

GENERAL INFORMATION**FOREWORD**

Dear all,

July 2007, marks the beginning of the construction of this very Working Materials. Endless discussions a little bit everywhere in the ELSA House...and a little bit all around Europe. We will now focus our strengths in Lisbon, Portugal, when this ICM will be the first day of the rest of ELSA's life.

ELSA International is fully committed to bring the Network together to change the course of our Association, bringing discussions back to top within International Meetings, e-mails, net meetings, etc., to define the ELSA's path; the path we will have to walk through in order to involve our Members and maximize our events; to reach our aims with greater efficiency and reach our goals in their fullest sense. The first step was taken, now let's give hands and walk the path!

The International Board 2007/2008 is proud to present you the LIII International Council Meeting Working Materials. We are sure that you will be fully prepared with the help of these materials that keeps the same good old format. We also would like to remind you to read through the Minutes from the 52nd ICM in Reggio di Calabria and make sure you have the updated version of the Statutes and Standing Orders and Decision Book, whilst preparing the ICM.

I'd like to address our gratitude to the Organising Committee of the 53rd ICM in Lisbon, lead by the Head of the Organising Committee Rui Miguel Macedo, and Joana Lopes, President of the Local Group of ELSA Faculdade de Direito de Lisboa (ELSA FDL). Obrigado for all your great efforts to make this ICM one of the best and most fruitful ICMs ever.

My last word goes for Matthias, Daniel, Lavinia, Astrid, Enis and Delia. I would like to thank you guys for making this year one of the best years ever. It has been a road where with time we've grown as a group and as individuals. Every tough day inside our meeting room and on our desks, every night out with the visiting Local Groups...these days will be unforgettable!

Thank you all so much and see you all in Estoril...Lisboa!



João Thiago Rocha Ferreira
Secretary General
ELSA International

LIII ICM Lisbon, Portugal
30th March - 6th April 2008

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REMINDERS**General**

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

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

To be prepared for Workshops...

- ✓ Read these Working Materials from cover to cover;
- ✓ Read the minutes of at least the two last ICMs (you will find them in the ELSA ONLINE Archive);
- ✓ Read the Statutes and Standing Orders of ELSA International carefully;
- ✓ Read and bring with you a copy of the latest edition of the Decision Book (you will find it, as well, in the ELSA ONLINE Archive);
- ✓ Bring your Marketing Materials so you can promote your events and show off at the Marketing Workshop
- ✓ Bring the One Year Operational Plan (OYOP 2007-2008 [you will find it, again, in the ELSA ONLINE Archive]).

To be prepared for the stay...

- ✓ Check out the ICM Website at <http://www.elsafdl.org> and make sure you have taken note of *all* the Organising Committee's instructions.
- ✓ Make travel arrangements to be in Lisbon in time for the opening of the ICM at 14:30 on Sunday 30th of March;
- ✓ Bring smart clothes for the Plenary and Sponsors' Fair;
- ✓ Rehearse your performance for the ELSA VISION CONTEST!

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

- ✓ Decide to be a Workshop secretary;
- ✓ Consider being a Plenary secretary;
- ✓ Consider hosting the ICM in Fall 2009;
- ✓ Consider hosting the IPM Winter 2009;
- ✓ Consider running for the International Board 2008/2009.

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

- ✓ Bring your NATIONAL DRINKS!
- ✓ Good mood and happy smiles!

**DEADLINE FOR NOMINATIONS FOR:
INTERNATIONAL BOARD 2008/2009,
AUDITORS AND VICE AUDITOR OF ELSA INTERNATIONAL 2008/2009
COUNCIL GUESTS ICM FALL 2008,
COUNCIL MEETING HOST FALL 2009,
INTERNATIONAL PRESIDENTS' MEETING HOST WINTER 2009
IS MONDAY, 31ST MARCH AT MIDNIGHT**

The Council Meeting Guide for newcomers and experienced participants

What is a Council Meeting?

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

What is a workshop?

The workshops are for debate and discussion to allow more expedient decision-making in the plenary. In each ICM there are 7 workshops: one for each area. Each workshop is supervised by the relevant International Board member and chaired by an experienced delegate.

The following workshops will be held in the ICM:

Academic Activities (AA) – supervised by the Vice President for Academic Activities of ELSA International and attended by national AA officers.

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

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

Board Management, External Relations and Expansion (BEE) – supervised by the President of ELSA International and attended by national board management, external relations and expansion officers.

Internal Management (IM) – supervised by the Secretary General of ELSA International and attended by national internal management officers.

Financial Management (FM) – supervised by the Treasurer of ELSA International and attended by national financial management officers.

Marketing (MAR) – supervised by the Vice President for Marketing of ELSA International and attended by national marketing officers.

What is a Workshop officer?

There are four WS officers. They are one Chair, one Vice Chair and two secretaries.

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

The role of the vice-chair is to assist the chair and stand in for the chair in the event of his absence.

The secretaries are in charge of the minutes of the workshop and to prepare all the documents that have to be submitted to the council.

If you decide you can be a good WS officer, contact the relevant member of ELSA International as soon as possible to volunteer. You are expected to attend training provided by ELSA International on Saturday evening to acknowledge the detailed guidelines for your task.

What is a Council Meeting officer?

There are from 7 to 9 ICM officers. They are one Chair, one vice-chair, two to four secretaries, two tellers, and three members of the nominations committee. The CM officers ensure that some of the most important tasks in a CM are carried out.

What is the role of the Chair?

The role of the Chair of the Council Meeting is to ensure that the Council Meeting agenda is respected and adhered to, to supervise and assist the other Council Meeting officers, to invite persons to address the Council, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to supervise the election process, to bring the meeting to order and to resolve any question concerning the procedure of the Council Meeting. The role of the Vice-chair is to assist the Chair and stand in for the Chair in case of his absence.

What is the role of the Secretaries?

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

What is the role of the tellers?

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

What is the role of the nominations committee?

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

Financial Obligations

Important information!

In accordance with article 9.5 of the Statutes of ELSA International, a National Group's voting rights are suspended during an ICM, if the National Group has not entirely fulfilled its **financial obligations** towards ELSA International or has not submitted the State of the Network Inquiry (**SOTN Inquiry**) to ELSA International.

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

All SOTN Inquiries must be thoroughly filled out and submitted in one document (all seven area connected parts of the inquiry) to the Secretary General of ELSA International at elsa@elsa.org and secgen@elsa.org. Please e-mail the SOTN Inquiries 7 (seven) days before the ICM to facilitate the procedure during the ICM.

International Board 2008/2009



The European Law Students' Association

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

Ever dreamt of living in the ELSA House?

This is your big opportunity:

THE TIME IS NOW!

MAKE A DIFFERENCE FOR ELSA:

**RUN FOR THE INTERNATIONAL
BOARD 2008/2009!!**

What is the role of the International Board?

The International Board is the supreme executive body of ELSA. The International Board's tasks is to represent ELSA, to carry out and be responsible for the day to day

running and management of ELSA's fields of activity, to advance the aims and efficiency as well as execute and implement Council decisions.

Vice President Academic Activities

The Vice President Academic Activities is responsible for the Key Area Academic Activities. This responsibility includes the publishing of ELSA Selected Papers on European Law and ELSA Guide to Legal Studies in Europe as well as the overall responsibility of the organising of the ELSA Moot Court Competition on WTO Law. The Vice President Academic Activities is also responsible, when called upon, to support and assist Local and National Groups in organising AA events in the Network.

Vice President Seminars and Conferences

The Vice President Seminars and Conferences is responsible for the Key Area Seminars and Conferences. This responsibility includes maintaining ELSA's relationship with International Institutions, to call for and appointing International Delegations and to support and assist Local and National Groups in organising S&C events in the Network.

Vice President Student Trainee Exchange Programme

The Vice President Student Trainee Exchange Programme is responsible for the Key Area STEP. These includes to co-ordinate and supervise the organisation of the International STEP Meeting, to collect all STEP related information from the Network and make it available for the Network, to co-ordinate the implementation of international partnerships that are STEP related or other international law firms and pro actively seek for additional opportunities.

President

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

Secretary General

The Secretary General is responsible for directing, organising and maintaining the internal structure of the Association, and shall consequently be responsible for ensuring that decisions to this effect are implemented and respected by all ELSA groups. The Secretary General shall also be responsible for identifying any non-observance in this field, and shall make all necessary resources available so as to correct any inconsistency. The Secretary General is also the main responsible for keeping in contact with International Trainers Pool and organising training sessions throughout the Network.

Treasurer

The Treasurer is in charge of the financial management of ELSA and is responsible for the accounting, property, and payments and for the arrangement of internal financial

control. These tasks include budget control, budget making and bookkeeping for ELSA International.

Vice President Marketing

The Vice President Marketing is responsible for the Supporting Area of Marketing. The tasks include amongst other advertisement hunting for various brochures and publications, the overall responsibility of production and editing of Synergy, produce Internal Presentation Material and Marketing Materials for the Key Areas, and to represent ELSA towards externals when necessary. The Vice President Marketing's main responsibility is also to co-ordinate and conduct market analysis and to define marketing strategies for all matters related to ELSA and its activities. The Vice President Marketing is also responsible for fundraising for ELSA in co-operation with the President.

Procedure of elections to the International Board

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

The nominations must be handed in to the Nominations Committee by the set deadline for nominations to be able to run for the International Board. This deadline is set to midnight on the second day of the Council Meeting if the deadline has not been prolonged by the Council.

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

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

Transition

The elected International Board 08/09 has to be present in the ELSA House in Brussels from the 1st of July 2008 as the transition with the current International Board will start on this day. There will be no exceptions for arriving later than this date.

During the transition the International Board 08/09 will be taught the work on the International Level, such as ICM preparations, day-to-day work for ELSA, responsibilities of the International Board, and of course how it is to live in Brussels for 13 months. The transition will however also be filled with social events, team-building sessions and sightseeing-trips in Belgium. Next to this, both International Boards will take an active part in the ELSA House Training Week organised by ELSA Belgium and ELSA International.

Auditors 2008/2009



The European Law Students' Association

Are you accurate and fond of pressing for accuracy especially if it concerns money?

Are you interested in devoting time for ELSA 4 times a year by visiting the ELSA House twice and the ICMs twice?

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

If all your answers are "YES" do not wait any longer - apply for the position as Auditor or Vice Auditor of ELSA International 2008/2009!

THE TIME IS NOW!

What is the role of the Auditors of ELSA International?

The auditors are 2-3 neutral persons proofing the accounts of ELSA International.

The auditors are elected by the Council during the spring International Council Meeting. The auditors' team consists of 2 auditors and one vice-auditor. The 2 auditors are mainly responsible for controlling the Interim Accounts and the Final Accounts of their respective year they has been elected for; the vice-auditor is only active if one of the auditors is not able to fulfil its task.

The auditors are responsible for checking the documents and accounting in the headquarter in Brussels twice a year, one time for the Interim Accounts in February and another time for the Final Accounts after the term ended in August/ September.

What are the general responsibilities of the Auditors?

- Coming to Brussels twice a year in order to control the accounts of ELSA International;
- Writing Auditors' report about the auditing;
- Presenting the Auditors' report in the Spring and the following Autumn International Council Meeting.

What are the references/ qualifications to become an Auditor?

- Basic knowledge in accounting;
- Basic knowledge in auditing;
- A certain interest in financial matters;
- A neutral person not involved in ELSA International.

ICM Fall 2008 and IPM Winter 2008



The European Law Students' Association

**FALL ICM 2009
WINTER IPM 2009**

Have you ever danced the night away at the ICMs/IPMs?

Spent hours on interesting discussions in the Workshops?

Enjoyed participating in Trainings?

Or just experienced another city, another country and scenery?

**Have you just woken up one day thinking that it
was maybe time to give something back to the
Association?**

This is it:

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

MEMENTO

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

- (i) You have fully filled in the State of the Network Inquiries and handed them to the Secretary General of ELSA International and all debts due to ELSA International have been paid. Please make sure the Secretary General of ELSA International has received the SOTN Inquiries of your National Group and confirm the debt situation with the Treasurer of ELSA International prior to the ICM.
- (ii) You have delivered the letter of authorization to the Secretary General of ELSA International. Please complete the letter of authorization that was sent to all National Boards together with the ICM invitation.
This letter must include:
 - ❑ The contact details of your National Group;
 - ❑ The names of the delegates of your National Group who are allowed to raise the voting cards during voting;
 - ❑ The names of all other delegates;
 - ❑ The list of Local Groups that are currently members or observers of your National Group (please indicate which groups enjoy what status);
 - ❑ Two signatures from the National Board members authenticating the letter.

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

Reporting Time

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

- **delegates are on time, especially in the morning (in case, wake them up);**
- **delegates are informed about all practicalities;**
- **delegates are summoned to discuss important issues raised in the workshops and in plenary.**

After the daily Workshop session is over (not all days), the National Groups will be granted reporting time (check ICM and Workshop timetables). The Head of Delegation is responsible for gathering the National Group. This is the moment when the delegation meets and discusses important matters brought up in the Workshops and in plenary. This is also the right moment to create a good spirit in your delegation, since you are supposed to work together in ELSA for one year and an ICM is the right place to create friendship inside your national team.

ELSA Vision Contest

During the latest years a new tradition during ICMs has been introduced – the ELSA Vision Contest. Please be ready to prepare an act or/and a singing and dancing

performance – represent your National Group in a glamorous and funny way. The ELSA Vision Contest will take place during one of the parties during the week. The International Board will be the jury for the event.

Joint Workshops

Remember that in these sessions your National Group can express only **one** vote, no matter how many people are present. Prepare and coordinate your delegation.

Election of hosts for the International Council Meeting Fall 2009

The hosts for the two upcoming ICMs have been appointed. The Fall ICM will take place in Nurnberg from the 26th of October to the 2nd of November, organised by members of ELSA Germany and the next spring ICM will take place in Budva, organised by both ELSA Montenegro and ELSA Serbia.

If you are thinking about organizing an ICM in your National Group in Fall 2009, this is the right moment to apply! Prepare a proposal containing a draft programme and a draft budget, present it to the International Board before the ICM, and you will have the opportunity to have a nice presentation in plenary. The Council will then decide.

So, do not hesitate – APPLY!

NOTE:

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

Nominations and Election of Council Guests

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

Plenary Presentations

In order to bring efficiency to the workings at Plenary, we hereby present you some rules to National Groups that wants to make Presentations during Plenaries:

- The show of any presentations during the plenary session will be up to the discretion of the Chair and Vice-Chair;
- No presentations will be allowed if not matching the following criteria:
 1. Having a maximum length of 3 minutes;
 2. Be in accordance with ELSA's Principles;
 3. Be given to the Chair or the Vice-chair till 6 pm of the day before they are to be shown
- The priority of Acceptance will be as follows:
 1. Statutory Meetings Presentations;
 2. Area's (non-statutory) International Meetings;
 3. Training Events;
 4. ELSA Core Activities events;
 5. Social Events;
 6. Others.

DRAFT AGENDAS AND TIMETABLES

ICM TIMETABLE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
7:30	Arrival & registration of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
8:00									
8:30									
9:00									
9:30									
10:00		Workshops	Workshops	Workshops	Workshops	Workshops	Workshops	Final Plenary	Departure of the Participants
10:30									
11:00									
11:30									
12:00									
12:30									
13:00	Lunch at the Hotel	Lunch at the Hotel	Lunch at the Hotel	Lunch at the Hotel	Lunch at the Hotel	Lunch at the Hotel	Lunch at the University		
13:30									
14:00									
14:30	Open Plenary	Workshops	Mid Plenary	Workshops	Transfer time	Sightseeing	Final Plenary		
15:00									
15:30									
16:00									
16:30									
17:00		Introductory Workshops	Sponsors Fair	Report time	Free time	Report time	Dinner at the University		
17:30									
18:00									
18:30		Training	Report time	Dinner at the Hotel	Gala Ball	Free time	Final Plenary		
19:00									
19:30									
20:00	Dinner at the Hotel	Dinner at the Hotel	Dinner at the Hotel	Gala Ball	Transfer time	Final Plenary			
20:30									
21:00									
21:30	Free time	Free time	Free time	Gala Ball	Dinner at Restaurant	Final Plenary			
22:00									
22:30									
23:00	Welcome Party	Party	Theme Party	Party	Gala Ball	Party	Free time	Farewell Party	
00:00									
00:30									
1:00									
1:30									
2:00									
2:30									
3:00									

PLENARY**Draft Agenda****Sunday, 30th March 2008 (14:30 - 17:30)**

- Morning Arrival and registration of the participants
- Morning Payments due to ELSA International, delivery of Letters of Authorization and SotN Inquiries.
- 14:30 **Introduction of the members of the International Board 2007/2008**
Raquel Ferro, President of ELSA Portugal
- 14:40 **Opening of the Council Meeting by the President of ELSA International**
Matthias Stauffacher
- 14:45 **Presentation of the Directors of ELSA International**
Matthias Stauffacher
- 14:55 **Welcoming of Council Guests and Externals**
Matthias Stauffacher
- 15:00 **Presentation of the Organising Committee of the Council Meeting**
Rui Miguel Macedo, Head of the Organizing Committee
- 15:25 **Announcement of the list of votes by the Secretary General of ELSA International**
João Thiago Rocha Ferreira
- 15:40 **Presentation of the Council Meeting Procedure**
Reading out of the agreement between ELSA Greece and ELSA Republic of Macedonia (Council Decision PLE 01/99 II)
João Thiago Rocha Ferreira
- 15:45 **Election of the Chair of the Plenary**
João Thiago Rocha Ferreira
- 16:00 **Election of the other plenary officers: Vice Chair, two secretaries, two tellers, three members of the nominations committee**
Chair
- 16:20 **Approval of the Council Meeting Agenda and presentation of the Council Meeting structure**
Chair
- 16:30 **Approval of the Minutes of the LII International Council Meeting in Reggio di Calabria Fall 2007**

- Chair
- 16:35 **Report from the International Presidents' Meeting in Ohrid, Republic of Macedonia**
Emil Akander
President of ELSA Sweden
Chair at the International Presidents' Meeting in Warsaw
- 16:45 **Presentation of the International STEP Meeting in Vilnius, Lithuania**
Juste Beloglovyte
Vice-President STEP of ELSA Lithuania
Organizing Committee ISM Vilnius
- 16:55 **Presentation of the Workshops during the ICM by the members of ELSA International**
Chair and the International Board
- 17:10 **Information on the Fresher's Training**
João Thiago Rocha Ferreira
- 17:15 **End of the Plenary session**
- 17:30 **Introductory Workshops (see separate Agendas)**
- **Academic Activities**
Astrid Sollie Skårdalsmo
 - **Seminars & Conferences**
Enis Mehmet Burdurlu
 - **Student Trainee Exchange Programme**
Delia Orabona
 - **Board Management, External Relations and Expansion**
Matthias Stauffacher
 - **Internal Management**
João Thiago Rocha Ferreira
 - **Financial Management**
Daniel Azzopardi
 - **Marketing**
Lavinia Micallef
- 19:00 **Introductory Meeting - Workshop Officers Training**
Chair and Vice Chair of the Plenary
- 19:00 **Introductory Meeting - ELSA Freshers Training**
João Thiago Rocha Ferreira and Enis Mehmet Burdurlu

Tuesday, 1st of April (14:00-19:30)

- 14:30 **Revision of the List of Votes**
João Thiago Rocha Ferreira
- 14:45 **Information from the Organising Committee**
Organising Committee
- 14:50 **Presentation by C'M'S'**
Tony Wright
- 15:45 **Presentation by the Council of Europe**
- 16:05 **Presentation of ICM Sponsors/Partners**
Rui Miguel Macedo
- 16:10 **Presentation by Abreu (ICM Sponsor)**
- 16:40 **Announcement of Nominations**
Nominations Committee
- 17:00 **Presentation and approval of the Interim Accounts 2007/2008
Auditors' Report
Opinion of the Financial Management Workshop**
Daniel Azzopardi, Auditors and the Financial Management Workshop
Chair
- 17:30 **Presentation of the ELSA Development Fund Report**
Daniel Azzopardi
- 17:40 **Presentation and Approval of the AA Workshop Report and related
proposals and recommendations**
Chair and Workshop Chair
- Presentation and Approval of the S&C Workshop Report and related
proposals and recommendations**
Chair and Workshop Chair
- Presentation and Approval of the STEP Workshop Report and related
proposals and recommendations**
Chair and Workshop Chair
- Presentation and Approval of the BEE Workshop Report and related
proposals and recommendations**
Chair and Workshop Chair

Presentation and Approval of the IM Workshop Report and related proposals and recommendations

Chair and Workshop Chair

Presentation and Approval of the FM Workshop Report and related proposals and recommendations

Chair and Workshop Chair

Presentation of the International Presidents Meeting in Brno, Czech Republic, August 2008

Organising Committee

End of the Plenary Session

Saturday, 5th April 2008 (10:00 – 20:00)

- 10:00 **Revision of the List of Votes**
 João Thiago Rocha Ferreira
- 10:05 **Announcement of Nominations**
 Nominations Committee
- 10:15 **Presentation of ELS**
 ELS Executive Committee and ELS members
- 10:30 **Presentation by ICM Host Candidate(s), Fall 2009**
 Chair and Candidates
- Questions and Answers to the ICM Host Candidate(s), Fall 2009**
 Chair and the Council
- Presentation by IPM Host Candidate(s), Winter 2009**
 Chair and Candidates
- Questions and Answers to the IPM Host Candidate(s), Winter 2009**
 Chair and the Council
- Presentation and Approval of the AA Workshop Report and related proposals and recommendations**
 Chair and Workshop Chair
- Presentation and Approval of the S&C Workshop Report and related proposals and recommendations**
 Chair and Workshop Chair
- Presentation and Approval of the STEP Workshop Report and related proposals and recommendations**
 Chair and Workshop Chair
- Presentation of the upcoming ICM in Nurnberg, Germany, October 2008**
 Organising Committee
- Presentation of the upcoming ICM in Budva, Montenegro, April 2009**
 Organising Committee
- Presentation of the ELSA House Training Week Summer 2008**
 Organising Committee
- Presentation and Approval of the BEE Workshop Report and related proposals and recommendations**
 Chair and Workshop Chair

Presentation and Approval of the IM Workshop Report and related proposals and recommendations

Chair and Workshop Chair

Presentation and Approval of the FM Workshop Report and related proposals and recommendations

Chair and Workshop Chair

Presentation and Approval of the Marketing Workshop Report and related proposals and recommendations

Chair and Workshop Chair

Elections of the Host for the Fall ICM 2009

Chair

Elections of the Host for the Winter IPM 2008

Chair

Election of the Council Guests for the Fall ICM 2008

Chair

Election for the International Board 2008/2009 and Auditor and Vice Auditor of ELSA International 2008/2009

Chair

Miscellaneous

Closing of the LIII International Council Meeting

Matthias Stauffacher

ACADEMIC ACTIVITIES WORKSHOP**Timetable**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
08:00							Final Plenary (including lunch)					
08:30												
09:00												
09:30												
10:00								Proposals on ELSA SPEL X 3	Strategic Planning	Strategic Planning	Fundraising training	Presentation Candidates IB 08/09
10:30												
11:00								Transition	Joint AA + S&C + BEE	Joint AA + S&C + BEE + STEP		Q&A
11:30												
12:00												
12:30												Miscellaneous
13:00												
13:30												
14:00												
14:30								Opening Plenary	IFP	Mid plenary	Leadership training	
15:00	Joint AA + S&C	EMC ² proposal Joint AA + FM										
15:30	Strategic Planning	SotN Report										
16:00	Joint AA + S&C + BEE + STEP											
16:30												
17:00	Introductory Workshop											
17:30												
18:00	Introductory Meeting											
18:30												
19:00												
19:30												
20:00												

Draft Agenda**Reminders and preparations**

Please do not forget to read and bring the following documents/materials to the workshops:

- Statutes and Standing Orders;
- Decision Book;
- One Year Operational Plan (OYOP) 2007/2008 of ELSA International;
- The State of the Network Report (SOTN Report) from Reggio ICM.

