate reception and support throughout the duration of the traineeship. Adequate preparation consists of providing the trainee with, at a minimum, the following:
 - information about the host country and city
 - general information about the employer
 - contact details of the Hosting Group and the employer
 - advice and assistance in applying for necessary documentation and legal papers (visa, work and residence permit, insurance and other requirements)
 - assistance in finding suitable accommodation in accordance with the trainee's preferences and economic capacity.
 - g. The Hosting Group shall provide the trainee with possibilities for cultural learning and community involvement e.g. giving access to local ELSA-events, organising socializing events, involving him/her in daily ELSA-work.
 - h. The Hosting Group shall ensure access or at least assistance in accessing the internet during the traineeship.
 - i. The Hosting Group shall periodically evaluate the traineeship with the trainee and the employer. At the end of the Traineeship, the Hosting Group shall provide the employer with the Evaluation Form and the trainee with the Traineeship Evaluation Form.
 - j. The Hosting Group shall inform ELSA International and the applicants about the cancellation of a traineeship immediately after notification by the employer.

3.2 Sending Group

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

- a. The Sending Group shall assist applicants in completing the Student Application Form.
- b. The Sending Group shall ensure in good conscience that the information filled in by the applicant is correct and complete.
- c. The Sending Group shall ensure that the details of the trainee's arrival are sent to the Hosting Group two weeks in advance.
- d. The Sending Group shall remind the trainee to look after necessary and valid documents for the traineeship (these include but are not limited to; visa, residence and work permit, valid passport, insurances and so forth).
- e. The Sending Group shall immediately inform ELSA International if the applicant has to cancel his/her application.
- f. The Sending Group shall immediately inform ELSA International if the trainee has to cancel his/her traineeship.
- g. The Sending Group shall immediately inform the applicants that have not been selected.

4. Applicants/Trainees

- 4.1 Applicant
- a. Each applicant guarantees that all information stated within the application process is correct and factually accurate and he/she has written proof of it.
 - b. The applicant shall accept the traineeship he/she is selected for unless he/she withdraws in accordance with the Penalty System section below.
- 4.2 Trainee
- a. The trainee shall acquire and prepare all necessary valid documents and legal papers in preparation of the traineeship.
 - b. The trainee shall attend the preparatory meetings and events of his/her Sending Group.
 - c. The Trainee shall be responsible for transportation expenses to and from the traineeship, as well as acquiring the necessary documentation and legal papers.
 - d. The trainee shall maintain communication with the Hosting Group during the traineeship as well as with the Sending Group before and after.
 - e. 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, 29th March – 5th 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 one week after notification. Failure to do so shall result in the loss of certain rights for that traineeship, and the next ranked applicant shall be considered as selected for the traineeship.
 - 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

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 IN JANUARY 2016)

The list of favoured countries consists of any country with Gross National Income (GNI) per capita (measured in PPP) equal to or lower than 21,000 International dollars.

This demarcation number shall be indexed at the end of each year, with the average increase in GNI per capita (measured in PPP) of all national ELSA groups. The average increase in GNI per capita (measured in PPP) shall be based on the most recent yearly data from the World Bank online data catalog compared to the second most recent yearly data.

The latest data of GNI per capita (measured in PPP) for ELSA Member countries as published in World Bank online data catalog is available for years 2013 and 2014. The average increase of the indicator between these years is 2.53 %.

The Indexed Demarcation line amounts to 21,531 International dollars for the year 2016.

ELSA National Groups

Favoured Countries:

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

Non-Favoured Countries:

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

ANNEX II: PARTICIPATION FEES (UPDATED IN JANUARY 2016)

The participation fee for International Statutory Meetings, International Internal Meetings (SAM, KAM) and the Maximum Participation Fee for S&C Events (excluding study visits and ELSA Law Schools) shall be indexed with the inflation rate of the Euro, as stated by the European Central Bank, every 1st of January. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the participation fee as calculated the year before, up to two decimal points.

The maximum participation fees for the year 2015 were:

Non-favoured countries:	33 € (pre-rounded 33.52) *
Favoured countries:	29 € (pre-rounded 29.04)

The latest inflation rate available at the 1st of January 2016 by the European Central Bank (ECB) from the ECB Statistical Data Warehouse for the month December 2015 was calculated at 0.2%. (http://sdw.ecb.europa.eu/quickview.do?SERIES_KEY=122.ICP.M.U2.N.000000.4.ANR&start=01-12-2015&end=01-01-2016&submitOptions.x=39&submitOptions.y=3&trans=N)

Therefore, the new maximum participation fees for the calendar year 2016 will be as follows:

Non-favoured countries	34 €
(33.52 * 1.002 = <u>33.59</u> = 34	rounded to the nearest natural number)
Favoured countries	29 €
(29.04 * 1.002 = <u>29.10</u> = 29	rounded to the nearest natural number)

* The fee was not rounded up.

ANNEX III: PARTICIPATION FEES FOR ELSA LAW SCHOOLS (UPDATED IN JANUARY 2016)

The participation fee for ELSA Law Schools shall be indexed with the inflation rate of the Euro, as stated by the European Central Bank, every 1st of January. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the participation fee as calculated the year before, up to two decimal points.

The maximum participation fees for ELSA Law schools for the year 2015 were:

Non-favoured countries:

265 € for the first seven days of the ELSA Law Schools
38 € for each additional day of the official programme of the respective ELSA Law School

Favoured countries:

235 € for the first seven days of the ELSA Law Schools
33 € for each additional day of the official programme of the respective ELSA Law School

The maximum extra fees were:

50 € for Gala Balls or Gala Receptions:
30 € for Transfer from/to expectable point of arrival:
45 € for Extra Nights:
Other special services: one fourth of the total participation fees

The latest inflation rate available at the 1st of January 2016 by the European Central Bank (ECB) from the ECB Statistical Data Warehouse for the month December 2015 was calculated at 0.2%. (http://sdw.ecb.europa.eu/quickview.do?SERIES_KEY=122.ICP.M.U2.N.000000.4.ANR&start=01-12-2015&end=01-01-2016&submitOptions.x=39&submitOptions.y=3&trans=N)

Therefore, the new maximum participation fees for the calendar year 2016 will be as follows:

Non-favoured countries:

266 € for the first seven days of the ELSA Law Schools
($265.00 * 1.002 = \underline{265.53} = 266$ rounded to the nearest natural number)

38 € for each additional day of the official programme of the respective ELSA Law School
($38.00 * 1.002 = \underline{38.08} = 38$ rounded to the nearest natural number)

Favoured countries:

235 € for the first seven days of the ELSA Law Schools
($235.00 * 1.002 = \underline{235.47} = 235$ rounded to the nearest natural number)

33 € for each additional day of the official programme of the respective ELSA Law School
($33.00 * 1.002 = \underline{33.07} = 33$ rounded to the nearest natural number)

The maximum extra fees:

50 € for Gala Balls or Gala Receptions:
($50.00 * 1.002 = \underline{50.10} = 50$ rounded to the nearest natural number)

30 € for Transfer from/to expectable point of arrival:
($30.00 * 1.002 = \underline{30.06} = 30$ rounded to the nearest natural number)

45 € for Extra Nights:
($45.00 * 1.002 = \underline{45.09} = 45$ rounded to the nearest natural number)

Other special services: one fourth of the total participation fees