Do also read the Minutes from at least the last two International Council Meetings. All documents/materials can be found in the ELSA ONLINE Archive.

The above mentioned documents are highly important for the discussions of the topics on the Agenda and the Analysis of the State of the Network.

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the VicePresident Academic Activities of ELSA International at vpaa@elsa.org.

If you would like to start a discussion on any matter connected to the Agenda, please use the AA mailing list (ELSA-AA@LISTSERV.ELSA.ORG).

Welcome to the AA Workshop!

Sunday March 30th (17.30 - 19.00)

17.30 - 18.30

Introductory Workshop

Aim: To present the Agenda for the upcoming week and to approve it, to get to know each other, to express our expectations for the upcoming week and to elect the Workshop officers.

Means:

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

19:00 - 20:00

Officers Training**Aim:**

To train officers on their fundamental tasks and responsibilities during an ICM.

Means:

- Training delivered by Chair and Vice Chair of the Plenary.

19:00 - 20:00

Introductory Workshop for Freshers**Aim:**

To give a general overview of the ICM, to the freshers at the ICM.

Means:

- Presentation by ELSA International;
- Questions and Answers.

Monday March 31st (10.00 - 19.30)

10.00 - 12.00

SPEL Proposal by ELSA International
SPEL Proposal by ELSA Germany I
SPEL Proposal by ELSA Germany II

Aim:

To present the proposal of the International Board to change the procedure on how to publish articles in ELSA SPEL.

To present the proposals by ELSA Germany on making SPEL a hard-copy publication, and on deleting SPEL if certain criteria are not fulfilled till the autumn ICM in Nuremberg 2008.

Means:

- Presentation by ELSA International
- Discussion
- Vote
- Presentation by ELSA Germany
- Discussion
- vote

Comments:

ELSA SPEL has been struggling during the last few years, and during this session we will have a thorough discussion on how we can improve SPEL and make it the useful and steady activity it has the potential to be.

Preparations:

Please read the three proposals regarding ELSA SPEL before this session, and prepare for the discussion.

12.00 - 13.00

Transition session

Aim:

Shortly go through how the different countries organise their transition. At the end we will gather the input from all countries, and make a "check-list" for an AA transition.

Means:

- Round table on transition customs in each country
- Discussion
- Conclusion (check-list)

Comments:

Transition is unfortunately neglected in many ELSA countries. To ensure that every new AA'er has at least a minimum of knowledge about the area and the job they are suppose to do, we will make a check-list during this session.

14:30 - 16:30

Joint WS with AA and STEP on International Focus Programme

Aim:

This is the first session on strategic planning during the ICM. The goal is to give all the participants the same level of information, in order to have constructive discussions during the week. The session will introduce everyone to the theoretical background of strategic planning as well as give a good overview of the current stage of our network and the recent developments.

Means:

- Presentation by ELSA International;
- Presentation of IFP events and projects;
- Round table discussion.

Comments:

In accordance with the input paper presented in Reggio di Calabria, ELSA International will make the first evaluation of IFP.

Preparations:

Please bring a short presentation of your IFP events and projects.

16.30 - 19.30

Joint WS AA, STEP, S&C, BEE**Aim:**

This is the first session on strategic planning during the ICM. The goal is to give all the participants the same level of information, in order to have constructive discussions during the week. The session will introduce everyone to the theoretical background of strategic planning as well as give a good overview of the current stage of our network and the recent developments.

Means:

- Presentation by ELSA International
- Q&A

Comments:

At the IPM in Mavrovo we introduced the idea of having a strategic plan for our organisation. The process of strategic planning in an organisation of our size is a very complex and demanding exercise. To give everyone the same chance to participate in the discussions during the week we need to give all the participants an overview of the topic and a thorough introduction to this exciting process.

Tuesday April 1st (10.00 - 13.00)

10.00 - 13.00

Joint WS AA, S&C, BEE**Aim:**

A strategic plan is only effective if everyone has the chance to give their input to the development of such a plan. The IB created a first draft for a 5 year plan for our network, based on the report from the IPM and input from NG's as well as externals, The WS should now define the goals and analyse if these goals are achievable, measurable and specific enough to be put in the 5 year plan.

Means:

- Working groups

Comments:

This will be the second session of the strategic planning part. We will present a well structured procedure on how to define the goals.

Wednesday April 2nd (10.00 – 20.00)

10.00 – 13.00

Joint WS AA, STEP, S&C, BEE**Aim:**

To decide upon a final draft of our new long-term plan. The Workshop will define the priorities for the upcoming years, based upon the Tuesday WGs, the report of the IPM and the proposal by the IB.

Means:

- Presentation of the working groups
- Amendments to the 2013 plan
- Voting on the plan

Comments:

This last session is meant to gather all the inputs created by working groups and to have a final discussion on our long-term goals.

14.30 – 16.30

Leadership training**Aim:**

To improve the leadership skills of the AA officers

16.30 – 18.30

Joint WS AA, FM: EMC² proposal by ELSA International**Aim:**

To present the proposal by ELSA International to cease EMC² as an ELSA activity.

Means:

- Presentation by ELSA International

- Q&A
- Discussion
- Vote

Comments:

Over the last five years the ELSA Moot Court Competition on WTO Law has increased to become one of the largest moot courts in the world. At the same time it has grown too big for ELSA, 90% of the competition is going on over the heads of the Network, and very few ELSA people are involved. In addition to this several IB members are spending a lot of time working for the competition, time that could have been spend to benefit the Network. This especially applies for the job of the VP AA of ELSA International, which currently spends as good as all his/her time on EMC².

Preparations:

Please read the proposal by ELSA International thoroughly, and prepare for the discussion in this joint WS.

18.30 – 19.30

Presentation of the 3rd SOTN Report**Aim:**

In this session the SOTN Report of ICM Reggio di Calabria will be presented to the Workshop.

Means:

- Presentation by ELSE International
- Q&A

Thursday April 3rd (10.00 – 13.00)

10.00 – 13.00

Fundraising training**Aim:**

If an AA event is of smaller dimension, very often the AA'er is doing the fundraising him/herself. This session aims at giving AA'ers basic fundraising knowledge, on how to present a product and how to approach possible sponsors.

Friday April 4th (10.00 – 13.00)

10.00 – 11.00

Presentation of the candidates for Vice President Academic Activities 2008/2009**Aim:**

To give the candidates for VPAA the opportunity to present themselves to the Workshop, and the Workshop participants a chance to ask them questions about their candidacy.

Means:

- Presentation by the candidates
- Q&A

11.00 – 12.30

Question and Answer Time and Miscellaneous

Aim:

To give the Workshop participants the opportunity to clarify issues that were not included in the Workshop Agenda.

To settle issues unresolved during other Workshop sessions.

12.30 – 13.00

Closing of the Workshop

Aim:

To evaluate the Workshop and to approve the Minutes.

SEMINARS AND CONFERENCES WORKSHOP

Timetable

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00							
08:30							
09:00							
09:30							
10:00		Activity Reports	Strategic planning	Strategic Planning	Leadership Training	Transition	Final Plenary (including lunch)
10:30							
11:00		Proposals			Upcoming Events	Miscellaneous	
11:30							
12:00							
12:30							
13:00							
13:30							
14:00							
14:30	Opening Plenary	IFP Evaluation	Mid Plenary	Proposals			
15:00							
15:30		Strategic Planning		Fundraising Training			
16:00							
16:30							
17:00							
17:30							
18:00	Introductory Workshop						
18:30	Introductory Meeting						
19:00							
19:30							
20:00							

Draft Agenda

Reminders and preparations

Please do not forget to read and bring the following documents/materials to the Workshops.

- Your activity report (since ICM Reggio di Calabria);
- Statutes and Standing Orders;
- Decision Book;
- One Year Operational Plan (OYOP) 2007/2008 of ELSA International;
- The State of the Network Report (SOTN Report) from the Reggio di Calabria ICM.

Do also read the Minutes from at least the last two International Council Meetings. All documents/materials can be found in the ELSA ONLINE Archive.

The above mentioned documents are highly important for the discussions of the topics on the Agenda and the Analysis of the State of the Network.

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the Vice President Seminars & Conferences of ELSA International at vpsc@elsa.org.

If you would like to start a discussion on any matter connected to the Agenda, please use the S&C mailing list (ELSA-SC@LISTSERV.ELSA.ORG).

Bring your marketing materials!

Sunday March 30th (17.30 - 19.00)

17.30 - 18.30

Introductory Workshop

Aim:

To present the Agenda for the upcoming week and to approve it, to get to know each other, to express our expectations for the upcoming week and to elect the Workshop officers.

Means:

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

19.00 - 20.00

Officers Training

Aim:

To train officers on their fundamental tasks and responsibilities during an ICM.

Means:

- Training delivered by Chair and Vice Chair of the Plenary.

19.00 – 20.00

Introductory Workshop for Freshers

Aim: To give a general overview of the ICM, to the freshers at the ICM.

Means:

- Presentation by ELSA International;
- Questions and Answers.

Monday March 31st (10.00 – 19.30)

10.00 – 11.30

Presentations of the activity reports from National Groups and ELSA International

Aim:

To share information on the current “Status Quo” of all the National Groups present at the ICM.

Means:

- Presentation by ELSA International and National Groups
- Question and Answers

Comments: With this session we will have a better overview of what is happening in the Network in terms of S&C activities. We will find the opportunity to exchange our experience and knowledge with Q&A time.

Preparations: Please prepare an Activity Report covering your projects and activities which happened in your National Group (including Local Groups) since the ICM Reggio di Calabria. Each presentation shouldn't last more than 5 minutes.

11.30 – 13.00

Proposals by ELSA International on Participation in Events promoted by International Institutions, International Study Visits and General Part of the S&C Policies.

Aim:

To discuss and vote upon the proposal regarding the Events promoted by International Institutions.

Means:

- Presentation by the International Board;
- Open discussion;
- Voting.

Comments: The regulation of “Events promoted by International Institutions” deals mainly with International Delegations that ELSA International sends to International Institutions

where ELSA has a special status. ELSA International is making two proposals; the first one, aims to promote the above mentioned Events better and the second one aims to ensure the quality of the participants to those Events.

The current regulation on International Study Visits states that it is optional to include an academic programme in an International Study Visit. Pursuing our aims and means, ELSA International proposes to require International Study Visits to have an academic programme which provides an exchange of legal knowledge between ELSA Groups.

The last State of the Network inquiry showed that VP S&C were having difficulties in defining the three levels of S&C Events. ELSA International proposes to add definitions of international, national and local events to the General Part of S&C Policies, which takes the legal background of participants as a reference, to avoid further confusions.

Preparations: Please read the proposals.

14.30 – 16.30

Joint WS with AA and STEP on International Focus Programme

Aim:

To make the first evaluation of the International Focus Programme on Intellectual Property Law, to present the current IFP Activities and projects, to raise awareness on the possibilities of implementing IFP in Key Areas.

Means:

- Presentation by ELSA International;
- Presentation of IFP events and projects;
- Round table discussion.

Comments: In accordance with the input paper presented in Reggio di Calabria, ELSA International will make the first evaluation of IFP.

Preparations: Please bring a short presentation of your IFP events and projects.

16.30 – 19.30

Joint WS AA, STEP, BEE

Aim:

This is the first session on strategic planning during the ICM. The goal is to give all the participants the same level of information, in order to have constructive discussions during the week. The session will introduce everyone to the theoretical background of strategic planning as well as give a good overview of the current stage of our network and the recent developments.

Means.

- Presentation by ELSA International
- Q&A

Comments: At the IPM in Mavrovo we introduced the idea of having a strategic plan for our organisation. The process of strategic planning in an organisation of our size is a very complex and demanding exercise. To give everyone the same chance to participate in the discussions during the week we need to give all the participants an overview over the topic and a thorough introduction to this exciting process.

Tuesday April 1st (10.00 - 13.00)

10.00 – 13.00

Joint WS AA, BEE**Aim:**

A strategic plan is only effective if everyone has the chance to give their input to the development of such a plan. The IB created a first draft for a 5 year plan for our network, based on the report from the IPM and inputs from NG's as well as externals. The WS should now discuss the goals and analyse if these goals are achievable, measurable and specific enough to be put in the five year plan.

Means:

- Working groups

Comments: This will be the second session of the strategic planning part. We will present a well structured procedure on how to define the goals.

Wednesday April 2nd (10.00 – 19.30)

10.00 – 13.00

Joint WS AA, STEP, S&C, BEE**Aim:**

To decide upon a final draft of our new long-term plan. The Workshop will define the priorities for the upcoming years, based upon the Tuesday Working Groups, the report of the IPM and the proposal by the IB.

Means:

- Presentation of the working groups
- Amendments to the 2013 plan
- Voting on the plan

Comments: This last session is meant to gather all input from the working groups and to have a final discussion on our long-term goals.

14.30 – 15.30

Proposals by ELSA International and ELSA Germany on Institutional Study Visits

Aim:

To discuss and vote upon the proposal regarding the Events promoted by International Institutions.

Means:

- Presentation by the International Board;
- Open discussion;
- Voting.

Preparations: Please read the proposals

15.30 – 16.30

Presentation of State of the Network Report (SOTN Report) ICM Reggio di Calabria**Aim:**

To present the SOTN Report from ICM Reggio di Calabria

Means:

- Presentation by ELSA International;
- Discussion

Comments: The SOTN Report is an essential and efficient tool to obtain an overview of the status quo of the Association. During this session we will focus on the area of S&C.

16.30 – 19.30

Fundraising Training**Aim:**

To improve our fundraising skills

Means:

- Training by ITP

Comments: The last SOTN inquiry proved that the major problem Key Area officers are currently facing, when organising events, is fundraising. A detailed training request has been made to the ITP to help VPs S&C with this issue.

Thursday April 3rd (10.00 – 13.00)

10.00 – 12.00

Leadership Training**Aim:**

To improve our leadership skills

Means:

- Training by ITP

Comments: Our tasks as S&C officers require us to use our leadership skills to deal with typical problems that we are facing in the S&C area. With this training, we will figure out better the role of leadership in our work and understand how we can benefit more from it.

12.00 – 13.00

Upcoming Events

Aim:

To promote the upcoming International S&C Events

Means:

- Presentations by the Participants;
- Distribution of Marketing Materials.

Comments: During this session, National and Local Groups will get the chance to present their future International projects and convince the participants to apply for and to promote these events in their National and Local Groups.

Preparations:

Please bring your presentations and marketing materials that you want distribute to VPs S&C.

Friday April 4th (10.00 – 13.00)

10.00 – 11.00

Importance of Transition

Aim:

To ensure properly facilitated transition.

Means:

- Introduction by ELSA International;
- Discussion;
- Conclusions.

Comments: We are approaching a period of the year where many ELSA Groups will be having transition between the old and the new Boards. Continuity is a constant problem in a students association where entire boards often change every year. To decrease the risk of losing important information between the changes of boards and to increase the possibility of an improved continuity in our Association, a successful transition is strongly needed. It is also essential that all the materials the officer might need are well archived, collected and lastly given to the successor by the predecessor. During this session, we will discuss transition in the area of BEE and share ideas on how to give a successful transition to our successors.

11.00 - 11.30

Question and Answer Time

Aim:

To give the opportunity to the WS participants to clarify issues not included in the WS Agenda regarding Academic Activities.

11.30 - 12.30

Miscellaneous

Aim: To settle issues unresolved during other sessions.

12.30 - 13.00

Closing of the Workshop

Aim:

To evaluate the Workshop and to approve the Minutes.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP**Timetable**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
08:00							Final Plenary (including lunch)					
08:30												
09:00												
09:30												
10:00								Activity Reports	Strategic planning	Joint STEP S&C, AA, BEE	Transition Human Resources Training	Presentation of the candidates
10:30												Q&A
11:00								Proposals	Working Groups	Strategic planning Discussion on 2013 Proposal		Miscellaneous
11:30												Closing
12:00												
12:30												
13:00	Opening Plenary	IFP Evaluation	Mid Plenary	Proposal on STEP part DB								
13:30												
14:00												
14:30												
15:00												
15:30												
16:00												
16:30							Theory of Strategic Planning					
17:00												
17:30							Joint STEP S&C, AA, BEE					
18:00	Job Hunting											
18:30	Introductory Workshop											
19:00	Introductory Meeting											
19:30												
20:00												

Draft Agenda

Preparations and reminders for the STEP Workshop

Please do read and bring to the Workshop sessions the following material:

- Statutes and Standing orders;
- Decision Book;
- One Year Operational Plan(OYOP)2007/2008 of ELSA International;
- Working Materials.
- The State of the Network Report (SOTN Report) from the Reggio di Calabria ICM.

Please also read the Minutes from at least two International Council Meetings.

Do also prepare an **Activity Report** to distribute to the other National Group Officers and ELSA International.

Please fill in and bring the respective area connected inquiry included to this package. The STEP inquiry should be handed to the VP STEP of ELSA International on the first day of the International Council Meeting.

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the VP STEP of ELSA International at vpstep@elsa.org or start a discussion on it on the STEP Mailing list(ELSA-STEP@LISTSERV.ELSA.ORG)

Bring your marketing materials!

Welcome to the STEP Workshop!

Sunday March 30th (17.30 – 19.00)

17.30 – 18.30

Introductory Workshop

Aim: To present the Agenda for the upcoming week and to approve it, to get to know each other, to express our expectations for the upcoming week and to elect the Workshop officers.

Means:

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

19:00 – 20:00

Officers Training

Aim: To train officers on their fundamental tasks and responsibilities during an ICM.

Means:

- Training delivered by Chair and Vice Chair of the Plenary.

19:00 – 20:00

Introductory Workshop for Freshers

Aim: To give a general overview of the ICM, to the freshers at the ICM.

Means:

- Presentation by ELSA International;
- Questions and Answers.

Monday March 31st (10.00 – 19.30)

10:00 – 11:30

Presentations of the activity reports from National Groups and ELSA International

Aim:

To present the activity reports of the National Groups present at the ICM.

Means:

- Presentation by ELSA International and National Groups
- Question and Answers

Comments:

To have an overview on the Status quo of STEP in the different National and Local Groups.

Preparations: Please prepare an Activity Report from the ICM Reggio di Calabria.

11:30 – 13:00

Proposals by ELSA Republic of Macedonia on National Traineeships

Aim:

To discuss and vote upon the proposal regarding the National Traineeships.

Means:

- Presentation by ELSA Republic of Macedonia;
- Open discussion;

- Voting.

Comments: This proposal intends to clarify the regulation of the National Traineeships in the Decision Book/STEP part

Preparations: Please read the proposal.

14:30 - 16:30

Joint WS with AA and STEP on International Focus Programme

Aim:

To make the first evaluation of the International Focus Programme on Intellectual Property Law, to present the current IFP Activities and projects, to raise awareness on the possibilities of implementing IFP in Key Areas.

Means:

- Presentation by ELSA International;
- Presentation of IFP events and projects;
- Round table discussion.

Comments:

In accordance with the input paper presented in Reggio di Calabria, ELSA International will make the first evaluation of IFP.

Preparations:

Please prepare some inputs how to include STEP in IFP project and how to implement it.

16.30 - 19.30

Joint WS AA, STEP, S&C, BEE

Aim: This is the first session on strategic planning during the ICM. The goal is to give all the participants the same level of information, so that we can have constructive discussions during the week. The session will introduce everyone to the theoretical background of strategic planning as well give a good overview of the current stage of our network and the recent developments.

Means:

- Presentation by ELSA International
- Q&A

Comments:

At the IPM in Mavrovo, we introduced the idea of having a strategic plan for our organisation. The process of strategic planning in an organisation of our size is a very complex and demanding exercise. To give everyone the same chance to participate in the discussions during the week we need to give all the participants an overview of the topic and a thorough introduction to this exciting process.

Tuesday April 1st (10.00 - 13.00)

10.00 - 13.00

Working Groups on Strategic planning**Aim:**

A strategic plan is only effective if everyone has the chance to give his inputs to the development of such a plan. The IB created a first draft for a 5 year plan for our network, based on the report from the IPM and inputs from NG's as well as externals. The WS should now define the goals and analyse if these goals are achievable, measurable and specific enough to be put in the year 2013 plan.

Means:

- Working groups

Comments:

This will be the second session of the strategic planning part. We will present a well structured procedure on how to define the goals, but it is up to all ELSA member to define our core activities for the upcoming 5 years.

Wednesday April 2nd (10.00 - 19.30)

10.00 - 13.00

Joint WS STEP, AA , S&C, BEE**Aim:**

To decide upon a final draft of our new long-term plan. The key areas and the President WS will define the priorities for the upcoming years, based upon the Tuesday WGs, the report of the IPM and the proposal by the IB.

Means:

- Presentation of the working groups
- Amendments to the 2013 plan
- Voting on the plan

Comments:

This last session is meant to gather all the inputs created by working groups and to have a final discussion on our long-term goals. The finalized plan, if accepted by the WS, would then be put forward to the plenary session and build the basis of our organisation in the upcoming 5 year.

14:30 - 18:00

Proposals by ELSA International on the revision of the STEP part of the Decision Book

Aim:

To discuss and vote upon the proposal regarding the STEP part of the Decision Book.

Means:

- Presentation by ELSA International;
- Open discussion;
- Voting.

Preparations: Please read the proposals

18:00 – 19:30

Strategies in approaching STEP Employers

Aim: To provide knowledge on Job Hunting tools and strategies.

Means:

- Presentation by ELSA International;
- Working Groups
- Discussion

Comments:

In this session we analyze the possible ways to increase the number of employers interested in STEP. What can we offer to them? Which are the benefits of STEP Programme for an employer? Why they could co-operate with ELSA?

We will also present our STEP partners database and discuss about it.

Preparation:

Bring your STEP partner database, marketing materials and please read minutes from ICMs Prague and Reggio di Calabria and ISM Vilnius.

Thursday April 3rd (10.00 – 13.00)

10:00 – 11:30

Training on Transition

Aim: To provide guidelines on conducting a transition.

Means:

- Training by ITP

Comments: Many Local and National Group are still facing problems in organizing an effective transition. This constitutes the last task of the term in office but most probably the most important one. To assure the continuity a quality transition is needed.

During this session, we will discuss transition in the area of STEP and share ideas on how to give a successful transition to our successors.

11:30- 13:00

Training on Human Resources

Aim: To provide strategies in creating an effective STEP team

Means:

- Training by ITP

Comments: In STEP the importance of having a good entourage of active members of officers is very strictly connected to one of the three main tasks of the STEPPer: the reception of the trainees.

Friday April 4th (10.00 - 13.00)

10:00 - 11:00

Presentation of the candidates IB 2008/09

Aim:

To present the candidates for IB 2008/09 to the Workshop

Means:

- Introduction by ELSA International;
- Presentation by the candidates
- Question & Answer time

11:00 - 12:30

Miscellaneous

Aim: To discuss topics which have been omitted or not sufficiently discussed during the Workshop

Means: open discussion

Comments: This part of the Workshop is dedicated to the aspects unresolved during the other sessions.

12:30 - 13:00

Closing of the Workshop

Aim: To evaluate the Workshop and to approve the Minutes.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP**Timetable**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00							
08:30							
09:00							
09:30							
10:00		Joint IM&BEE Albania application	Joint BEE S&C & AA Working Groups	Joint BEE S&C & AA Discussion 2013 proposal	Training by McKinsey	Presentation Candidates IB 08/09	Final Plenary (including lunch)
10:30	Observership Proposal					Q&A Misc	
11:00						Closing	
11:30						Reporting time	
12:00							
12:30							
13:00							
13:30							
14:00							
14:30	Opening Plenary	Fundraising I	Mid plenary	Imple- mentation of the 2013 goals			
15:00							
15:30							
16:00							
16:30							
17:00		Joint BEE S&C & AA STEP					
17:30		Theory of Strategic Planning					
18:00	Introductory Workshop			Fundraising II			
18:30							
19:00							
19:30		Reporting time					
20:00							

Draft Agenda

Reminders and preparations

Please do not forget to read and bring the following documents/materials to the Workshops:

- Statutes and Standing Orders
- Decision Book
- BEE part of the State of the Network Report (SOTN Report) from the Reggio ICM
- Minutes from the ICM Reggio
- Minutes from the IPM Mavrovo

All documents/materials can be found in the ELSA ONLINE Archive.

The above mentioned documents are highly important for the discussions of the topics on the Agenda.

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the President of ELSA International at president@elsa.org.

If you would like to start a discussion on any matter connected to the Agenda, please use the BEE mailing list (ELSA-BEE@LISTSERV.ELSA.ORG).

Welcome to the BEE Workshop!

Sunday March 30th (17.30 – 19.00)

17.30 – 18.30

Introductory Workshop

Aim: To present the Agenda for the upcoming week and to approve it, to get to know each other, to express our expectations for the upcoming week and to elect the Workshop officers.

Means:

- Election of the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Agenda by ELSA International
- Approval of the Agenda

19:00 – 20:00

Officers Training

Aim: To train officers on their fundamental tasks and responsibilities during an ICM.

Means:

- Training delivered by Chair and Vice Chair of the Plenary.

19:00 – 20:00

Introductory Workshop for Freshers

Aim: To give a general overview of the ICM, to the freshers at the ICM.

Means:

- Presentation by ELSA International;
- Questions and Answers.

Monday March 31st (10.00 – 20.00)

10.00 – 11.00

Joint WS BEE&IM Observership application of the law students' organisation of Albania

Aim: To discuss and vote the application of the group of Albania to become Observer of ELSA International.

Means:

- Presentation of the application by Albania
- Report by ELSA International
- Q&A
- Vote

Preparations:

Please read the application of Albania annexed to the working materials and look into the minutes of the IPM Mavrovo, where the group presented its self the first time.

11.00 – 13.00

Joint WS BEE & IM; Observership proposal by ELSA International

Aim: to present the proposal of the International Board to introduce the possibility of having the Observer status for countries not fulfilling their obligations toward the ELSA network.

Means:

Presentation by ELSA International
Q&A
Discussion
Vote

Comments: Please read the proposal annexed to the working materials concerning the Demotion of a member to an observer.

14.30 - 16.30

Fundraising I

Aim: To exchange our strategies and develop together new ideas for fundraising opportunities. The session should also help to find synergies among the different levels and opportunities of regional cooperation for fundraising.

Means:

- Introduction to the topic by ELSA International
- Working groups

Comments: fundraising is one of the biggest challenges in our work and we should try to support each other as much as we can. There are already some countries that started to exchange their materials and experiences and I think we can improve our work with such cooperation.

16.30 - 19.30

Joint WS AA, STEP, S&C, BEE

Aim: This is the first session on strategic planning during the ICM. The goal is to give all the participants the same level of information, in order to have constructive discussions during the week. The session will introduce everyone to the theoretical background of strategic planning as well as give a good overview of the current stage of our network and the recent developments.

Means:

- Presentation by ELSA International
- Q&A

Comments: at the IPM in Mavrovo we introduced the idea of having a strategic plan for our organisation. The process of strategic planning in an organisation of our size is a very complex and demanding exercise. To give everyone the same chance to participate in the discussions during the week we need to give all the participants an overview over the topic and a thorough introduction to this exciting process.

Tuesday April 1st (10.00 - 13.00)

10.00 - 13.00

Joint WS AA, S&C, BEE

Aim: A strategic plan is only effective if everyone has the chance to give their input to the development of the plan. The IB created a first draft for a 5 year plan for our network, based on the report from the IPM and inputs from NG's as well as externals, The WS should now define the goals and analyse if these goals are achievable, measurable and specific enough to be put in the 5 year plan.

Means:

- Working groups

Comments: This will be the second session of the strategic planning part. We will present a well structured procedure on how to define the goals.

Wednesday April 2nd (10.00 – 20.00)

10.00 – 13.00

Joint WS AA, STEP, S&C, BEE

Aim: To decide upon a final draft of our new long-term plan. The Workshop will define the priorities for the upcoming years, based upon the Tuesday WGs, the report of the IPM and the proposal by the IB.

Means:

- Presentation of the working groups
- Amendments to the 2013 plan
- Voting on the plan

Comments: this last session is meant to gather all the input from the working groups and to have a final discussion on our long-term goals.

14.30 – 16.30

Implementation of the 2013 plan

Aim: To discuss the proposal by ELSA International to implement the 5 year plan and see how we can cooperate to achieve our common goals.

Means:

Presentation by ELSA International
Open Discussion

Comments: The biggest challenge of strategic planning is to implement the goals we agreed upon in our daily work. Only a successful implementation will enable us to achieve our goals in the upcoming years.

16.30 – 19.30

Fundraising II

Aim: To continue the work started on Monday in the first session on fundraising, but also to focus on the fundraising strategy of ELSA International.

Means:

- Presentation of the results of the Monday session
- Presentation of the strategy of ELSA International
- Open discussion and plans for the future

Comments: this session is meant to come up with concrete proposals how we can improve the fundraising in our network. ELSA International will also present and distribute its own fundraising materials during this WS. It would be good if you could bring all you fundraising materials to this Workshop, to present them to other countries.

Thursday April 3rd (10.00 - 13.00)

10.00 - 13.30

Training by McKinsey

Comments: The workshop offers the opportunity to train problem solving skills by elaborating a strategy for the Kuwait stock exchange. Based on this real life client work example, students can practice their analytical skills and capability to extract findings from numbers and other facts. Being provided with a lot of information, it is key for them to identify the relevant facts and examine the information in a structured way to be able to develop and communicate the strategic messages. Apart from practicing their problem solving skills, participants have to actively cultivate their teamwork capabilities. The group will be split into 3 teams that each cover one area of the problem and present their findings to the other teams.

Friday April 4th (10.00 - 13.00)

10.00 - 11.00

Presentation of the candidates for President 08/09

Aim: to give the candidates the opportunity to present themselves and the President the possibility to ask them questions about their candidacy for the IB.

Means:

- Presentation by the candidates
- Q&A

11.00 - 12.30

Question and Answer Time and Miscellaneous

Aim: To give the opportunity to the Workshop participants to clarify issues not included in the Workshop Agenda.

To settle issues unresolved during other Workshop sessions.

12.30 - 13.00

Closing of the Workshop

Aim: To evaluate the Workshop and to approve the Minutes.

INTERNAL MANAGEMENT WORKSHOP

Timetable

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
08:00							Final Plenary (including lunch)					
08:30												
09:00												
09:30												
10:00								Joint IM&BEE	IB Proposal on	IB proposal	Joint IM&FM	Candidates Presentation
10:30								Albania	Direct	SotN Inquiry	ELSA UK	Training Transition Q&A and Miscellaneous
11:00								Application	Membership	SotN Report Presentation	Membership	
11:30								IB proposal on	ELSA Online	SotN Session	IM Training	
12:00								Demotion	Update			
12:30												
13:00												
13:30												
14:00												
14:30								Opening Plenary	Training on Human Resources	Mid plenary	Strategic Planning	
15:00												
15:30	Paper On Human Resources	Leadership Training										
16:00												
16:30												
17:00	Introductory Workshop	Input Paper Consolidation		NSS								
17:30												
18:00	Introductory Meeting											
18:30												
19:00												
19:30												
20:00												

Draft Agenda

Preparations and reminders for the IM Workshop

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

- Statutes and Standing Orders;
- Decision Book;
- One Year Operational Plan (OYOP) 2007/2008 of ELSA International;
- Working Materials;
- State of the Network Report ICM Reggio di Calabria;
- Minutes of the ICM Reggio di Calabria;
- Training Handbook;
- Please prepare **an Activity Report** to present to the workshop on the SotN session. In addition, you will be asked to present your upcoming Training events and plans;
- National Statutes and Standing in English.

Make sure to read the Minutes from at least the last two International Council Meetings. This is of great importance for the procedure, discussions and outcome of the Workshop sessions.

Please also prepare an Activity Report for distribution to the National Groups and ELSA International. Do also prepare, fill in and bring the respective area connected inquiry included in this package. The IM inquiry should be sent to the Secretary General of ELSA International through elsa@elsa.org and secgen@elsa.org seven days before the beginning of the International Council Meeting.

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the Secretary General of ELSA International at secgen@elsa.org.

Another possibility is to use the IM mailing list (ELSA-IM@LISTSERV.ELSA.ORG) and start a discussion before the LIII International Council Meeting in Lisbon.

Welcome to the best Workshop of the ICM! ;-)

Sunday March 30th (18.00 – 19:00/20.00)

18.00 – 19.00

Introductory Workshop

Aim: To present the Agenda for the upcoming week and to approve it, to get to know each other, to express our expectations for the upcoming week and to elect the Workshop officers.

Means:

- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries;
- Presentation of the Workshop rules;

- Presentation of the Agenda by ELSA International;
- Approval of the Agenda;
- Roundtable: expectations of the participants.

19:00 – 20:00

Officers Training

Aim: To train officers on their fundamental tasks and responsibilities during an ICM.

Means:

- Training delivered by Chair and Vice Chair of the Plenary.

19:00 – 20:00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA and the ICM to the freshers at the ICM.

Means:

- Presentation by ELSA International;
- Questions and Answers.

Preparations:

- Read the Statutes and Standing Orders and the Decision Book of ELSA.

Monday, March 31st (10.00 – 19.30)

10.00 – 11.00

Joint WS BEE&IM Observership application of the law students' organisation of Albania

Aim: To discuss and vote the application of the group of Albania to become Observer of ELSA International.

Means:

- Presentation of the application by Albania
- Report by ELSA International
- Q&A
- Vote

Preparations:

Please read the application of Albania annexed to the working materials and look into the minutes of the IPM Mavrovo, where the group presented its self the first time.

11.00 – 13.00

Joint WS BEE & IM; Observership proposal by ELSA International

Aim: to present the proposal of the International Board to introduce the possibility of having the Observer status for countries not fulfilling their obligations toward the ELSA network.

Means:

- Presentation by ELSA International
- Q&A
- Discussion
- Vote

Preparations: Please read the proposal annexed to the working materials concerning the Demotion of a member to an observer.

13:00 - 14:30

Lunch

14:30 - 16:30

Training on Human Resources

Aim:

- Raise Officers knowledge of what comprises Human Resources;
- To bring awareness of strategies to bring more members to the Association;

Means:

- Training from an ITP trainer

Comments:

After giving priority to other areas of Internal Management, it's now time to prepare the concepts (especially for the next year) of Human Resources within ELSA in order to increase the involvement of members and non members.

16:30 - 18:30

Paper on Human Resources

Aim:

To set the Human Resources Strategy of ELSA and frame it with the new strategy for ELSA.

Means:

- After the Training on Human Resources, the idea is to present different sorts of Human Resources strategies and identify which should fit ELSA best.

Preparations:

Older papers of Human Resources within ELSA (to be provided on the IM List);

Comments:

The final idea is to have a plan to which we can improve the quality of the members of our Association, and provide quality events on an efficient way.

As ELSA is changing, we need to find new solutions for all Levels of ELSA on Human Resources.

18:30 - 19:30

Input Paper on Consolidation

Aim:

Understand how ELSA can look for consolidation on its mutating stage.

Means:

- Discussion on the Input Paper

Preparations:

- Read the Input Paper.

Comments:

Consolidation is the stage after implementation. If in one hand we are just starting a new Strategy for ELSA (Planning), on the other side, there is still space for consolidation in certain areas...

Tuesday April 1st (10.00 - 13.00)

10:00 - 11:30

IB Proposal on Direct Membership

Aim:

To discuss and vote the proposal on Direct Membership of ELSA International.

Means:

- Presentation by ELSA International;
- Discussion, Q&A
- Voting

Preparations:

- Read the Proposal
- Read the Statutes and Standing Orders on acceptance of Members.

11:30 - 13:00

ELSA Online Update

Aim:

To inform all officers the State of the creation of ELSA Online as well as discussing how far along the International Board has come so far.

Means:

- Presentation of the functions of the new online system
- Presentation of the Dummy Website
- Information about what are the next steps for the new Online System

Comments:

As explained in the International Board's OYOP for 2007/2008, a new online system for the Network is the largest project the IB will be focusing on this year. We have gone far with the design and programming company Content5, and it is important to keep the National Groups updated on what is going on in the project. The entire Network has pledged their money towards this project, and our goal is to see it realised by the end of our term in office. The update may also include an evaluation and follow-up, with tasks being assigned to different National Groups so that they can contribute.

Wednesday April 2nd (10.00 - 19.30)

10:00 - 11:00**IB Proposal on SotN Inquiry****Aim:**

To discuss and vote the proposal on Direct Membership of ELSA International.

Means:

- Presentation by ELSA International;
- Discussion, Q&A
- Voting

Preparations:

- Read the Proposal
- Read the Statutes and Standing Orders.
- Read the Minutes of the ICM Alanya 2006

11:00 - 11:30**SotN Report Presentation****Aim:**

To analyse the Report of the SotN Inquiries of ICM Reggio di Calabria, corresponding to the period from July to October.

Means:

- Presentation by ELSA International;

Preparations:

- Read the SotN Report

11:30 - 13:00**SotN Session****Aim:**

To analyse what are the real present situation of each National Group and to exchange experiences in order to improve Secretaries General day-to-day work.

Means:

- Presentation of Activity Reports from National Groups;

- Roundtable discussion
- Q&A

Comments: According to the Decision Book, every National Group has to present on ICM their Activity Reports. Please produce your Activity Report following the structure:

1 - Members Management

2- ELSA Online

3- Communication (with ELSA International; within your Board and with Local Groups);

4- Human Resources;

5- Training;

6- Miscellaneous.

The Activity Report is to be delivered together with a copy of your National Statutes and Standing Orders in English to the Secretary General of ELSA International.

13:00 - 14:30

Lunch

14:30 - 17:00

Strategic Planning of ELSA

Aim:

To update Secretaries General the discussions over the new Strategic Planning of ELSA;
To frame Secretaries General on the Strategic Plan and to understand Secretaries General's role on the process.

Means:

- Training
- Discussion
- Q&A

17:00 - 18:30

Leadership Training

Aim:

To improve the Leadership Skills of participants

Means:

- Training

Comments:

Secretaries General must be leaders. By being a supporting area, and due to its Management nature and the need to hold the Association's Statutes, Secretaries General should be able to take a higher importance on every board. In addition, Secretaries General from National Groups should be able to lead his/her team of Secretaries General of the National Group and take a better pulse on an inspiring way.

18:30 - 19:30

Network Supporting System

Aim: To check for results of NSS projects from July until the ICM Lisbon and to input National Groups to create among each other NSS projects

Means:

- Roundtable discussions
- Check NSS regulations and input the Workshop for the creation of an NSS working group.

Preparations:

- Read the Decision Book

Comments:

Being one of the best tools of consolidation within the Network, this tool will need more attention from the National Groups. And to do so, it is important to raise awareness of its regulations and check its possibilities.

Thursday April 3rd (10.00 - 13.00)

10:00 - 11:30

Application of Membership of ELSA United Kingdom**Aim:**

To discuss the application of ELSA United Kingdom as a Member of ELSA International.

Means:

- ELSA United Kingdom presentation
- ELSA International Report to the National Groups.
- Q&A
- Voting

Comments:

After being accepted by the International Council Meeting of Paris in 2004, time has come for ELSA United Kingdom to make a presentation about their time as Observers since 2004 and to present their Application for membership, as ICM Lisbon is the last opportunity for ELSA United Kingdom to make the Application.

Preparations:

Please read the Statutes and the Standing Orders concerning the acceptance of new Members of ELSA International.

11:30 - 13:00

Training Area of Internal Management**Aim:**

- To bring awareness on Training within the Association;
- To present the Project of the Refreshment Weekend and SecGens International Meeting in Munich;
- To present the new rules of the International Trainers Pool;
- To discuss the situation of Regional Trainings and National Trainings;
- To schedule the Transition Trainings to the National Groups by the ITP;

Comments:

Christoph Rieckmann will be able to explain what the area has been achieved.

Moreover, ELSA International wants to know what to expect with the introduction of the SecGens International Meeting in Munich, what may be debated, its aims, etc. It is also our idea to keep inputting the National Groups to get together and organize Regional Training Events. Lastly, ELSA International wants National Groups to prepare their agenda for Transition and request trainers.

Preparations:

Please read the Training Manual

Friday April 4th (10.00 - 13.00)

10:00 - 10:30

Presentation of the candidates**Aims:**

National Groups will have the opportunity to get to know better the candidates and their proposals for the upcoming year.

Means:

- Self Presentation;
- Presentation of programmes;

10.30 - 11.00

Importance of transition

Aim: To ensure properly facilitated transition.

Means:

- Introduction by ELSA International;
- Brief presentation of the Transition Manual attached to the SecGen Manual;
- Roundtable discussions on the importance of transition;
- Training on how to organize transition;
- Conclusions.

Comments: We are approaching a period of the year where many ELSA Groups will be having transition between the old and the new Boards. Continuity is a constant problem in a students' association where entire boards often change every year. To decrease the risk of losing important information between the changes of boards and to increase the possibility of an improved continuity in our Association, a successful transition is strongly needed. It is also essential that all the materials the officers might need are well archived, collected and lastly given to the successor by the predecessor. During this session, we will discuss transition in the area of IM and share ideas on how to give a successful transition to our successors.

Preparations: Please read the SecGen Manual which may be found in the ELSA Online Archive under Training/Manuals and the Input paper by the International Board.

12.00 – 13.00

Miscellaneous and Question and Answer Time

Aim:

- To give the opportunity to the Workshop participants to clarify issues not included in the Workshop Agenda;
- To settle issues unresolved during other sessions;
- To evaluate the Workshop and to approve the Minutes.

FINANCIAL MANAGEMENT WORKSHOP

Timetable

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
08:00							Final Plenary (including lunch)					
08:30												
09:00												
09:30												
10:00								Proposal LG Observers	Overview of NG Debt Situation	Proposal IB Allowance Amendment	Joint WS IM Proposal ELSA UK	ELS Presentation
10:30								Proposal EDF	Interim Accounts 07/08	Proposal Event Fees	ELSA Online Update	Q & A + Misc.
11:00												
11:30												
12:00												
12:30								Opening Plenary	Revision of Budget 07/08	Mid plenary	Training Fundraising	
13:00												
13:30												
14:00												
14:30												
15:00	Training Transition											
15:30												
16:00		Joint WS AA Proposal EMC ² Removal										
16:30												
17:00	Introductory Workshop											
17:30												
18:00	Introductory Meeting											
18:30												
19:00												
19:30												
20:00												

Draft Agenda

Reminders and preparations

Please do not forget to read and bring the following documents/materials to the Workshops:

- Statutes and Standing Orders
- Decision Book
- One Year Operational Plan (OYOP) 2007/2008 of ELSA International
- The State of the Network Report (SOTN Report) from the ICM in Reggio

Do also read the minutes from at least the last two International Council Meetings if you were not present in the FM workshop during those times. All documents/materials can be found in the ELSA ONLINE Archive.

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the Treasurer of ELSA International at treasurer@elsa.org.

If you would like to start a discussion on any matter connected to the Agenda, please use the FM mailing list (ELSA-FM@LISTSERV.ELSA.ORG).

Welcome to the FM Workshop!

Sunday March 30th (17.30 – 19.00)

17.30 – 18.30

Introductory Workshop

Aim: To present the Agenda for the upcoming week and to approve it, to get to know each other, to express our expectations for the upcoming week and to elect the Workshop officers.

Means:

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

19:00 – 20:00

Officers Training

Aim: To train officers on their fundamental tasks and responsibilities during an ICM.

Means:

- Training delivered by Chair and Vice Chair of the Plenary.

19:00 – 20:00

Introductory Workshop for Freshers

Aim: To give a general overview of the ICM, to the freshers at the ICM.

Means:

- Presentation by ELSA International;
- Questions and Answers.

Monday March 31st (10.00 – 18.30)

10.00 – 11.00

Proposal on the status of “observer” Local Groups in the Membership Fee and ELSA ONLINE fee calculations

Aim: To present, discuss and vote upon the proposal by ELSA International

Means:

- Presentation by ELSA International
- Discussions and Q & A
- Amendments
- Conclusions
- Voting

Comments: At present, National Groups are charged their Membership fees and ELSA ONLINE fees based partly on the number of Local Groups within their country having the status “active” in the online system. It is unclear whether these Local groups include only members or both members and observers within the country. In the past this has led to National Groups being sometimes charged for just their “member” Local Groups, and sometimes for both. It is difficult and burdensome for ELSA International to stay inquiring into whether the Local Groups having the status “active” in the online system are actually members or observers. It could also lead to prejudice over National Groups who fail to inform ELSA International beforehand of the status of their Local Groups.

For the sake of practicality and efficiency, the International Board proposes to apply a uniform treatment of all National Groups, by charging them for all the Local Groups within their country having the status “active” in the system, whether members or observers.

Preparations: Read the proposal in these Working Materials.

11.00 – 13.00

Proposal on the restructuring of the entire EDF section in the FM part of the Decision Book

Aim: To present, discuss and vote upon the proposal by ELSA International

Means:

- Presentation by ELSA International
- Discussions and Q & A
- Amendments

- Conclusions
- Voting

Comments: The International Board has felt that the EDF rules and procedures need to be updated. There are many mistakes in the rules at present, and this has in the past led to breakdowns in communication and unclear procedures. We're hoping that the new proposal will bring about clarity and stability to the whole EDF process, since we wish to utilise it further because we believe very strongly in its importance to the Network in general. Since the proposal is around 7 pages long, I've opted to dedicate a 2-hour session to going through the proposal point by point and answering any questions on the spot, rather than making comments on the proposal in these Working Materials. I would also appreciate any input from the National Groups present.

Preparations: Read the proposal in these Working Materials.

13.00 - 14.30

Lunch

14.30 - 15.30

Revision of the Budget 2007/2008

Aim: To revise the Budget according to the updated financial situation.

Means:

- Presentation of the Budget proposed by ELSA International
- Question & Answer time
- Voting

Comments: The financial reality of ELSA International is changing constantly. The International Board is therefore proposing a revised budget for the year 2007/2008. The details of the changes can be seen in these Working Materials. During the workshop, all the major changes will be explained in detail.

Preparations: Please read the revised budget in these Working Materials.

15.30 - 16.30

Budget 2008/2009

Aim: To approve the Budget for the financial year of 2008/2009.

Means:

- Presentation of the Budget proposed by ELSA International
- Question & Answer time
- Voting.

Comments: The financial budget for any company or association sets the standard by which they will conduct their financial year. There have been some significant changes in the budget from previous financial years, in a move which ELSA International is hoping will

bring about greater financial stability, and adapt itself to suit the difficult financial times that it is currently facing.

16.30 – 18.30

Training on Transition

Aim: To provide training on how National Groups should conduct their transition with their successors, particularly in the area of financial management

Means:

- Presentation and training by Tiago Moreira Alves, ITP Trainer
- Q & A time
- Conclusions

Comments: The importance of transition cannot be expressed enough. It is the link between all that was gained in the term of in office of one board, and all that could potentially be expanded by the following term's board. The amount of resources that are invested into the Association is enormous, yet unfortunately a lot of it is lost due to poorly conducted transitions. The training will help identify the key factors to carry out transitions to the best of the National Group's capabilities, and which will also incorporate input from National Group officers who have experienced good transitions, and are willing to share their experiences with others present.

Tuesday April 1st (10.00 - 13.00)

10.00 – 12.00

Overview of NG Debt Situation

Aim: To discuss the current debt situation of National Groups who have debts with ELSA International, to furnish the participants with any developments that have taken place since the last ICM, and to discuss possible ways of dealing with the situation.

Means:

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

Comments: Since the last workshop in Reggio, some developments have taken place with the National Groups that were listed as debtors on the accounts at that time. Some have paid off their debts, some have partially paid off their debts, some have pledged that amounts will be paid, and some have been completely inactive. In order to keep all the National Groups updated on what's going on with each other, this workshop will include an overview of the status quo of those National Groups with debts towards ELSA International.

Preparations: Papers will be distributed in the workshop relating to this topic.

12.00 – 13.00

Interim Accounts 2007/2008

Aim: To evaluate and approve/reject the Interim Accounts of ELSA International for the financial year of 2007/2008.

Means:

- Presentation of the audited Interim Accounts of ELSA International 2007/2008
- Presentation of the Auditors' Report by the auditors of ELSA International 2007/2008, Steffen Hagen and Filippo Siciliano
- Q & A
- Voting

Comments: All abovementioned documents can be found in these Working Materials. The said documents will be presented in the workshop and any queries regarding any points in the documents can be put forward for questioning to either the Treasurer of ELSA International or the internal auditors.

Preparations: Please read through the Interim Accounts 2007/2008 and the Auditors' Report.

Wednesday April 2nd (10.00 - 20.00)

10.00 - 12.00

Proposal on amending the section on the allowance of the International Board in the Decision Book

Aim: To present, discuss and vote upon the proposal by ELSA International

Means:

- Presentation by ELSA International
- Discussions and Q & A
- Amendments
- Voting

Comments: The question of the allowance of the International Board has now been discussed in two consecutive ICM's. On both occasions, National Groups were left somewhat unhappy with the outcome. The minimum limit imposed on the allowance, without any maximum limit, caused certain National Groups to be concerned about potential abuse by the International Board. The proposal, which will be discussed in further detail during the workshop session, aims to set a maximum threshold for allowance, while allowing the amount to be increased if included in a budget proposal and approved by resolution of the Council.

Preparations: Read the proposal in these Working Materials.

12.00 - 13.00

Proposal on amending the section of Event Fees in the Decision Book

Aim: To present, discuss and vote upon the proposal by ELSA International

Means:

- Presentation by ELSA International
- Discussions and Q & A

- Amendments
- Voting

Comments: The section on Event Fees in the FM part of the Decision Book is currently full of mistakes, and like other parts up for amendment, this section has been corrected for the sake of clarity in determining event fees. The principal change has been to do away with the figures that exist in the Decision Book proper, and to simply make reference to the annexes of the FM part. This falls more in line with the reality that figure may need to be changed every year, and therefore need not be approved every time by a decision of the Council. More of the proposal will be discussed during the workshop session.

Preparations: Read the proposal in these Working Materials.

13.00 – 14.30

Lunch

14.30 – 16.30

Training on Fundraising

Aim: To provide training on the best methods for obtaining funding from externals, be them corporations or institutions, drafting sponsorship proposals and how to deal with potential and actual sponsorship contracts.

Means:

- Presentation and training by Torgeir Willumsen, ITP Trainer
- Q & A time
- Conclusions

Comments: Even though the area of fundraising technically falls under the portfolio of BEE, it is nevertheless an important subject that more than one person on the board should be acquainted with. It is a reality that this task has sometimes been delegated to the treasurers on national boards, and is also something which I feel a treasurer should have a clear grasp of. As far as collaboration goes with other members of the board, the treasurer works hardest with his/her president when dealing with external fundraising. This training will help participants understand clearly the processes that go behind fundraising, and how your National Group can improve its skills in this department.

16.30 – 18.30

Joint WS AA, FM: EMC² proposal by ELSA International

Aim:

To present the proposal by ELSA International to cease EMC² as an ELSA activity.

Means:

- Presentation by ELSA International
- Q&A
- Discussion
- Vote

Comments:

Over the last five years the ELSA Moot Court Competition on WTO Law has increased to become one of the largest moot courts in the world. At the same time it has grown too big for ELSA, 90% of the competition is going on over the heads of the Network, and very few ELSA people are involved. In addition to this several IB members are spending a lot of time working for the competition, time that could have been spend to benefit the Network. This especially applies for the job of the VP AA of ELSA International, which currently spends as good as all his/her time on EMC².

Preparations:

Please read the proposal by ELSA International thoroughly, and prepare for the discussion in this joint WS.

Thursday April 3rd (10.00 - 13.00)

10:00 - 11:30

Application of Membership of ELSA United Kingdom**Aim:**

To discuss the application of ELSA United Kingdom as a Member of ELSA International.

Means:

- ELSA United Kingdom presentation
- ELSA International Report to the National Groups.
- Q&A
- Voting

Comments:

After being accepted by the International Council Meeting of Paris in 2004, time has come for ELSA United Kingdom to make a presentation about their time as Observers since 2004 and to present their Application for membership, as ICM Lisbon is the last opportunity for ELSA United Kingdom to make the Application.

Preparations:

Please read the Statutes and the Standing Orders concerning the acceptance of new Members of ELSA International.

11.30 - 13.00

ELSA ONLINE Update

Aim: To update the National Groups of ELSA International's plans for the new ELSA ONLINE system and to discuss all the fees paid and which have to be paid, by going through the budget of the project, as well as discussing how far along the International Board has come so far.

Means:

- Presentation by ELSA International
- Open discussion
- Conclusions

Comments: As explained in the International Board's OYOP for 2007/2008, a new online system for the Network is the largest project the IB will be focusing on this year. We have gone far with the design and programming company Content5, and it is important to keep the National Groups updated on what is going on in the project. The entire Network has pledged their money towards this project, and our goal is to see it realised by the end of our term in office. The update may also include an evaluation and follow-up, with tasks being assigned to different National Groups so that they can contribute their mental, as well as financial, resources to the project.

Preparations: Please look into what was discussed at the last ICM in Reggio regarding this topic.

Friday April 4th (10.00 - 13.00)

10.00 - 11.00

ELS Presentation

Aim: To establish contact between ELS and ELSA and to brainstorm on/discuss if and how we can cooperate in different areas, and what ELS can contribute with to ELSA.

Means:

- Presentation by ELS
- Open discussion
- Conclusions and follow-up

11.00 - 12.30

Miscellaneous and Q&A

Aim: To raise any concerns by National Groups not yet addressed in the week, and to ask any questions left unanswered relating to any topics discussed during the week.

12:30 - 13:00

Closing of the Workshop

Aim: To evaluate the Workshop, the trainings and the International Council Meeting in general as well as approve the Workshop Minutes.

MARKETING WORKSHOP

Timetable

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
08:00							Final Plenary (including lunch)					
08:30												
09:00												
09:30												
10:00								SOTN Report	Market Research Proposal	Presentation New CI	IMWR	training
10:30								Eval. Of MKT In the NW	Negotiation skills	New Corporate Identity	Use of Software	presentation of candidates
11:00												publications + Synergy prpop
11:30								Training PR				
12:00												
12:30												
13:00												
13:30												
14:00												
14:30								Opening Plenary	Strategic Panning	Mid plenary	New Corporate Identity	
15:00												
15:30												
16:00	Marketing Strategy											
16:30	Proposals to implement Corporate Identity											
17:00												
17:30	Introductory Workshop	Role of The Marketer										
18:00												
18:30	Introductory Meeting	Reporting time										
19:00												
19:30												
20:00												

Draft Agenda

Preparations and reminders for the Marketing Workshop

Please do not forget to read and bring:

- The Statutes and the Standing Orders,
- The Decision Book,
- The One-Year Operational Plan (OYOP) of ELSA International 2007 / 2008
- Also, make sure to read the minutes from at least the last two Council Meetings.

Please prepare **an Activity Report** to present to the workshop. In addition, you will be asked to present your upcoming events, so please bring any marketing materials you might have.

Read this agenda carefully; should you need any clarifications, please do not hesitate to contact the responsible officer at the International Board at vpmarketing@elsa.org

A possibility is to use the marketing mailing list (elsa-marketing@listserv.elsa.org) and start a discussion before the LIII International Council Meeting in Lisbon.

Welcome to Marketing Workshop!

Sunday 30th March (18.00 - 20.00)

18.00 - 19.00

Introductory Workshop

Aim: To present the Agenda for the upcoming week and to approve it, to get to know each other, to express our expectations for the upcoming week and to elect the Workshop officers.

Means:

- Election and voting upon the Workshop Chair and Vice Chair as well as the Secretaries;
- Presentation of the Workshop rules;
- Presentation of the Agenda by ELSA International;
- Approval of the Agenda

Roundtable: expectations of the participants.

19:00 - 20:00

Officers Training

Aim: To train officers on their fundamental tasks and responsibilities during an ICM.

Means:

- Training delivered by Chair and Vice Chair of the Plenary.

19:00 – 20:00

Introductory Workshop for Fresher's

Aim: To give a general overview of the ICM, to the fresher's at the ICM.

Means:

- Presentation by ELSA International
- Questions and Answers.

Monday 31st March(10:00 – 13:00, 14:30 – 19.30)

Time: 10:00 – 11:00

Title of the Workshop: SOTN Report

Aim: To present the SOTN Report from ICM Prague.

Means:

- Presentation by ELSA International;
- Discussion.

Comments: The SOTN Report is an essential and efficient tool to obtain an overview of the status quo of the Association. During this session we will focus on the area of Marketing.

Preparations: Please read through the Marketing part of the SOTN Report before this session.

Time: 11:00 – 12:00

Title of Workshop: Evaluation of marketing in the network

Aim: To evaluate the status quo of marketing in the network on the basis of the SOTN report.

Means:

- Discussion;
- Conclusions.

Comments: It is of high importance to analyse the results of the SOTN Report and the Staus quo of marketing in the network, and to find concrete solutions to the main problems or difficulties within the area of Marketing.

Time: 12:00 – 13:00

Title of the Workshop: Training on Public Relations

Aim: For marketing officers to gain better knowledge of public relations and PR skills.

Means:

- Training

Comments: Public relations is part of the portfolio of a marketer and therefore it is important for marketers to have knowledge of how to establish public relations as well as how to keep them up and achieve good results through PR. Public relations can be of two kinds those opportunities created by the marketer themselves or by creating an opportunity for PR through a cooperation with externals.

Time: 14:30 – 16:30

Title of the Workshop: Strategic Planning

Aim: To discuss the new developments in strategic planning of ELSA.

Means:

- Presentation by ELSA International;
- Questions;
- Conclusions.

Comments: Read report from the IPM.

Time: 16:30 – 18:00

Title of the Workshop: Marketing Strategy

Aim: To establish marketing goals and strategy in order to reach the new strategic objectives in ELSA.

Means:

- Brain Storming;
- Open discussion;
- Conclusions.

Comment: In order to have effective marketing we must identify our goals and then structure the spending of resources (both human and financial) into reaching those goals. The goals that are set need to be realistic and need to be effectively reachable.

Time: 18.00 – 19.00

Title of the workshop: the role of the marketer

Aim: To draw up a clear description of those tasks that a marketer should do.

Means:

- Brain Storming.
- Discussion in working groups.
- Conclusions and Presentations.

Comments: Often marketers are overloaded with tasks to do, but do not have a clear job description. We will try and identify the priorities of the jobs that should be done by marketers and whether there are other jobs that need to be delegated or outsourced.

Tuesday April 1st (10.00 - 13.00)

Time: 10:00 -11:30

Title of the Workshop: Market Research proposal

Aim: To discuss the addition of a part about the market research in the decision book.

Means:

- Presentation by ELSA International
- Discussion
- Conclusions

Comments: Because of the vital importance that market research has had for strategic planning, if we would like to continue having strategic plans for the future of our organisation the market research needs to become ingrained into our organisation's life cycle. The possibility of having an International Market research carried out on every third calendar year is a realistic one. The length of 3 calendar years ensures a good cycle period for 3 stages 1. Preparation, 2. Implementation, 3 evaluation. This 3 year structure also fits in with a five year strategic planning term, the outcome would be of having a market research before the strategic plan and one in the middle of the strategic planning term, for evaluation.

Time: 11:30 -13:00

Title of the Workshop: Negotiation skills

Aim: To acquire Negotiation Skills

Means:

- Training

Comments: Negotiation skills are necessary for fundraising and meetings with externals. The antagonistic interaction between money and terms of agreement will be delved into.

Wednesday April 2nd (10:00 – 13:00, 14:30 – 19:30)

Time 10:00 – 11:00

Title of the Workshop: Presentation of New Corporate Identity**Aim:** To present the new corporate identity handbook**Means:**

- Presentation by ELSA International

Comments: The discussion on corporate identity started in Prague while in the mean-time the need for uniform marketing materials and the discussion on uniformity also arose. For the marketing area the presentation of a new corporate identity handbook is the result of these developments and a huge improvement for the identity and uniformity of our association.**Preparations:**

- Read the Corporate Identity handbook

Time 11:00-13:00, 14.30-16.30

Title of the Workshop: New corporate identity**Aim:** To discuss the new corporate identity handbook and our new corporate design samples.**Means:**

- Discussion;
- Working groups;
- Conclusion.

Comments: The aim of this workshop is not only to discuss the contents of the CI handbook but to ensure that this is a Regulatory instrument that we can all work with. The draft of the Corporate Identity Handbook is in the annex and we will work on some superficial changes in the workshop.

Time: 16:30 – 19:30

Title of the Workshop: Proposals to implement corporate identity.**Aim:** to go through the proposal to amend the section on Uniformity in the decision book in order to implement the new corporate design guidelines**Means:**

- Presentation

- Discussion

Comments: The decision book does not comprise all the details of the identity of ELSA however there are some details that are included in the decision book. These have to be amended to fall into line with our new corporate identity. The changes will optimise the Uniformity in ELSA according to our corporate identity.

Thursday April 4th (10.00 - 13:00)

Time: 10:00 -11:00

Title of the Workshop: International Marketing Working Meeting

Aim: to discuss the possibility and advantages of having an international Marketing Working meeting.

Means:

- Presentation by ELSA International
- Discussion
- Action Plan

Comments: In order to implement corporate identity successfully it would be a good idea to have an IMWM.

As you know we are working on a new Corporate Identity and it will be ready for the ICM in Lisbon. None the less the implementation will be to a large extent also up to marketers to produce marketing materials that Local and National groups demand, in the appropriate language and with the required sponsor logos.

The International Marketing Working Meeting will be a forum where not only national group officers but also local group officers could attend and work mostly on the production of marketing materials.

The time proposed for this meeting would be around the beginning of August and this is prime transition time for most groups, hence this meeting could highly improve the efficiency of transition.

We will also discuss the possibilities and probabilities for the hosting group.

Time:11:00- 12:00

Title of the Workshop: Use of Software

Aim: To give an idea of how design software should be used

Means:

- Presentation by ELSA International
- Questions and answers

Comments: This initiative would solve some problems that officers have to produce marketing materials.

Time:12:00- 13:00

Title of the Workshop: Publications and Synergy Proposal

Aim: To have an overview of publications in the network and discuss improvements. To discuss the proposal about the change in term of publication of Synergy.

Means:

- Round Table discussion

Comments: Publications are also part of the marketers' portfolio and tis would be a useful forum also for exchange of best practices. A short discussion about Synergy will also be included.

Friday April 5th (10.00 - 13.00)

Time 10:00 - 11:00

Title of the Workshop: Training

Aim: To increase marketing and soft skills

Means:

- External trainer

Time 11:00 - 12:00

Title of the Workshop: Presentation of candidates

Aim: For the candidate/s for the position of Vice President Marketing position in the IB 08/09 to present themselves

Means:

- Presentation of candidate/s
- Questions and answers

12:00- 13:00

Miscellaneous

Aim: To settle issues unresolved during other sessions.

12:30- 13:00

Question and answer time

Aim: To give the opportunity to the WS participants to clarify issues not included in the WS Agenda.

ACTIVITY REPORTS**INTERNATIONAL BOARD 2007/2008****Astrid Sollie Skårdalsmo, Vice President Academic Activities**

Once again time for an activity report. I will shortly present what I have been working with and what I have been doing for the last four months.

After ICM Reggio di Calabria the registration deadline for EMC² came up quite fast, something that caused a lot of work receiving and registering both electronic and hard copy registration forms. This led straight to a lot of "secretary" work such as sending official invitations to faculties around the world by email and fax, in order for the team to get the support they needed from their university.

The other immediate task coming back in office after the ICM was the post-ICM work, meaning minutes and follow-up on different tasks discussed during the ICM.

In the same period there was a lot of focus on GLSE, as country and university information from all over Europe started to fill our mailboxes. Julia Varkonyi, the Hungarian girl we had in the house for three months working on the GLSE, was busy collecting, compiling and proof-reading information. I kept the overview over the ongoing project, and was in contact with our publishing partner on this project, European Lawyer. Julia finished her work before Christmas and went back to Hungary. Currently we are at a stage where we need to put all the information into one file, and send it to the publisher for the final adaptation. Estimated publishing date is now June/July. In this connection I would like to thank all the officers that spent time and energy gathering information for GLSE. Without you the publication would not have been possible, and I think this shows how we work as a Network. Well done!

In the beginning of December I went to a training event in Interlaken in Switzerland. This was a very positive experience, with positive and engaged people from all over Switzerland, both an international trainer and international guests, and a very well planned and carried-out event overall. I was, and still am, very glad that I went there, and all credit to the National Board of ELSA Switzerland for the job they did!

After the training weekend I went to Geneva for two days to have meetings with sponsors and judges for EMC², before going back to Brussels again.

Up to Christmas the work concerning EMC² went on, with more registration work, requests and confirmations going all ways, and preparation of manuals and different documents for the rest of the competition. The communication with the judges also took a lot of time in this period, taking into account that we needed judges to score about 50 Written Submissions from around the world, in addition to the judging of the Regional Rounds, which started in

March. In this period we also established contact with the two Regional Round Organizers in Europe, respectively ELSA Hungary and ELSA Romania, in addition to the organizers of the National Rounds in the Network. The contact with and cooperation with these has been running from that time and up till the National and Regional Rounds were organized in the middle of March. The same goes for the organizers of the four Regional Rounds outside Europe, a task which also takes quite a lot of time, especially considering the fact that the Regional Round in North America was organized for the first time this year, which means un-experienced organizers and more "supportive" work on us. The other reason for this is that the Academic Supervisor for America had a child right after Christmas, and was obviously not able to help out as much as she's been doing in earlier years. Which leads me to the last point in this part, the very frequent contact with the three Academic Supervisors for EMC², which whom I discuss more or less everything, as these have been working on the competition for years, and know the procedures and the competition as such very well.

The last task taking up my time in this period, that will also keep running until this year's edition of EMC² is over, is the contact with my faithful IOC member Koen Klootwijk. He is the one responsible for participants, and takes care of all communication with them. In addition to that he has been updating the website, and helped out whenever it was needed. Without this person EMC² would have been impossible for me and the IB this year. I want to take this opportunity to thank Koen for the great effort he is making for EMC².

Something that should also be mentioned from the weeks before Christmas, in the beginning of December we had the traditional Christmas Cocktail in the ELSA House, with around 30 guests from around the Network. I think we can conclude that the event was a success, and would recommend everyone to go the next one, at least if you have not yet been to an ELSA House Christmas Cocktail.

After Christmas it was a bit of a challenge to get back to work, like for most people during this time, but we started off by a trip to the German NCM in Mainz, which was a great experience, I think for all of us. The dimensions of a German NCM is quite another than a lot of the NCMs in the Network, considering the size of the National Group of ELSA Germany, and it was very interesting to experience one of the often mentioned German NCMs.

The last two months have been spent continuing the already mentioned work on EMC², and now lately the preparations for the ICM in Lisbon. I also spent some time working on the next edition and the future of ELSA SPEL, which will be discussed during the ICM. Lastly, the compiling of GLSE was done in the beginning of March, so now hopefully that project will gather some speed towards a publication this summer.

I wish you all a great ICM with engaged discussions and encouraging interaction. If you have any questions to my activity report, please don't hesitate to approach me with them.

My very last comment, I wish my successor good luck, and a great upcoming year!

Thank you,
Astrid Sollie Skårdalsmo

Enis Mehmet Burdurlu, Vice President Seminars and Conferences

NCM Visits-Meetings

After the ICM Reggio di Calabria, I have attended the National Council Meeting (NCM) of **ELSA Poland** between 22 and 26 November 2007. I made an International Focus Programme (IFP) Presentation at the S&C and STEP Workshops. I have made an International Board (IB) presentation at the general plenary. I have also visited the BEE Workshop and talked about the cooperation between BEE and S&C.

I have attended the NCM of **ELSA Serbia** between 12 and 17 December 2007 and then visited Kopaonik School of Natural Law. I attended the colloquium of the International speakers and I made an ELSA presentation at the Intellectual Property Law Workshop upon the invitation of the chairman and explained IFP Programme.

I have been to the NCM of **ELSA Germany** between 12 and 13 January 2008. I have attended Fresher's Workshop and explained the S&C area, IFP and International Delegations. I have attended Q&A session at the IM Workshop. Due to busy agenda of the S&C Workshop, I could only present myself.

From 30 January to 04 February 2008, I have attended the International Presidents' Meeting (IPM) organised by **ELSA Republic of Macedonia**. The main topic of the IPM was strategic planning and I gave the input to the discussions as an key area officer.

I have arranged a meeting with the **Council of Bars and Law Societies of Europe (CBLE)** on 25th of January 2008 in Brussels to discuss possibilities of cooperation between ELSA and CBLE.

ELSA House Visits

As the board member in charge of the coordination of the visits to ELSA House we welcomed;

- ELSA Norway on 17th January 2008
- ELSA Umeå (Sweden) on 14th February 2008
- ELSA Nijmegen, ELSA Tilburg, ELSA Amsterdam, ELSA Rotterdam and ELSA Vilnius on 22nd February 2008.

Approaches regarding Strategic Planning

In order to have their inputs for ELSA strategic planning, we have approached;

- [Office of the High Commissioner for Human Rights \(OHCHR\)](#)
- Amnesty International (AI)
- International Bar Association (IBA)
- American Law Institute
- American Bar Association
- ALI-ABA
- UK Centre for Legal Education (UKCLE)
- European Young Bar Association
- EDGE International

Despite intensive follow up, we mostly either didn't have any response or we had rejections. OHCHR and AI informed us that they are working on our request and that they will reply me back but no response yet.

UKCLE responded after two months and said they would like to assist ELSA but they are very busy now. IBA and EDGE International invited us to their London office.

Approaches regarding Study Visits

I made the following approaches to get a special deal for Study Visit travels so that we could reduce our travel expenses.

- IATA
- AEA
- European Commission
- Brussels Airlines
- SKY Europe
- KLM
- Lufthansa
- Air Berlin
- Star Airlines

As a result of my approaches I either had rejection or non response from the above listed companies, except; SKY Europe, Star Airlines. We continue to negotiate with Star Airlines and SKY Europe.

International Delegations

The 2008 Asian Law Students International Conference(ALSIC) - We have sent three delegates from ELSA Poland to the 2008 Asian Law Students International Conference(ALSIC) which took place from the 10th January 2008 to 18th January 2008, in Kuala Lumpur, Malaysia.

The 1st Session of the Committee on Development and Intellectual Property(CDIP) - We sent for the first time a delegation to the 1st Session of the Committee on Development and Intellectual Property which took place from the 3rd to the 7th March 2008 at the Headquarter of WIPO, in Geneva, Switzerland.

The 16th Session of the Standing Committee on Copyright and Related Rights - We sent a delegation to the 16th Session of the Standing Committee on Copyright and Related Rights which will take place from the 10th March to the 12th March 2008, at the headquarter of WIPO, in Geneva, Switzerland.

The 21st session of UNCITRAL Working Group III on Transport law - We sent a delegation to the 21st session of UNCITRAL Working Group III on Transport law which will take place from the 14th to 25th of January 2008, at the Vienna International Centre, in Vienna, Austria.

The 48th Session of UNCITRAL Working Group II International arbitration and conciliation - We sent a delegation to the 48th Session of UNCITRAL Working Group

II International arbitration and conciliation which took place from the 4th to 8th February 2008, at United Nations Headquarters, New York, USA.

The Resumed 40th Session of the UNCITRAL Commission – We sent a delegation to the Resumed 40th Session of the UNCITRAL Commission which took place from 10th December to 14th December 2007, in Vienna, Austria.

The fifty-second session of the Commission on the Status of Women - We sent a delegation to the fifty-second session of the Commission on the Status of Women which took place from 25 February to 7 March 2008 at the United Nations Headquarters in New York, USA.

Conference on Client Privilege in Intellectual Property Professional Advice - We will send a delegation to the Conference on Client Privilege in Intellectual Property Professional Advice which will take place between 22nd and 23th May 2008, in Geneva, Switzerland.

13th Session of the Working Group I on Procurement - We will send a delegation to the 13th Session of the Working Group I on Procurement which will take place between 7th and 11th April 2008 at the United Nations headquarter, in New York, USA.

15 recommendation letters were sent mostly to the delegates for fundraising purposes.

International Focus Programme

I have made the following request from WIPO upon the request of Local and National Groups;

- ELSA Münster - Institutional Study Visit to WIPO
- ELSA Istanbul - Speaker
- ELSA Cluj-Napoca - Speaker and Academic Guidance
- ELSA Belgium - Article

Other S&C issues

I have contacted Mr. Jean Ziegler, the United Nations Special Rapporteur on the Right to Food, upon the request of ELSA Göttingen, Germany, for their project with topic of "World Hunger and to which extend are the Industrial countries responsible".

I have published the new edition of the "Events Brochure January 2008." The October edition was not published due to lack of new events.

I have updated Study Visit Handbook and begun to update Study Visit Guide

I have devoted a lot of time to the preparation of the State of the Network Report (SOTN) by enlarging its content.

I continued to update the events' page of our webpage.

Delia Orabona, Vice President for the Student Trainee Exchange Programme**OYOP Evaluation:**

The One Year Operational Plan-evaluation weekend has shown that the International Board has mostly followed up to the main goals set at the beginning of the term in office. The implementation of STEP has been focused especially in communication and in Job Hunting on the International level.

ISM Vilnius:

The STEP forum has highlighted the main strengths and weaknesses of STEP. The participation by 14 countries has been characterized by quality and awareness of the main problems STEP are facing in the last months and by commitment to follow up the planning and strategies set in the OYOP. A competent approach to the upcoming ICM Lisbon.

Job Hunting:

I followed up the strategies both on International level and on the National and Local Group coordination in approaching STEP employers. ELSA International offers 3 new traineeships: 1 in Japan, 1 in USA, 1 in the Netherlands.

New cooperation's have been establishing.

The current traineeship offer in the different countries has been growing together with the experience of the officers, gained after the International and Internal Meetings.

STEP promotion:

The International Board has been working together with the website company to a new corporate design. A renewed STEP Newsletter and STEP marketing material is coming soon to be delivered to the National and Local Groups

The New Online System:

The project has been followed up with the work on specification forms. A training has been taken by the International Board for the new website front page. A separate one has been dedicated to the STEP back page. I will be working on the Online system for the rest of my term in office.

Others:

I would like to thank my fellow board members for the professionalism and the passion they put in their work.

A special thank goes to the Director for STEP, Lucia Palusova for her commitment to her office and to all the participants of the ISM Vilnius!

Matthias Stauffacher, President**Strategic Planning**

The most important topic for me is the strategic planning. I convinced that a good plan will support the development of our network and also bring us closer together. Looking at ELSA today, I think we should go back to our roots and refocus on our common aims.

Fundraising

Together with the Director for Corporate Relations and the VP Marketing I'm working a lot on fundraising. The first result is a new fundraising proposal which I will present during the ICM in Lisbon. We also started many approaches before the ICM, but we will probably only see the results in spring.

Another idea I'm working on is to cooperate closely with the National Groups and make fundraising approaches together with National Presidents. Or try to make global agreements with companies and encourage them to cooperate with our National and Local Groups.

Board Management

As President I am responsible for making sure that the Board is working properly and that the Team is motivated. This is a very demanding job, since living and working in the same house and also looking at the different backgrounds of all Board Members can cause a lot of bigger and smaller problems.

Expansion

I have been in contact with two National Organisations, in Bosnia and Herzegovina, that are interested in joining ELSA as Observer Groups. The work has mostly been about communicating on the procedure and possible applications to become Observer Groups of ELSA.

At this ICM we will have a group from Albania applying for Observership. They already introduced themselves at the IPM in Mavrovo.

EAC Grant

Together with my whole Board I have been working a lot on the EAC Grant application from the European Commission. We have applied for partly funding from the Commission to cover the administrative cost of our organisation and are still waiting for an answer from the Commission.

Communication and cooperation with National Groups

I am in daily contact with National Presidents as well as other National Officers on daily matters. It is my intention to be able to assist as much as possible with help and support. I have and will always try to prioritize this, since it is very important for the Network.

Outlook

In the next months I will focus even more on fundraising and also on the ELSA online project, which I don't want to postpone any further.

João Thiago Rocha Ferreira, Secretary General**ICM Reggio di Calabria and preparations**

The preparations for the ICM in Reggio didn't finish when the last package was sent. After the package we had to choose the Chair and the Vice-Chair for the ICM in Reggio, and we found Maurizio Sorbello and Stine Helén Pettersen. Since the first moment, they were very cooperative which helped a lot.

We also had a few problems concerning the IB-OC agreement as this agreement was not signed upon the ICM decision to have ICM Reggio di Calabria as an ICM Host.

Coordinating the Organizing Committee of the International Council Meeting was quite a challenge, as all logistics were not ready. The communication with the Organizing Committee seemed also challenging once the International Board were usually not being heard on their requests.

The workshops were very productive and the Internal Management Workshop was the most participated one. On a small workshop room, IM WS reached the number of 28 participants, which was great. General feedback I had from participants is very positive and that brings good perspectives for the following ICM.

Plenary session went very smooth, also thanks to the good Chairing. Every discussion went smooth and we finally managed to have our V.P. Academic Activities elected.

Post-ICM Reggio di Calabria

The process of amending the Standing Orders and the Decision Book went smooth, as we returned from the ICM.

Unfortunately, and due to a very short deadline between the send out of the corrections of the Minutes from the NG Officers and the actual deadline, I didn't manage to respect this deadline. However, shortly after the Minutes were sent.

Another complicated moment was the production of the SotN Report of Reggio di Calabria, due to an outstanding amount of work in the House (such as the New Online System, the Strategic Plan, ICM Preparations, etc.). I expect to be able to improve the report as soon as possible.

ELSA Online

During this period, more National Groups were granted with the ELSA Online Administration Rights.

Some National Groups still reported problems with the Administration Rights as it is impossible to take away easily the Administration Rights of previous boards.

In due time, the list of Active Local Groups were supplied to the Treasurer of ELSA International in order to be able to send out the Invoices for ELSA Online Fee.

In addition, some news was published on the website, such as ICM Lisbon announcement.

New Online System

Many discussions over the new online system took place in Brussels. The Specification Forms is still being developed after a training in Brussels from Content 5 (that I unfortunately couldn't attend) and soon the ELSA International Specifications Book will be ready.

National Group Web Meetings

I have tried actively to have Web Meetings with the Secretaries General of the Network, however with relative success. Between more formal meetings and some chats on MSN, I didn't manage to communicate with the Secretary General of 5 National Groups out of 35 (ELSA Croatia, ELSA France, ELSA Hungary, ELSA Iceland, ELSA Slovakia). If in one side, the number of meetings was not so many, the ones that took place were always very fruitful and influenced Secretaries General on their day-to-day work. This seems still the best way of communicating with the Secretaries General, even though it's a lot more demanding.

Training Online

With the objective of increasing General ELSA Knowledge amongst our National Groups, I had the opportunity to give Online Trainings on this topic, in order to increase the quality of Officers. Even though it is a long process (since it is impossible to give complete trainings in 2 or 3 sessions, these trainings are being successful and that is shown on people's work. More National Groups had General ELSA Knowledge training through Net Meetings and Specific IM Knowledge as well.

Mailing List

The IM Mailing List and the ELSA-Info list are being so far well monitored (bearing in mind as well the huge amount of SPAM the list gets). We are still lacking some countries on the IM List. As to ELSA-Info List, if ELSA has presently 20.000 members and we only have 769 people subscribed to this list, I can say that this is a very disappointing number. However with the new online system, this situation will for sure drastically change. Concerning the topics administrated, so far so good.

ELSA House Training Week

We had the opportunity to have a productive meeting with ELSA Belgium/O.C. of the event, where we had the opportunity to check on the Academic Programme of the event, and also to set new ways to have participants closer to the ELSA House (but not so close, as Transition is going in the House). This meeting was particularly productive, as the Director for Training Christoph Rieckmann was also present.

We have seized the opportunity to talk about other topics concerning ELSA Belgium.

SIM! - SecGens International Meeting Training and the Director for Training Refreshment Weekend of International Trainers Pool

It is one of the most successful areas this year. After some planning for this year before and during the ICM Reggio, the strategy has been proven at the Mid-term Evaluation to be the right ones. Due to the approaches to the National Groups and good pressing during the ICM Reggio, the amount of requests for training has increased, and the National Groups seems more aware of the need for Training.

On the other hand, I and Christoph putted together the new rules of the International Trainers Pool, with collaboration of Jochen Hörlin (ITP Trainer). The rules are to be presented during the next ICM, and we believe that with these new rules, the Trainers of the ITP will be ready to give more and better trainings.

In addition to this, due to an amazing job from Chris, Trainers are more active than ever. The list is very alive and I am really happy with his work as a Director for Training.

Lastly, we have projected the SIM! – SecGens International Meeting. The idea is to have the Refreshment Weekend of the ITP together with SIM!, and for the following years, to have the Training Weekend also with SIM!, so that Secretaries General have a closer contact with Trainers and therefore, increase the number of Training within the Network.

Both events will take place in Munich and the Venue is granted. Now, we need the participants!

NCM ELSA Lithuania and meeting with ELSA Latvia

An unforgettable moment in my ELSA Life: the best Airport reception ever, as Egle&Co. were expecting me with a big group of Officers and Members, together with the best Lithuanian Bread/Meat...and Vodka.

This NCM was amazingly fruitful. I was very surprised by the involvement of members of ELSA Lithuania on the NCM. I had the opportunity to deliver a Presentation of the IB, a Presentation on General ELSA Knowledge, a presentation on Core Values and the results of the Lithuanian Market Research.

A side of all these fruitful discussions, I had the amazing opportunity to meet with ELSA Latvia (President, Secretary General and Treasurer) to which we had a very good meeting to make an NSS Project between ELSA Latvia, ELSA Lithuania, ELSA Poland and ELSA Finland. After a huge investment from ELSA on ELSA Latvia for the ICM in Reggio di Calabria, we believe that this moment was crucial to make ELSA Latvia back on track. I believe we made it!

NCM ELSA Serbia and the Kopaonik Law School

This NCM Visit proved to be an amazing cultural exchange due to political reasons. During the Kopaonik Law School, we had the opportunity to meet Professors and Jurists from all the Balcan area and Croatia, a side of other internationals. I had the opportunity to actively participate on a discussion about Serbia on European Context (E.U.).

For the NCM, we had the opportunity to have ELSA Montenegro present as well, and discussions seemed fruitful. Serbian Local Groups does need to feel more united and strengthen their cooperation. Me, Daniel Azzopardi and Enis Mehmet Burdurlu also had the opportunity to address to the NCM and I think we've played some important role on motivation, especially for the Local Group of ELSA Kosovska Mitrovica.

Furthermore, I had two incredible fruitful meetings: the first one was with Tijana Rosic, Secretary General of ELSA Serbia. I had the opportunity to give her presentation on General ELSA Knowledge and Core Values and motivated her to visit the ICM in Lisbon and to be communicative with the International and National Levels of ELSA. That mission was fully accomplished.

The second one was with the Organizing Committee of the ICM Budva (Spring 2009). Both ELSA Serbia and ELSA Montenegro were present and we had the opportunity to negotiate the OC-IB Agreement of the ICM, which has been already signed. It was also a very profitable meeting in order to have a closer contact with ELSA Montenegro.

OC ICM Lisbon

The communication with the OC of the ICM of Lisbon has been excellent. Their full spirit of cooperation is unique and we are very optimistic about this ICM.

In history, the relation between IB and the OC has always been a challenge, though I may say that absolutely not with this Organizing Committee. Rui Miguel Macedo came to Brussels to sign the OC-IB Agreement and had the opportunity to explain openly, clearly and with all details the difficulties and successes the OC has been having. We also had the opportunity to make some changes on the Agenda and set some other items.

I would like to congratulate and express my gratitude to Rui and his team for all the efforts they've been putting on this event. Rui, obrigado!

ICM Nurnberg

The communication with the OC of the ICM of Nurnberg has been equally excellent. Giovanni Jaerisch is the head of OC and he has been my contact person within this process. Giovanni had the opportunity to send detailed reports on the process of the organizing the ICM and the International Board is optimistic about the O.C.

Unfortunately we still didn't sign the IB-OC agreement (that again should have been signed last year), though we expect to have it signed before the ICM in Lisbon.

General Administration: As a significant part of my working time is spent on answering the several e-mails, correspondence, and the general administrative tasks deserve a few words. I have also supported all my fellow Board Members on their day to day task and participated actively on our endless Board Meetings...almost 17 hours Meeting record (from 9am till 2.30 am).

João Thiago Rocha Ferreira
Secretary General
ELSA International

Daniel Azzopardi, Treasurer**Accounting**

Over the last six months, I have been working to ensure the cash flow of ELSA International remains healthy, by sending out all invoices to the corporate partners of ELSA International, the advertisers for the issues of Synergy 42 and 43, and to the National Groups for the ELSA ONLINE and EDF contribution fee.

The bookkeeping of ELSA International was carried out with a new bookkeeping software due to the inadequacy of the old system, Mamut. I am now temporarily using Microsoft Accounting Professional 2008 until a more stable system can be found and purchased for my successor.

I have also prepared all the relevant accounting documents for the Interim Accounts 2007/2008 which were audited internally, and which included all outgoing and incoming invoices, claim forms, credit card and bank payments, EDF administration documents, and project updates. In keeping with the international regulations, the internal auditing weekend took place from the 22nd to the 24th of February 2008. You may find the Interim Accounts 2006/2007 and the Auditors' Report attached to these working materials.

Funding

In October 2007, the International Board applied for an EAC grant from the European Commission. We have yet to receive word on the success or otherwise of our grant application, but we believe an answer should be forthcoming by the ICM in Lisbon or perhaps sooner. The Council will be informed on any developments in this area, though it is increasingly looking as if our financial year will be dependent on the grant to sustain financial stability on the international sphere of the Association.

Furthermore, I have been responsible for all administration with regards to the EDF, meaning communication with the National Groups, taking decisions with the Board on grants, and managing the follow-up payments.

SOTN

I have also prepared the SOTN Report from the ICM in Reggio, which is available on the online archive. Unfortunately, the results are inconclusive owing to the poor amount of submissions and the lack of fully completed inquiries.

Projects

I have been taking care of the big projects going on in ELSA International right now, being the ubiquitous EMC² event, Synergy magazine, and the GLSE publication which was taken up this year. In all cases, budgets were drawn up, and have been included in the overall budget up for approval this year. The targets for Synergy were reached in the first edition,

and we're hoping the level keeps up for the next edition to enable ELSA International to generate a substantial profit from that project this year. It is still too early to say what the financial prospects of EMC² will be this year, but significant cost-cutting in the budget, including much cheaper accommodation, should help to keep the project within the break-even region, as opposed to the eight to nine thousand euro losses the event is normally accustomed to costing the Association.

ELSA ONLINE project

The project to create a new online system for ELSA has so far gone positively. ELSA International and Content5 have been working on the budget for the event. Payments to Content5 have been made already, and more payment is due since the corporate design manual has been completed in recent weeks. We're glad to say that the money that the Network has invested in this project is translating into concrete and positive results. With a new fundraising proposal based on the new basic design guidelines, we're hoping to breathe a more professional feel into the Association which will hopefully result in better fundraising prospects for the future.

Debt Situation of National Groups

After extensive discussion prior to, during, and after the ICM in Reggio, I am pleased to say that National Groups such as ELSA Hungary, ELSA Poland and ELSA Slovenia have paid off all their outstanding debts to ELSA International. My aim is to keep the debtors' and creditors' control accounts down to the bare minimum by the time the final accounts are drawn up. With realistic prospects for other National Groups to pay their outstanding debts, this looks to be a good year for debt recovery.

Overall

The year so far has been laden with obstacles and hard work, with very few results. I am personally hoping for a turnaround over the coming few months, such that all the hard work and resources that have been invested into ELSA International in the first six months will reap rewards in the second half. I remain optimistic that all the goals that have been set out under the OYOP 2007/2008 will be achieved by the end of the financial year, and that ELSA International will finally achieve the stability it richly deserves and richly desires to continue functioning for the benefit of ELSA's National Groups.

Lavinia Micallef, Vice President Marketing**Synergy no. 42**

Synergy no. 42 was finalised after the ICM in Reggio di Calabria with final corrections and the tedious compilation of all the local group addresses for distribution of Synergy to Local groups. The direct distribution to local groups was one of the OYOP aims for the International Board 07/08. In addition to this, the magazine was also sent out to advertisers, partners and externals from Brussels.

Synergy no. 42 was characterised by emphasis on events in the network, Human rights, STEP the international focus programme and legal education. This was a reflection of the focuses of the ELSA network. A special communication was also set up with the Council of Europe as they were very enthusiastic to write for Synergy. It turned out that this communication actively continued and 110 copies of Synergy were delivered to the Brussels office of the CoE. In turn these were redistributed to high profile externals of the CoE.

Synergy no. 43

The second edition of Synergy for my term is Synergy no. 43. Throughout February I have been receiving articles from the network and making some editorial arrangements to them. As the deadline for advertisement material is approaching I am once again working in close cooperation with the director for advertisements in order to ensure income through advertisements and receipt of advertisement material.

Given that ELSA International has developed a new corporate identity, the design of Synergy will reflect this novel design.

The cooperation with the Council of Europe has also grown through efforts linked to Synergy and the CoE will financially as well as editorially support Synergy as new Human Rights Partner. The creation of a Human rights partner also reflects the clear commitment of ELSA towards human rights.

Market research

The market research results were distributed to each national group earlier in the term. The market research was according to our OYOP plan used extensively in Strategic planning as well as for fundraising purposes. Results from the market research were included in advertisement hunting media cards as well as in the new fundraising proposal, created according to the new corporate identity.

I have written a report about the market research in Synergy no. 42 to create awareness among externals. I have also attended the European Law Faculty Association (ELFA) AGM where I presented the results of the market research to law faculties around Europe in a plenary presentation.

I have also been in contact with the European news paper *European Voice* in order to publicise the market research as well as to establish a new media partner.

SOTN Report

After ICM Reggio, I worked on compiling the results of the SOTN inquiry into a SOTN Report. The compilation of the SOTN report after the ICM gave me a further insight into the needs of marketers in the network, their shortcomings and their strengths. With this knowledge in mind for the coming months of my term in office I tried to find solutions or ideas on how to compensate for some of the weaknesses of the marketing area.

Through the SOTN report I also asked groups to give contact details of their local groups and this led to establishing a list of contact details of local groups in the network.

Fundraising meetings

I have worked together with the President of ELSA International on the various fundraising approaches as well as attended meetings held in Brussels. We handled an approach from Caselex which was not successful because of lack of financial resources from their side. Matthias Stauffacher and I attended a series of meetings with Microsoft in order to sign a new contract since the current one expires this March. The President of ELSA International and I have also handled an approach from Thomson Sweet and Maxwell which we are still following up on.

GLSE

I have been assisting in the goal of finalising GLSE by providing the responsible for collecting information with university contacts (which I had due to working on advertisement hunting for Synergy). Furthermore I have worked with representatives from the publishing house European Lawyer providing them with input about their advertisement hunting strategy and the pricing strategy for the product. I have also inputted the publishing house with image suggestions and materials.

Planning with directors

Throughout the second part of my term I have worked closely also with the Director for Corporate Relations Laura Jelinek and the President of ELSA International on creating the new fundraising proposal during a fundraising weekend and after that with the designing company to design it according to our new corporate identity.

In February the Director for Advertisements Katarzyna Karpiuk was again in Brussels to make our follow ups on advertisement hunting for Synergy no. 43.

EMC²

After the quite active involvement in the production of the first round of marketing material I have been mainly involved in giving exposure and promotional aspects concerning the partners and sponsors of the moot court.

Marketing Manual

The Marketing manual was published in the ELSA ONLINE archive and sent out to the network by e-mail. I also referred to it in several of my e-mails, to officers that asked for information or help on how to carry out the duties of their office.

Current website

Working together with the Director for Advertisements and my predecessor Nils Fjelkegård we managed to raise substantial sums of money from the Links project on the website. Links were actively hunted this year as part of a strategy to increase income for ELSA International.

New website

The work on the new website continued after the ICM in Lisbon. A second meeting was held in Munich with Content 5 the developing company. This was a whole day workshop where we discussed the initial proposals for the website and which functions were realistic and which not. We also discussed the content management system (CMS) of creating a website which would save us both time and money. We also went in detail through the modalities of writing specification forms for the functions and elements of the website.

In February we again kicked off the work on the website by having training in Brussels for all board members of ELSA international on how to write the specification forms.

Corporate Identity

It has been mainly under my responsibility to correspond with the designing company in order to create the Corporate Identity (CI) manual. I have imputed them with inputs from the network, both in form of marketing materials from the network as well as with the requirements of the network. Furthermore I have outlined to the company what is the ELSA Identity after the results of discussions up to the ICM in Reggio di Calabria, as well as about the image that ELSA would like to have and project.

I have also discussed the first draft of the CI manual with a few national group officers and made extensive commenting and amendments to the first draft. The amended draft is ready for the ICM in Lisbon.

The creation of a new Corporate Identity and design has also created a revolution in the design of marketing materials. For this reason I have proposed to the network to make an International Marketing Working Meeting (IMWM). These are big steps towards achieving uniformity in the marketing area.

Meeting the network

I have had the pleasure of attending the NCM in Germany and attending to the marketing workshop as well as to the Fresher's workshop. This was done in order to increase the motivation of members and officers as well as to give an insight into the international aspect of ELSA.

I have attended the ISM held in Lithuania together with being an enjoyable experience I also gained considerable feedback from the STEP key area on their needs of marketing materials. This was a fruitful meeting especially with a view of the development of our new corporate identity and the future production of STEP marketing materials

ELSA has been invited to attend the AGM of the European Law Faculties' Association (ELFA). It was my honour to take care of the relations between our associations which lead to a presentation of the market research at the AGM in Hamburg at the end of February. The faculty representatives present were very positively impressed. They approached me to find out more about our association and how their universities could cooperate more closely with ELSA.

DIRECTORS OF ELSA INTERNATIONAL 2007/2008**Maria Mogilnaya, Director for Public Relations**

Since the ICM in Reggio di Calabria I have followed up on the work in relation to the public relation of ELSA and mainly concentrated on the following issues:

Market Research

I have been working on re-establishment of contacts with printed and online media for the purposes of publicising the Market Research conducted by ELSA in 2007. I have also created a database of law firms which might be interested in the results of the Market Research. The next couple of months will be dedicated to negotiations with the law firms and media concerned.

EMC²

In my role as a member of the International Organising Committee responsible for public relations, I have been working on the EMC² Newsletter's issues and maintaining the growing database of subscribers.

New to this edition of the EMC², I am co-ordinating the publicity of all Regional Rounds of the Competition, for which purposes I work together with persons responsible for public relations in each of the Regional Rounds. Hopefully this unified PR strategy will result in a greater publicity of the EMC² worldwide.

I also keep in touch with media contacts in Geneva which I have established last year so they are informed about the Final Oral Round of the EMC² in advance and can produce some written material in printed media.

Travels

Since the ICM in Reggio di Calabria I attended Training Event of ELSA Switzerland in Interlaken and the National Council Meeting of ELSA Austria in Axams (both in December 2007). At the former event I was present at Marketing Workshop where I presented some details of the Market Research and gave training on Public Relations; at the latter - I gave training on ELSA Knowledge.

I visited the ELSA House in December 2007 where I attended the meeting of the International Organising Committee of the EMC² and worked on the Market Research publicity. The next planned visit to the ELSA House is to take place before the ICM in Lisbon

Laura Jelinek, Director for Corporate Relations**General fundraising**

After having been appointed in October 2007, I started my work as Director for Corporate Relations with a strategic meeting with Matthias in Brussels in November 2007.

During this „kick-off“-meeting we wanted to decide upon a fundraising strategy, divide the several tasks and draft a new fundraising proposal adapt to the new strategy.

For three days, we went through former proposals in the archive, worked out the respective strengths and weaknesses and then drew up a new proposal. We thought especially about the different reasons for a potential new partner to decide upon sponsoring ELSA International and thus defined concretely all the possibilities of cooperation on the international level which go from promotion on the website or in publications of EI to participation in several events of the Network, e.g. an ICM or the International Focus Programme, or the specific support of certain programmes such as STEP. As a result, our proposal became a lot more detailed than previous ones, but also very structured.

Since the deadline for applications for EU grants had been before me being appointed director, this part was, other than the year before, not within my tasks.

After the November meeting, I supported Matthias with the follow-ups of the fundraising requests from 2006/2007. We wanted to put the proposal into the new layout before actually sending it out, which took a bit longer than we had planned. Currently the final version of the proposal is being corrected. During my second meeting with Matthias in Brussels, which will be in the end of March 2008, we will decide concretely on the new approaches and other means of fundraising, identify contact persons and send out individualized requests and also prepare a fundraising session for the workshop at the ICM in Lisbon.

ELSA Moot Court Competition

We also discussed the fundraising for the ELSA Moot Court Competition, went over the fundraising package and discussed possible other ways for finding new supporters and sponsors.

Working together with the International Board and being given the opportunity to contribute to ELSA has been and still is a great experience, and I am looking forward to continuing my work in the second half of the term 2007/2008.

Christoph Rieckmann, Director for Training

Daily work

The perseverative tasks have made up the majority of my work so far. On a day-to-day basis I coordinate the ITP (International Trainers' Pool), accept Training requests from the ELSA network, send out calls for Training and cooperate with the International Board (IB), mainly with the Secretary General. In order to further enhance the cooperation with the IB, I stayed for two weeks at the ELSA House and worked from there. Furthermore, I have encouraged the network to increase both National and Regional Training events, also in ICM workshop sessions. Another part of the promotion of Training has been writing articles for the Synergy. The article will be published in the next edition. I feel though, that there is a lot more to do in order to implement Training as an essential and accepted tool in the entire network. Therefore, let me encourage you as a reader directly, to implement Training events in your ELSA group!

Amendment of the ITP Rules

Other than the ordinary run of the mill, we (Joao and myself) have amended the current ITP Rules. Amendment is actually a nice word for a total make-over. After getting input from many ITP members, not all though, which is one of the reasons why we felt a change in rules became necessary, we have entirely changed the structure of the ITP, the duration of an ITP "membership" and we have defined the privileges and duties of ITP members. A presentation of the new ITP Rules will be given in the concerning workshops.

Update of the Handbook for Training

In addition, it is planned to update the Handbook for Training to a second edition, as many mistakes were found in the first edition. Nevertheless, I want to thank my predecessor Vytautas Zabulis for his effort in creating the first handbook in this field!

Model the Training sections of the new ELSA homepage

As ELSA International is going to get a new website in the coming months, I was responsible for defining the Training sections. There will be an internal website for ITP Trainers and a general section for ELSA members and interested outsiders.

Refreshment weekend (RW) for Trainers of the ITP

The RW, an event in order to refresh the skills of the current ITP members, will take place in Munich from the 6th until the 8th of June this year together with the SecGens' Meeting. As it is mainly up to me to organise this event, I will have to put a lot of effort into it. So far, the accommodation is secured and a provisional budget and agenda is set. I am looking forward to a lot of work during the next months though and hope that many SecGens will be able to attend.

Final words

So far, it has been a great time working with the International Board and the other Directors for the future of this association. I am very positive this working attitude

and motivating spirit will continue until the end of our term in office. I deeply want to thank all IB members for their cooperation and friendship!

Katarzyna Karpiuk, Director for Advertisements

As a Director for Advertisements, since last ICM in Reggio di Calabria, I have been constantly working, in close cooperation with Vice President Marketing ELSA International, Lavinia Micallef, on increasing the number of advertisers both in Synergy and on the website. And therefore, making them a more efficient marketing tools.

The main aim of advertising regarding the previous Synergy, no 42, was to increase the number of sold advertisements to increase a general budget of Synergy, as to make it possible to send our magazine straight to local groups. Me and Lavinia, did manage to reach that aim. This year all local groups had the Synergy delivered directly to their offices. That is supposed to make the Synergy more recognizable among the students' society, not only among ELSA members and therefore it is expected to become a stronger brand on the advertising market.

I am constantly hunting for links that are placed on our website. This kind of advertising is highly desired by most of the law schools offering postgraduate studies, as it seems to be reaching the target group in the fastest and the most effective way.

Currently I am hunting for ads for Spring issue of Synergy, no 43. The campaign is just in the middle and is already bringing effects. The aim is to increase the amount of adverts and increase the Synergy budget. I will be able to tell you more about that point and present the results by the time ICM Lisbon comes, as the hunting will be already completed.

I managed to update the database with relevant information and names of people who are on the post now. I have added new contact information to further potential advertisers.

Konstantinos Stylianou, Director for International Focus Programme

The International Focus Programme 07-09 on Intellectual Property started ambitiously, yet cautiously. Long talks preceded its official launching in November, 1st to achieve maximum spread and participation. Both the Board and the Director were aware of the low penetration the IFP had achieved during the previous years, so we needed to find a balance between feasibility and popularity. A balance that could ensure involvement on one hand and a doable time schedule on the other. This balance worked as the guide.

Naturally, a welcome message regarding the IFP topped the list of priorities. The network was informed about the existence, aims and prospects of the IFP and we urged everyone to connect somehow with the IFP when organising an event or activity.

We knew well before the Reggio ICM that the IFP would be lost in oblivion in a matter of a few weeks if we didn't keep the network involved or at least reminded about it. In that direction we tried to update the IFP Folder regularly with newer versions of all the IFP material that we originally posted in there. That way the network could have the latest Intellectual Property Resources and any other material that could be helpful to the OC of the events. In the same frames regular newsletters and bulletins were sent out to the lists, with the view to inform the network about recent developments in IP Law. Surprisingly the network reacted quite positively to those updates. In fact, some VPSCers requested that the bulletins be more frequent while others found IP news interesting and inspiring for their events.

During the first months following the Reggio ICM the IFP activity from the network's side was relatively intense. We got some requests for speakers and contributors from WIPO and EPO. ELSA International had made several reputable contacts to empower the IFP and at first VPSCers jumped at the opportunity. However, my general impression is that this option remained partly idle. Perhaps the OCs feared that WIPO or EPO would turn them down, or they didn't have enough time to integrate a WIPO or EPO contribution in their event. Beginning of the new year, we made sure to remind the network of all the possibilities offered by ELSA International, including our own personal help. Some national groups incorporated an IFP presentation during their NCMs thus making it more well known. In general though, only national boards made contacts for the IFP, while direct contact from LGs remained the exception.

As previously stated, one aspect of our work would be to keep the IFP visible. The other aspect was to actively promote the IFP by organising events at the international level. By popular demand an essay competition seemed a good idea. This would be the first time that an academic essay competition would be organised on international level. We set the topic of course at IP Law. Our sponsors for the event included WIPO, EPO, the Max Plank Institut for IP and Tax Law and Microsoft. We faced particular difficulties in raising funds for the competition, which strikes us as weird considering the (low) amount necessary on one hand and the possibilities offered by the competition on the other. Lagging behind schedule for a few weeks, we are positive that the competition will enjoy high popularity among ELSA members.

During this IFP we wanted to give our members the opportunity to tell us and the world what they think of IP Law. The competition is an open way to do that. We wanted to give them another option, so we organised a copyright survey. The aim of the survey is to see how young people perceive of copyright law. ELSA members are the future lawyers and policy makers. It is their opinion that we want to extract regarding the hottest IP issue at the moments, i.e. copyright reform. The survey will be administered via a webpage, so that it's easiest for the members to take part.

It is difficult to say in what sense we failed to feed the network, where there was need. We are expecting the first SOTNs and the first evaluation sheets, where we will hopefully get some feedback on ways to improve our role and the IFP. For the moment, one thing that I can rank as a top priority is that there needs to be transition. It is only through the collective experience gained by director after director and board member after board member that we can avoid mistakes and gaps of the past.

Lucia Pálušová, Director for STEP

After being appointed as a Director for STEP at the beginning of October, I immediately started to plan my transition with Delia. During my transition week, that has taken place between the 14th and the 18th October in Brussels, VP STEP Delia Orabona kindly let me in some specific area of STEP. The quality of the transition prepared me strongly to my first days as Director for STEP ELSA International.

ICM Reggio di Calabria

During my first visit in Brussels I and Delia prepared agenda for STEP workshops to upcoming ICM Reggio di Calabria. I got great opportunity to help Delia with each simple point in agenda and I saw workshops from different side - as part of ELSA International. I led workshops of Student and Job Hunting, which were mostly in practical way. Participants tired to solve cases with some specific situations.

Job Hunting

I would like to say, Delia Orabona is working very hard and as VP STEP ELSA International offered a couple traineeships in international level. One of my main priorities in the field of Job Hunting was to help Local and National STEP officers. I tried to motivate and train the Network in approaching new employers. I made STEP presentations during international and national events in four countries, where I came out from my personal experience as former VP STEP ELSA Slovakia, where we improved STEP very well (research potential employers, employer database, STEP recommendations, taking care of existing employers, promotional information). I spent a lot of time to explain how to communicate with potential employer and how ELSA can promote employers between students. My accent was to show benefits to employers. I made marketing materials as STEP presentation to employers and STEP brochure, which were promoted during ISM Vilnius. Our effort is working very well, because number of available traineeship is growing country by country. The result of SONT in term August-February was making by Delia with my assistance.

Student Hunting

After results of Market Research presented by ELSA International, STEP officers could see how STEP is important in awareness of students. The second main reason to be ELSA member is STEP and the main interest in ELSA activities is traineeship abroad. I immediately started to work on new STEP marketing materials and interesting cases, which I presented during ISM Vilnius. STEP Newsletter is one of the most important materials preparing by ELSA International. I assisted to Delia in production of Newsletter of January.

Reception

From my personal experience I know, how reception is important. During ISM workshops I had presentation of reception with very interesting discussion by participants. We spoke about indispensability of reception in STEP programme. Participants shared their experiences with reception of STEP trainees.

ISM

International STEP Meeting took place between 14th and the 17th February 2008 in Vilnius, Lithuania. ELSA Lithuania promoted and prepared this ISM in amazing way, so ISM has been reached very well: 44 participants from 15 countries. I prepared ISM agenda together

with Delia during my second visit in ELSA house in Brussels. During workshops I tried to be active in motivating participants as STEP officers. I led half of workshops, which topics were my personal goals as Director. We had training by Pierangelo T. Graziani, Executive Officer ELS Trust, which was appreciated by all participants.

The New Online System

ELSA International contacted new company to provide new ONLINE system, which is necessary. This is one of the main goals of International Board 2007/2008. During ICM Reggio di Calabria we presented draft idea of new registration system and STEP matching system in intention to get inputs from the Network. STEP participants were very active and it was much easier job with a lot of good ideas from the Network. I prepared version of New ONLINE system, which was present during ISM workshops. I'm very glad to say, reactions were positive.

Communication

Improving communication was one of my most important personal goals as Director for STEP. With using Back-Up Solution 2 is communication so necessary has been never before. I updated STEP contact list and I'm continuing with updating to each international event. I explained to National and Local STEP officers how communication is important and we added a lot of new contacts to STEP mailing list. After three MSN meeting and STEP groups on Facebook I can say, that communication between STEP officers is as good as was never before!

Others

I would like to thank the International Board 2007/2008 and especially Delia Orabona for her helpful, kindness and wonderful time we spent together. I am very proud to work with each and every one of the people in this year's International Team. It has been a great experience to work with all of you guys, thank you so much for your guidelines, help and support through every step this year. I will never forget your advices and help, you show me, how strong team we are and I hope our final results will meet our goals

PROPOSALS**INTERNATIONAL BOARD****Proposal to the Statutes and Standing Orders on Demotion**

Statutes

Members and Observers

Article 4 – Observers

A national organisation, with members being local groups present at law faculties, or law students and young lawyers, which supports the aims and activities of ELSA, may become an Observer of ELSA provided the following requirements are met:

- (i) in the country of the organisation that is applying for Observership there is no existing Member or Observer; and
- (ii) a written application for Observership is submitted to the International Board in which the national organisation states that it supports the aims and activities of ELSA; and
- (iii) the national organisation submits its statutes and standing orders to the International Board and these statutes and standing orders are compatible with those of ELSA; and
- (vi) the application for Observership is approved by Council with a two thirds majority.

Article 5 – Members

Membership of ELSA is open to Observers of ELSA that have proved to support and work for the aims and activities of ELSA providing the following conditions are met:

- (i) the Observer can apply for membership no earlier than at the ~~end of the second~~ ~~fourth~~ Council Meeting immediately following the Council Meeting where the status of Observership was attained; and
- (ii) a written application for membership is submitted to the International Board in which the observer states the methods and means by which it has been supporting the aims and activities of ELSA thus far; and
- (iii) the Observer submits its statutes and standing orders to the International Board and these statutes and standing orders are compatible with those of ELSA; and

- (iv) the application for membership is approved by Council with a two thirds majority.

Article 5a) - Demotion

Membership can be demoted to Observership with an absolute majority vote by the Council if that Member has either:

- (i) not paid any fees or amounts due to ELSA for two consecutive Council Meetings; or
- (ii) ceased to support the aims and core activities of ELSA.

Article 6 - Termination

Membership or Observership immediately ends if:

- (i) an Observer did not apply for membership or was rejected as member for 4 consecutive Council Meetings following the Council Meeting where the observer can apply for membership;
- (ii) a Member or Observer notifies the International Board in writing that it wishes to terminate its Membership or Observership;
- (iii) a Member or Observer is expelled in accordance with Article 7 of these Statutes.

Article 7 - Expulsion

A Member or Observer can be expelled from ELSA on a two-thirds majority vote by the Council if that Member or Observer has either:

- (i) violated these Statutes, the Standing Orders, decisions taken by Council or the interests of ELSA; or
- (ii) not paid any fees or amounts due to ELSA for ~~four~~ ~~two~~ consecutive Council Meetings; or
- (iii) caused considerable harm to ELSA, any of its Members or Observers or anyone within their responsibility; or
- (iv) ceased to support the aims and activities of ELSA or to otherwise satisfy the requirements of Article 4 and 5 above; or
- (v) ceased to take appropriate measures in case anyone within the Member's or Observer's responsibility violates point i, iii, and iv above

- (vi) ceased to ~~support the aims and activities of ELSA or to otherwise~~ satisfy the requirements of Article 4 and 5 above; or
- (vii) ceased to take appropriate measures in case anyone within the Member's or Observer's responsibility violates point i, iii, and iv above.

Standing Orders

Article 3 - Demotion, Termination & Expulsion

- 3.1 A termination as referred to in Article 6 (ii) of the Statutes shall be effective when the International Board receives either:
- a) a written notification, signed by all elected board members, of the decision stating the intention of termination taken in accordance with the member's or observer's Statutes and the Domestic Law of the country in which the group is based; or
 - b) a notification of the member's or observer's dissolution, as decided by the National Council of the member or observer in accordance with its Statutes and the domestic law of the country in which the group is based; or
 - c) a notification of the member or observer's dissolution, as decided by a supreme domestic decision-making instance whereby the dissolution takes effect according to domestic law.
- 3.2 In order for ~~an~~ demotion or expulsion to be valid in accordance with Article 5a) and Article 7 of the Statutes, the Member or Observer must be given adequate opportunity to explain its acts and to reply to any allegation made against it.

The International Board must prove to Council that the respective letter of invitation according to the Article 9.2 of the Statutes was sent to the Member or Observer, thereby giving it adequate opportunity.

Proposal to the Statutes and Standing Orders on Direct Membership

The International Board proposes the following to the Council:

Proposal on Direct Membership

Statutes

Members and Observers

Article 5 – Members

5.1 Membership of ELSA is open to Observers of ELSA that have proved to support and work for the aims and activities of ELSA providing the following conditions are met:

- (i) the Observer can apply for membership no earlier than at the end of the fourth Council Meeting immediately following the Council Meeting where the status of Observership was attained; and
- (ii) a written application for membership is submitted to the International Board in which the observer states the methods and means by which it has been supporting the aims and activities of ELSA thus far; and
- (iii) the Observer submits its statutes and standing orders to the International Board and these statutes and standing orders are compatible with those of ELSA; and
- (iv) the application for membership is approved by Council with a two thirds majority.

5.2 In accordance with Article 2.2 of the Standing Orders, a Direct Membership application can be putted to vote to the Council by an active Local Group or a group of active Local Groups that wishes to apply as a National Group when its geographic location is no longer considered part of a State that was previously considered as such.

The applicant shall follow the procedures stated on Article 5.1 (ii), (iii) and (iv) of the Statutes.

Standing Orders

Members and Observers

Article 2 - Application for Membership, Direct Membership or Observership

2.1 Any application for Membership, Direct Membership or Observership as referred to in Articles 4 and 5 of the Statutes must be submitted to the International Board at least 35 days prior to opening of a Council Meeting.

An application for Observership must include the documents referred to in Article 4 of the Statutes.

The written application referred in paragraph ii of Article 4 of the Statutes must include:

- i) a declaration by means of which the applicant group expresses its commitment to the aims and activities of ELSA and its will to become an Observer;
- ii) a report stating by whom the state of the organisation that is applying for Observership is recognised.

An application for Membership must include the documents referred to in Article 5 of the Statutes.

An application for Direct Membership must include the documents referred to in Article 5 (ii), (iii) and (iv) of the Statutes.

The written application referred in paragraph ii of Article 5 of the Statutes must include:

- i) a declaration in which the applicant group expresses its commitment to the aims and activities of ELSA and its will to become a Member;
- ii) a report stating the applicant group's activities during its period as an Observer or its period as a Local Group/group of Local Groups;
- iii) a report on the organisational structure of the Observer or Local Group/group of Local Groups that is applying for Membership, including guarantees for continuity ;
- iv) a report stating by whom the state of the organisation that is applying for Membership is recognised.

2.2 Observership, Direct Membership or Membership is open to organisations established in a state that is recognised as such by a formal act of a United Nations Body and under the same name.

2.3 The International Board shall recommend to the Council whether to accept or decline an application for Observership, Direct Membership or Membership. The International Board shall consider the organisation's statutes compliance with the statutes and standing orders of ELSA and shall present a report regarding this to the Council.

Comments: As first and main point, ELSA International would like to state that the motivation to write this proposal is not due to the recent happenings in Kosovo. ELSA International reaffirms the statement of Article 2 of the Statutes of our Association as a non-political Association.

During LI ICM Prague 2007, a Direct Membership was given to the National Group of ELSA Montenegro, after Montenegro became an independent country. By no Legal Basis, an had-oc agreement was made between the International Board, the Chair and the Vice-Chair of that respective Council Meeting, and at the time, the Local Group of ELSA Montenegro so that the International Board would present a proposal stating "ELSA International would like to propose to the council the acceptance of direct membership for ELSA Montenegro."

The Council further agreed with this procedure by voting in favour of the new National Group of ELSA Montenegro with an unanimous approval.

Even though this is an unusual situation, this proposal only brings to regulations a previous procedure taken. In addition, this may help the Association to cope with the changes of the European political map, by also making the procedure clearer to the Association.

Decision Book Amendment on SPEL

The International Board proposes the following to the Council:

Lisbon, 30th March – 6th April 2008
AA 01/08 I

In force
ELSA SPEL

Legal Writing

1. ELSA Selected Papers on European Law (ELSA SPEL)

- 1.1 ELSA SPEL is the law review of ELSA International and is published ~~twice a year as a web journal~~ on the website of ELSA International.

Responsibilities in ELSA SPEL

Responsibilities of ELSA International

- Promote ELSA SPEL in the legal society as a high quality legal web journal
- Provide the national and local groups with the Guidelines for Authors and promotional material and ~~make them accessible through the ELSA ONLINE Archive~~ publish the received articles once they are revised by the Editorial Board.
- Appoint a managing editor for the Editorial Board
- In cooperation with the managing editor appoint an Editorial Board with no more than six (6) members in total
- Collect the contributions and hand them over to the managing editor for revision
- Publish ELSA SPEL on the website of ELSA International

Comments from ELSA International

ELSA SPEL is a publication with great potential in the Network, but during the last years it has lost its drive, and become a publication that no one knows about. The International Board is currently working on a new website for ELSA. As part of the website there will be a page for publications, where SPEL will have an own site. The International Board proposes that every article that is sent in to SPEL, will be published straight away, after being revised by the Editorial Board. This way we don't need to wait for a certain amount of articles in order to publish SPEL, because there will be a website which is continuously updated with new articles. This will make it more interesting both for readers and potential authors. The website will be ready sometime during this summer.

Proposal on ELSA Moot Court CompetitionLisbon, 30th March - 6th April 2008
AA 01/08 IIIn force
EMC2

Principles of the ELSA Moot Court Competition

1 Organisation

1.1 — ~~The ELSA Moot Court Competition on the Law of the World Trade Organization (EMC²) is the annually organised international moot court competition of The European Law Students' Association (ELSA). The EMC² consists of the Written Rounds, ELSA Regional Rounds, non-ELSA Regional Rounds and Final Oral Round, with the exception of the ELSA National Rounds where, according to these Principles, the winners qualify for the ELSA Regional Rounds.~~

Prague, 25th March - 1st April 2007
AA 01/07 IIIn force
EMC²**1 Organisation**

1.1 — ~~The ELSA Moot Court Competition on the Law of the World Trade Organization (EMC²) is the annually organised international moot court competition of The European Law Students' Association (ELSA). The EMC² consists of the Written Rounds, ELSA Regional Rounds, non-ELSA Regional Rounds and Final Oral Round, with the exception of the ELSA National Rounds where, according to these Principles, the winners qualify for the ELSA Regional Rounds.~~

1.2 — Aim

~~The aim of the EMC² is to develop ELSA as a pioneer in legal education by providing its members the possibility to discuss legal systems in a spirit of critical dialogue and scientific co-operation and assisting them to be better internationally minded and professionally skilled.~~

1.3 — The International Organising Committee

~~International Organising Committee of the EMC² (the IOC), as appointed by the International Board of ELSA, is to act as an autonomous but not independent organiser of the EMC². The IOC is primarily responsible for maintaining the autonomous organisational structure and financial sustainability of the Competition.~~

~~The Head of the IOC shall be the Vice president Academic Activities ELSA International or the person delegated to be head of IOC by the International Board of ELSA. The Head of the IOC shall call for the IOC members and further involve the IOC.~~

~~The IOC is responsible for the overall organisation including drafting the Case, nominating the Panel, issuing and interpreting the Rules of the EMC², advertising the EMC², organising the applications of the teams, organising the Clarifications to the Case, setting up the Timeline of the EMC² and supporting the Local Organising Committee and the Regional Organising Committees according to the Memorandums of Understanding.~~

~~1.4 — The Local Organising Committee~~

~~The Local Organising Committee (LOC) is responsible for all logistical aspects related to the organisation of the Final Oral Round of the EMC². The IOC is responsible for the constitution of the LOC.~~

~~1.5 — The Regional Organising Committees~~

~~The Regional Organising Committees (ROC), whether for ELSA or non ELSA Regional Rounds, shall be responsible for the organisation and financing of the respective Regional Rounds subject to prior agreement and consultation with the IOC.~~

~~— Relations between the IOC, LOC and the ROC~~

~~Between the IOC, the LOC and the ROC a Memorandum of Understanding shall be established determining all aspects of the organisation of the EMC², that is the Final Oral Round and the Regional Rounds.~~

~~1.6 — Timeline~~

~~The IOC will issue a detailed Timeline for the EMC².~~

2. Rules

~~2.1 — Issuing the Rules of the EMC²~~

~~The IOC shall issue the Rules for the EMC² one month before issuing the Case. The Rules shall be written in accordance with the principles contained herein and shall take into consideration all recommendations made by the Council.~~

~~2.2 — Language~~

~~The EMC² shall be conducted entirely in the English language.~~

~~2.3 — Scores~~

~~The scores of all Rounds will be kept on official scoring sheets. They shall be kept confidential at all times.~~

3. Structure

~~The EMC² shall be divided into two principle rounds: Selection Rounds and a Final Oral Round~~

3.1 — Selection Rounds

~~This round shall have the aim of selecting teams for the Final Oral Round taking the forms of the Written Round or the Oral Rounds.~~

3.1.1 — Written Round

~~The Written Round of the EMC² shall serve to select teams for the Final Oral Round where the selection through an Oral Round shall not apply. However, where it is not possible to apply the ELSA Regional Rounds, the National Rounds shall serve as Selection Rounds for the Final Oral Round.~~

3.1.2 — Oral Rounds

~~The Oral Rounds shall take the form of Regional Rounds, being either ELSA or non-ELSA Regional Rounds. Regional Round shall be the round aimed at determining teams qualified for the Final Oral Round of the EMC².~~

Prague, 25th March – 1st April 2007	In force
AA 01/07 I	EMC²

3.2. ELSA Regional Rounds

~~3.2.1 — There shall be four ELSA Regional Rounds organised for each year's EMC². The geographical scope of the ELSA Regional Rounds shall be limited to the European continent and the territory of the ELSA member countries. No less than eight and no more than twelve teams shall participate in each ELSA Regional Round. The IOC may choose to reduce the number of ELSA Regional Rounds during the implementation of this Structure of the EMC².~~

~~3.2.2 — The Applicants for the Regional Organising Committees may be national or local ELSA groups. ELSA Regional Rounds shall be organised subject to the signing of an agreement with the IOC at least 8 months prior to the date of the ELSA Regional Round. The IOC together with Applicants for the Regional Organising Committees shall determine, inter alia, the deadline for organisation and the terms of financing of such ELSA Regional Rounds.~~

~~3.2.3 — Team selection for the ELSA Regional Rounds shall take the form of either selection through assessment and ranking of the written memorials or organisation of National Rounds. The planned organisation of the National Round of the EMC² shall be communicated to the IOC within one month after the Rules and the Case of the IOC are issued. The IOC shall register such National Round of the EMC² and allocate the winning team of that National Round to a particular ELSA Regional Round. In National Rounds where more than eight (8) teams participate, the winner and the runner up shall progress to the same ELSA Regional Round. The national/local ELSA group which shall undertake to organise the National Round of the EMC² shall be bound by its decision to select a team for the ELSA Regional Rounds of the EMC² as agreed with the IOC.~~

3.3 — Non-ELSA Regional Round

~~3.3.1 — There shall be a maximum of six non-ELSA Regional Rounds organised in the following geographical areas:~~

- ~~a) North America~~
- ~~b) Central and Southern America~~
- ~~c) Africa~~
- ~~d) Asia I~~
- ~~e) Asia II~~
- ~~f) Oceania~~

~~3.3.2 — The applicants for the non-ELSA ROC shall be selected by the IOC upon invitation or application, assessment being subject to certain criteria issued by the IOC.~~

~~3.4 — The Final Oral Round~~

~~The IOC shall determine the number of teams being admitted to the Final Oral Round of the EMC² each year on the basis of applications received from and the actual availability of the various Selection Rounds. Final Oral Round shall be the round aimed at declaring an overall winner of the particular edition of the EMC².~~

~~3.4.1 — Contents~~

~~The Final Oral Round shall consist of a number of sessions where paired teams will plead their arguments in front of a panel. These rounds shall progress from preliminary rounds to elimination rounds.~~

~~The IOC can in cooperation with the LOC as early as possible before the case is published decide to reduce the dimensions of the competition from the prior year if the size causes financial or logistical difficulties that cannot be overcome.~~

~~3.4.2 — Venue~~

~~The venue for the Final Oral Round of the EMC² shall be in Geneva, Switzerland. Should an agreement for the organisation of the Final Oral Round of the EMC² at the WTO Headquarters not be available the IOC shall consider other suitable venues reflecting the theme and aims of the EMC².~~

~~3.4.3 — Time~~

~~The IOC shall fix the dates of the Final Oral Round in cooperation with the LOC.~~

~~3.5 — Disclaimer~~

~~Until the above structure can be fully implemented it is subject to the IOC discretion to adopt a Structure of the Competition on a yearly basis making sure that these Principles serve as strictly as basis for such interim solutions.~~

~~4. Case~~

~~WTO law experts, upon request of the IOC, shall draft the case. The case shall be published according to the timeline of the EMC².~~

~~5. Panel~~

~~5.1 — The judges forming the Panel of the EMC² shall be WTO law experts nominated by the IOC. The ROC shall select the judges upon consultation with the IOC whereupon the latter shall officially nominate the panel of each respective Regional Round.~~

~~5.2 — Fairness~~

~~The IOC shall endeavour to ensure that the bench is perceived as being neutral and fair.~~

6. Participation

~~6.1 — Team Composition~~

~~Each team shall be composed of two to four members. There shall not be more than one team per University. Participation in the EMC² shall be open to all universities located in the territory of the WTO Member States.~~

~~6.2 — Team Members~~

~~Any student enrolled at a law school, accredited under national law, that awards a degree that permits to its graduates to enter in a legal profession is eligible for team membership. This includes students of undergraduate and masters programmes only. Doctorate students are excluded.~~

~~6.3 — Grounds of Exclusion~~

~~Persons that are engaged in the practice of law or any work of a nature that would provide them a significant or unfair advantage and persons that have previously participated in the Final Oral Rounds of the EMC² are not eligible for team membership. Persons involved in the organisation of the EMC² or of any moot court connected to it are excluded from participation.~~

~~6.4 — Team Assistance~~

~~Teams shall be encouraged to receive outside assistance that does not overly interfere with their work.~~

~~6.5 — Registration~~

~~Teams are to register with the IOC within the specified time.~~

~~6.6 — Fees~~

~~Every team will pay an Administration Fee on registration.~~

~~Teams participating in Oral Rounds may also be required to pay an additional Participation Fee. Where this is charged, this will include an academic and social programme, accommodation, meals, and administration costs.~~

~~ELSA International shall establish both the administrative and participation fee taking into account the budget and the nature of the event. The participation fee for an Oral Round shall be established together with the OC for that Oral Round.~~

~~6.7 — Team Identification and Anonymity~~

~~In accordance with the best tradition of the international moot court competitions, the IOC, LOC, ROC and the National and Local ELSA Groups will take all necessary measures in order to assure the anonymity of the participants.~~

~~7. The ELSA Network~~

~~The EMC², being a project for the entire ELSA Network, requires cooperation and communication between the IOC, LOC, ROCs and the National and Local ELSA Groups.~~

~~ELSA Groups are to be involved in finding participants for the EMC² making their members aware of the Case and the Rules, including but not limited to, the Timeline and the Structure of the Competition. Where ELSA Groups are actively involved in finding participants and fundraising for them, they must ensure that the team members are satisfactory representatives of their university and the ELSA Group. For this reason they should ensure the proper coaching of teams.~~

~~The IOC, LOC and ROCs safeguard the interests of the ELSA members throughout the organisation of the EMC².~~

~~Through the EMC² ELSA shall also strive to develop a moot court tradition in all member states. In all matters concerning EMC², ELSA member states should be given priority. The aim of this is so that we reach a situation where most member countries take part in the EMC².~~

~~Budva, 18th – 26th October 2003~~

~~In Force~~

~~AA 04/03 I~~

~~Future of the ELSA Moot Court Competition~~

~~Future of the ELSA Moot Court Competition~~

~~1. Geographical Scope and Goals of the Competition~~

~~Henceforth the Moot Court Competition of the European Law Students' Association (ELSA) on the law of the World Trade Organisation (WTO) Law (EMC²) shall seek to become an international moot court competition assisting law students in Europe and around the globe in becoming professionally skilled and internationally minded. The EMC² shall be open to all WTO member states, unless grave circumstances deem it unfeasible.~~

~~2. The International Organising Committee~~

~~International Organising Committee of the EMC² (the IOC) is to act as an autonomous but not independent organiser of the EMC². The IOC safeguards the interests of ELSA members throughout the organisation of the EMC². The IOC is primarily responsible for maintaining the autonomous organisational structure and financial sustainability of the Competition.~~

~~3. The Competition and ELSA Members~~

~~In conjunction with the above, through the EMC² ELSA shall strive to provide its members and the entire law student body in Europe with an opportunity to effectively study international trade law in surroundings which call for dedication, active research and development of basic skills and knowledge on behalf of law students; involvement of various ELSA groups; beneficial cooperation with relevant externals etc.~~

~~Through the EMC² ELSA shall also strive to develop a moot court tradition in all member states. In all matters concerning EMC², ELSA member states should be given priority. The aim of this is so that we reach a situation where most member countries take part in the EMC²~~

~~4. Concluding Provisions~~

~~Goals and objectives stated herein shall be sustained throughout the years to come via the work of the IOC and evaluation of the implementation of the Two Year Tactical Plan 2003/ 2005, as well as by including provisions, relevant to implementation of this Council Decision, in the Two Year Tactical Plan 2006/ 2008.~~

Budva 18th-26th October 2003

In Force

AA 05/03 II

Structure of the ELSA Moot Court Competition

~~Structure of the ELSA Moot Court Competition~~

~~Hereby the Council determines the structure of the ELSA Moot Court Competition on the law of the World Trade Organisation (the EMC²). Terms and abbreviations as set forth in the Rules and Principles of the EMC² shall forthwith bear the same meaning in this IB Proposal.~~

~~1. Selection Rounds~~

~~1.1 The EMC² shall have two forms of Selection Rounds: Written Round and Oral Rounds.~~

~~1.2 The Written Round~~

The Written Round of the EMC² shall be employed to select teams for the Final Oral Round where the selection through Oral Round shall not apply.

1.3 — The Oral Rounds

Oral Rounds of the EMC² shall bear the form of Regional Rounds. There shall be ELSA and non-ELSA Regional Rounds.

2. ELSA Regional Rounds

2.1 — There shall be four ELSA Regional Rounds organised for each year's EMC². The geographical scope of the ELSA Regional Rounds shall be limited to the European continent and the territory of the ELSA member countries. No less than eight and no more than twelve teams shall participate in each ELSA Regional Round. The IOC may choose to reduce the number of ELSA Regional Rounds during the implementation of this Structure of the EMC².

— However, where that shall be the case the proportion in the number of teams coming through to the Final Oral Rounds from ELSA countries, as opposed to the number of teams allocated in the Final Oral Rounds to the teams from the Non-ELSA Regional Rounds, shall always be in favor and advantage for the ELSA countries.

2.2 — The Applicants for the Regional Organising Committees may be national or local ELSA groups. ELSA Regional Rounds shall be organised subject to the signing of an agreement with the IOC at least 8 months prior to the date of the ELSA Regional Round. The IOC together with Applicants for the Regional Organising Committees shall determine, inter alia, the deadline for organisation and the terms of financing of such ELSA Regional Rounds.

2.3 — Team selection for the ELSA Regional Rounds shall take the form of either selection through assessment and ranking of the written memorials or organisation of national rounds. The planned organisation of the National Round of the EMC² shall be communicated to the IOC within one month after the Rules and the Case of the IOC are issued. The IOC shall register such National Round of the EMC² and allocate the winning team of that National Round to a particular ELSA Regional Round. In National Rounds where more than eight (8) teams participate, the winner and the runner-up shall progress to the same ELSA Regional Round. The national/local ELSA group which shall undertake to organise the National Round of the EMC² shall be bound by its decision to select a team for the ELSA Regional Rounds of the EMC² as agreed with the IOC.

2.4 — Where no National Round of the EMC² is held, the teams shall be accepted for the selection to the ELSA Regional Rounds through the assessment and ranking of the written memorials.

3. Non-ELSA Regional Rounds

- 3.1 — ~~Non-ELSA Regional Rounds shall be organised, subject to agreement with the IOC signed at least 6 months before the deadline for organisation of such Oral Round, to select teams for the Final Oral Round from these geographical areas:~~
- ~~1) North America (US and Canada);~~
 - ~~2) Central and Southern America;~~
 - ~~3) Africa;~~
 - ~~4) Asia I;~~
 - ~~5) Asia II;~~
 - ~~6) Oceania (Australia, New Zealand and others).~~
- 3.2 — ~~For the purposes of the EMC², the IOC shall issue a list of countries, WTO members, prescribed to each of the above listed geographical areas. Teams of law students from all universities based and functioning in these WTO member states shall be eligible for participation in the EMC², subject to relevant rules.~~
- 3.3 — ~~The non-ELSA Regional Round organisers shall be selected by the IOC on a yearly basis upon invitation or application. The criteria for selection of the non-ELSA Regional Round organisers shall be reliability, extent of relations with ELSA, ability to financially sustain the organisation of the non-ELSA Regional Round, apparent experience of the Applicants for the non-ELSA Regional Organising Committees in the organisation of similar events, academic credibility and other relevant issues.~~

4. The Final Oral Round

~~The number of teams coming through to the Final Oral Round from the Written Round, ELSA and non-ELSA Regional Rounds shall be determined by the IOC on a yearly basis depending on the availability of human and financial resources within ELSA available for the EMC².~~

5. Closing provisions

~~The gradual implementation of the stated Structure of the EMC² shall commence with the transfer of the above provisions in the Principles of the EMC² as embedded in the AA Policies in the Spring ICM 2004. Accordingly, all relevant changes to the Principles of the EMC² shall be made to accommodate the Structure of the EMC² as agreed herein.~~

~~Prague 25th March – 1st April 2007
FM 04/08 I~~

Event Fees

3. ELSA Moot Court Competition on WTO Law Maximum Participation Fee

The maximum participation fee for the ELSA Moot Court Competition on WTO Law shall not exceed 100 EURO per person per day and leave an option of changing the structure of the fees.

The exact participation fee for the ELSA Regional Rounds and the Final Oral Round of the ELSA Moot Court Competition on WTO Law shall be published no later than one month prior the registration deadline on the ELSA webpage for each respective year.

This fee includes academic and social programme, accommodation, meals, and administration costs.

Lisbon, 30th March to 6th April 2008
MAR 04/08

Uniformity

2. EMC² Logo

2.1 — The EMC² logo shall be used in such a way that is beneficial for ELSA and the ELSA Moot Court Competition. It should not be used in a way that would damage the positive image of ELSA or of the ELSA Moot Court Competition on WTO Law or in any other way that would harm the reputation of the association.

2.2 — The EMC² logo is presented below.



2.3 — Although for specific reasons dimensions may be altered, its proportions shall not.

2.4 — The logo shall not be used in connection with any state or national symbol of any country.

2.5 — The logo shall not be animated in any way.

Comments from ELSA International

Since the ELSA Moot Court Competition on WTO Law was organised the first time in 2003, it has grown to become one of the world's largest moot courts, and the largest moot court in the world on WTO Law. It has gained a tremendous reputation in the WTO world, and is highly appreciated by several representatives of the elite within the sphere of world trade law. The contacts and materials created to support the competition ensure an event of very high quality and professional organisation.

The dark side of this success story is that ELSA people around the Network have lost the interest for EMC²; there are very few persons in ELSA that know the dimensions of the competition, and even fewer that show interest in being part of the organising. The consequence of this is that almost all the work is left to the International Board, and the VP AA in particular. This workload makes it impossible for the VP AA to focus on any other and possibly more beneficial activities in the AA area. Other board members, such as the President, Treasurer and Marketer of ELSA International, are working a lot for EMC²; work that could be better utilised to develop the Network.

To make matters worse, the competition has made a loss every year it has been organised, money that goes straight out of the general budget of ELSA International. As the International Board sees it, EMC² is no longer an activity that serves the Network like it should; the number of National Rounds has decreased every year since the competition has started, and the time spent on the competition could have been spent in a much more beneficial way for ELSA. Considering all these arguments, the International Board proposes to cease EMC² as an ELSA activity.

Decision Book amendment on Institutional Study Visits

Lisbon, 30th March - 6th April 2008
S&C 01/08 I

In force
Institutional Study Visits

The International Board proposes the following to the Council:

S&C Policies

8.2 Before the institutional study visit the organising group shall inform ELSA International and follow the procedure of ~~article 4.5~~ of the Institutional Relations Regulations under Decisions relating to BEE.

Comments:

- This proposal aims to adjust the Institutional Study Visits regulation under the Decisions relating to S&C to the Institutional Relations Regulations under the Decisions relating to BEE after the Proposal on Request for an Institutional Study Visits.

Decision Book amendment on Study Visits

The International Board proposes to the Council to amend the Decision Book as follows:

Lisbon, 30th March – 6th April 2008 S&C 01/08 II	In force Study Visits
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The International Board proposes the following to the Council:

S&C Policies

7.2 International study visits aim at mutual understanding and sharing cultural experience and ~~might~~ are combined with an academic programme providing exchange of legal knowledge.

Comments:

Pursuing the preamble of our Standing Order, one of the aim of Study Visit is “to encourage and facilitate direct contacts and co-operation, individually and collectively, (...), between persons from different states involved in the field of Law” but another important aim is “to promote the usefulness of foreign legal experience by expanding the knowledge and understanding of the different concepts and solutions to legal questions developed in the member states” For this reason, an academic programme which involves, for example, a lecture about the legal system of the visited country, will serve this aim of foreign legal experience.

Decision Book amendment on the General Part of S&C Policies

The International Board proposes to the Council to amend the Decision Book as follows:

Lisbon, 30th March – 6th April 2008 S&C 01/08 III	In force S&C Policies
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The International Board proposes the following to the Council:

S&C Policies

~~1.2 S&C events are international when aimed at participants from more than one country or held in English in countries where English is not an official Language.~~

1.2 S&C events are international when attended by participants studying in different countries.

S&C events are national when attended by participants studying in two or more cities from the same country.

S&C events are local when attended by participants studying in the same city, unless there is only one Law Faculty in the respective country, in which case the event shall be considered as national.

Comments:

The last State of the Network inquiry showed that some of VP S&C were having difficulties in defining the levels of S&C Events. The common mistake was to consider an event as local if it is organized by a Local Group or national if organized by the National Group. This proposal aims to clarify questions regarding the definition an international, national and local event.

Taking into account that one of our means is “to learn about other legal systems in a spirit of critical dialogue and scientific co-operation”, the new definitions take the legal background of participants as a reference rather than their nationality.

Decision Book amendment on STEP application registration policiesLisbon, 30th March – 6th April 2008
STEP 01/08 IIn force
STEP Policies**The International Board proposes the following to the Council:****2. ELSA ONLINE Registration of STEP Application Policies**

- 2.1. Every traineeship shall be registered in the Traineeship Form and submitted to ELSA International.
- 2.2. Every STEP Application Form shall be submitted by the National or Local Group and administrated by ELSA International.
- 2.3. The traineeship form data is entered shall be submitted by National and Local ELSA groups and administrated by ELSA International.
- 2.4. The STEP application data form is entered shall be submitted either by the applicant or the ~~n~~National or ~~l~~Local ELSA-group and administrated by ELSA International.

The Local Groups shall only approve STEP Applications and Traineeship forms that have met the minimum criteria set by the STEP Policies. This approval or rejection shall be done within two weeks ~~after~~ from the data- date of submission of the STEP Application Form and the Traineeship forms ~~has~~ have been entered submitted.

- 2.4. ~~Traineeships shall be considered realised once the status of both the STEP Application and the Traineeship description has been changed to "Realised" in ELSA ONLINE. This can only occur upon the arrival of the trainee in the host country to start his/her traineeship.~~

16. Responsibilities of the Applicant

- a) ~~Complete and enter~~ Fill the STEP Application Form in ~~in~~ ELSA ONLINE.

Comments: The current ONLINE system is no longer supporting the registration of the applications and consequently the whole traineeship process. Therefore this proposal intends to refresh this paragraph, since its regulation became obsolete.

Decision Book amendment on responsibilities for Quality in STEPLisbon, 30th March – 6th April 2008
STEP 01/08 IIIn force
Quality in STEP**The International Board proposes the following to the Council:****13. Responsibilities of the sending Local Groups**

- a) Assist the applicant in filling in the STEP Application ~~Form~~ in ELSA ONLINE
- b) Make sure that the information filled in by the applicant is correct and complete.
- c) Assist the applicant in applying for a traineeship.
- d) Inform and advise the applicant about ~~other~~ available traineeships opportunities and support the applicant in determining other options.
- e) Provide the applicant with all related ~~company/organisation~~ employer information once he/she has been selected for the traineeship.
- f) Prepare the applicant for the traineeship experience according to the definition of adequate preparation in the Quality Standards section.
- g) Advise and assist the applicant in acquiring the required documentation and legal papers (i.e. work permit, visa, residence permit, insurance and other requirements).
- h) Maintain communication with the trainee throughout the duration of the traineeship.
- i) Prepare opportunities for evaluation by the trainee upon return from his/her traineeship. See the Quality Standards for the definition of adequate evaluation.

14. Responsibilities of the hosting Local Groups

~~Enter the Traineeship details in ELSA ONLINE.
Follow the STEP Information Flow.~~

16. Responsibilities of the Applicant

~~d) Inform the local group if he/she becomes unavailable for a traineeship, or if he/she is looking into other opportunities.
Leave contact information with the local groups so that an ELSA representative can notify him whether he/she has been selected.
Have enough money to cover his/her living expenses for the first few weeks of the traineeship.
Ensure that he/she has a return ticket to his/her home.
Prepare to give presentations about his/her country and culture to company/organisation employees, ELSA members, and other audiences.~~

~~Take an active and independent role in getting involved in the community and in other activities outside the traineeship.
Give ELSA feedback about the traineeship experience and how such exchanges could be improved in the future by filling in the Trainee Evaluation Form.~~

6. 18. Responsibilities of ELSA International

- a) Provide support in ~~managing~~ submitting STEP Application. ELSA ONLINE.
- b) Match the applications to the requirements of the employer
- c) Send the matched applications to the Local or National Group.
- d) Ensure that the STEP policies ~~and the STEP discussion Mailing list~~ are working properly observed.
- e) Coordinate the work of the National Groups ~~Work with the national groups in suggesting solutions for the problems and issues that arise. Suggest any improvements to the STEP Policies and items to be legislated internationally.~~
- f) ~~Issue~~ Ensure that a STEP certificate to be given is issued to all trainees participating in STEP
- g) ~~Issue~~ Ensure that a thank-you brochure STEP certificate to be given is issued to all employers participating in STEP
- h) ~~Evaluating~~ all the information received on the international level and establishing a development plan for the following year in order to improve STEP.

Comment:

After the failure of the Online System, some of the responsibilities of the Local Group of the Applicant and of ELSA International need to be reviewed.

Decision Book amendment on Notification of the selection process

Lisbon, 30th March – 6th April 2008
STEP 01/08 III

In force
Notification

The International Board proposes the following to the Council:20. Notification of the selection process- STEP Information Flow

The local group that receives the Company Acceptance Form from the ~~company/organisation~~ employers must inform ELSA International about the selection. ELSA International is responsible for the notification of the selection process to the applicants.

~~all the applicants about the result of the selection process and enter it into ELSA ONLINE as soon as possible.~~

Comments:

After the failure of the ONLINE system and the adoption of the procedure which involves at first level ELSA International both in the matching process and in the notification of the results an amendment to the notification part of the traineeship selection process is needed.

Important changes in the “administration” of STEP took place, both regarding the registration of the applications and the insertion and promotion of new traineeships occurred.

In order to register STEP Application Form in ELSA ONLINE so that we proceed by using the digital application form (SAF) and the Flexibility Sheet.(ex “Back up Solution 2”)

Proposal on wording revision of the STEP part of the Decision BookLisbon, 30th March - 6th April 2008
STEP 01/08 IVIn force
Wording Revision**The International Board proposes the following to the Council:**

Quality in STEP

Introduction

Following ELSA's philosophy statement, ~~it~~ STEP will provide opportunities for law students and young lawyers ~~from all over the world~~ to learn about other cultures and legal systems and to encourage them to act for the good of society.

~~As every other development, STEP needs a profound fundament to be built on; otherwise its development might stop or take an unforeseen and unwanted direction. By introducing these STEP Policies as basis for the realisation of our common vision, to create a just world in which there is respect for human dignity and cultural diversity, we give a guarantee to everybody who is connected to this programme: our ELSA members, officers, and our partners and ourselves.~~

~~Taking these STEP Policies are conceived to build as a first step towards an effective Student Trainee Exchange Programme in every ELSA country. we must never forget to see its main strength. To implement and follow a uniform system of rules and procedures with the necessity of evaluation and correction in order to protect the integrity and to ensure the quality of the programme. and to ensure the quality of our traineeship exchange performed by the members of our association.~~

Following its purpose, STEP assists law students and young lawyers to be internationally minded and professionally skilled. ~~If this exchange is not properly facilitated, it could lead to a negative experience for the individual, company, or organisation participating in the exchange.~~

This document collects and analyses the status quo and presents a comprehensive system to ensure the further development of STEP ~~and to present it to the world and our members as what it is already: the most successful traineeship exchange programme for law students and young lawyers in the world.~~

It is responsibility of ~~will now be up to~~ the local group and the national group members officers ~~to take the responsibility~~ to implement these policies and manage maintain the quality experiences standards for the students, and employers companies, and organisations participating involved in STEP. The policies, quality standards and ~~step~~ STEP discussion Mailing list have been developed and designed to

enable local group and national group ~~members~~ officers to take this responsibility and to share ideas to enhance the quality of STEP across the ELSA ~~world~~ network.

STEP Policies & Quality Standards

The STEP Policies & Quality Standards ~~will be used~~ are conceived to facilitate the operations of the Student Trainee Exchange Programme and to ~~guide~~ assure the management maintenance and the implementation of quality exchange on a local, national and international level. All local groups and national groups facilitating traineeship exchanges must abide by the STEP Policies & Quality Standards. The policies and standards ~~are~~ constitute the basis general regulations for ~~traineeship exchange in ELSA STEP~~. National groups may develop additional policies and standards to the ones stated below to meet the specific needs of their country.

STEP ~~Discussion~~ Mailing List

The STEP ~~discussion~~ Mailing list has been ~~set up~~ established to enable members of the association to clarify STEP Policies and Quality Standards, discuss and resolve quality issues amongst themselves and gather input to improve the current quality of the system. All quality issues related to STEP shall be reported to this discussion list. This list shall include the VPs STEP of National Boards and Local Groups.

ELSA International

Breaches of the STEP Policies that cannot be solved on a local or national level or through the STEP ~~discussion~~ Mailing list, will be reviewed by ELSA International.

3. Application Policies

~~3.34 All~~ Every applicants for a STEP traineeship ~~shall~~ is required to possess the necessary documentation ~~for proof of~~ to prove the academic qualifications and ~~indicated language levels~~ skills filled required in the STEP Application. ~~to prove the qualifications of the applicant to~~ The local VP STEP is responsible for accepting the application.

4. Matching Policies

- 4.1 A local group shall not change the matching result for a STEP Application for any ~~purpose~~ reason whatsoever.
- 4.2 The applicant shall not contact the ~~company/organization~~ employer before being selected.
- 4.4 If either the applicant or ~~company~~ employer rejects or cancels a traineeship without a valid reason, their participation to the programme shall be considered as ~~the form of the party in question will be automatically put to~~ "Rejected" or "Cancelled". Each national group shall define what constitutes a "valid reason" within their own discretion, and to decide, according to their internal penalty

~~system, which applicants or employers shall no longer be eligible to participate in STEP. is responsible for providing the definition of a valid reason and deciding which applicants or company/organisation should no longer participate by implementing its penalty system.~~

- 4.5 In the ~~ease~~ event that matching policies are breached, the responsible local group ~~will~~ shall deny the applicant or ~~company/organisation~~ employer that violated the policy access to STEP in the respective cycle.

5. Preparation Policies

- 5.1 The hosting group shall ensure that an official Company Acceptance Form is signed by the ~~company/organisation~~ employer and sent to the sending group.
- 5.5 Every trainee ~~shall~~ is responsible to have valid insurance for accident, medical, ~~liability~~ and travel risk. All costs ~~resulting from~~ incurred by the trainee for not possessing the abovementioned insurance, shall be ~~incurred~~ borne by the trainee.

6. Traineeship Policies

- 6.1 The hosting local groups ~~shall be~~ are responsible ~~for ensuring this will occur to ensure that every traineeship shall be~~ is paid in order to provide the trainee with a sufficient salary or stipend (as defined in the reception section of the Quality Standards) ~~for the duration of his/her traineeship~~
- 6.2 The hosting local groups shall ensure that the ~~TSE~~ Traineeship Form given by a ~~company/organisation~~ employer adequately represents the responsibilities of the trainee.
- 6.3 The ~~company/organization~~ employer hosting a trainee shall provide a positive and secure working environment for the trainee. Any violation of labour ~~standards~~ regulations shall be treated according to the laws of the host country.

10. Exchange Process

- 10.1. The hosting group shall provide ~~company/organisation~~ employer that are taking ELSA trainees with adequate preparation. Adequate preparation is defined in the servicing section of the Quality Standards of these STEP policies.
- 10.2. The hosting group shall periodically evaluate the traineeship with the trainee and the ~~company/organization~~ employer.
- 10.3. The hosting and sending groups shall ensure the completion and submission of the required evaluations and reports during the traineeship and upon its completion.

11. Special Exceptional Cases

- 11.2 1 The hosting groups should try to find another traineeship of the same type for the applicant in the case that the original traineeship is cancelled after the student's acceptance. This policy does not apply if the selected applicant ~~offered~~ does not have the qualifications indicated required by the ~~company/organization~~ employer. If the hosting group cannot replace the traineeship, the ~~company/organization-employer~~ shall compensate the applicant for all travel costs.
- 11.3 Local groups shall not ~~raise~~ hunt or offer traineeships with ~~companies/organizations~~ from employers situated emanating in from another country without the consent of ~~that party~~ the National Group situated in that country.

Quality Standards

12. General

- ~~b) A holiday~~
- c) Intended to be a permanent career placement or recruitment opportunity in another country. If the ~~company/organisation-employer~~ decides to extend the traineeship to a permanent basis, ELSA will have no role in facilitating this.
- d) A ~~Vehicle~~ means for any person to permanently leave their country and territory. ELSA does not encourage the extension of traineeships beyond agreed limits.

14. Responsibilities of the hosting Local Groups

- a) Assist the ~~company/organisation~~ employer in completing the Traineeship Form.
- b) Maintain continuous communication with the ~~company/organisation~~ employer to inform them about the status of their traineeship offer
- c) Inform the ~~organisation~~ employer about the applications matched to its traineeship. Collect relevant information about the applicant and present it to the ~~company/organization~~ employer.
- d) Provide all the necessary information to the selected trainee ~~incoming student~~ about visa, insurance, work permit, and all other legal requirements.
- e) Provide adequate reception as ~~stated~~ laid out in the Quality Standards section ~~in these policies~~
- f) Organise or inform the trainee about events that in order to involve the trainee him/her in the local environment of the hosting country and local people in cultural learning.
Give the trainee advice and to give access to ELSA's network when organising cultural nights, sight seeing, trips or other social events.
Facilitate the first steps in community involvement and related activities.
- g) Give initial assistance ~~in establishing and orienting~~ to the trainee upon arrival for his/her traineeship (accommodation, bank account, first day at work, Local transportation, grocery shopping, etc.).
- h) Provide assistance and support to the trainee when he/she has problems with the ~~company/organisation~~ employer or any other aspect of his/her traineeship.

- i) Give the trainee a Trainee Evaluation Form and ask him/her to fill it in and ~~give send~~ it back to the sending group.
- j) ~~Give~~ Provide the trainee with a STEP certificate to the trainee

15. Responsibilities of the company/organisation employer

- a) Provide a ~~traineeship work experience~~ between 2 and 78 weeks.
- b) Provide a detailed traineeship description.
- c) Provide an experience during the traineeship that ~~allows~~ contribute to the legal education of the trainee. ~~to enhance their academic learning.~~
- d) Provide adequate working conditions, salary, ~~orientation~~, guidance, training, etc. for the trainee to achieve the objectives agreed upon.
- e) Ensure the trainee performs the job ~~stated~~ described on in the Traineeship Form unless otherwise agreed upon.
- f) Give the trainee feedback on his/her performance during and after the traineeship ~~to enable the student to learn and improve through the experience.~~
- g) Write an endorsement letter or letter of recommendation in case they are ~~convinced that~~ satisfied with the co-operation with ELSA ~~has been beneficial.~~

16. Responsibilities of the Applicant

- b) Have written proof of the academic ~~background~~ curriculum, working experiences and language level(s) specified ~~on~~ in the application form.
 - d) Ensure that he/she is acquiring adequate insurance, medical certifications, working & residence permits, and flight arrangements for the traineeship. The applicant should incur all relative expenses.
- g) Maintain the communication with the local groups throughout the traineeship
 - e) Give input to the hosting local group about future traineeship opportunities with the ~~company/organisation employer~~ he/she is working for to provide similar opportunities to other students. ~~in the future.~~
 - f)

5. 17. Responsibilities of the National Group

- a) Ensure that all local groups are ~~running~~ working in STEP.
- b) Provide all the necessary training and information for LGs to run STEP.
- c) Ensure LGs make correct use of the STEP ~~discussion~~ Mailing list.
- d) Ensuring that all the local groups are submitting the ~~completed~~ Trainee Evaluation Forms and the Company Evaluation Forms within 2 weeks after completion of the traineeship and send them to ELSA International.
- e) Ensuring that all the local groups are submitting the ~~completed~~ Trainee Evaluation Forms and the Company Evaluation Forms within 2 weeks after completion of the traineeship and send them to ELSA International.
- f) ~~Takes concrete actions when a problem has come up and solve it as soon as possible.~~

6. 18. Responsibilities of ELSA International

- a) Ensure that the STEP policies ~~and the STEP discussion Mailing list~~ are working properly observed.
- b) Coordinate the work of the national groups ~~Work with the national groups in suggesting solutions for the problems and issues that arise. Suggest any improvements to the STEP Policies and items to be legislated internationally.~~
- e) ~~Issue~~ Assure that a STEP Certificate to be given is issued to all trainees participating in STEP
- d) ~~Issue~~ Assure that a thank you brochure STEP Certificate to be given is issued to all employers participating in STEP
- e) Evaluating all the information received ~~on the international level~~ and establishing a development plan for the following year in order to improve STEP.

21. Preparation

- d) If the traineeship is on a specific ~~issue topic~~, specific information shall be provided by the hosting local group to the trainee

22. Reception

Every Trainee ~~hosted from a Local Group that is coming to your country and territory for a traineeship~~ shall:

- c) Be involved in the activity of local group and reception activities
- d) Receive a reception package/booklet - Including information about the company/organisation ~~they~~ he/she will be working with, general information about the country and ELSA contact information
- g) Be provided with housing and accommodation depending on his/her interest and economic ~~capability~~ capacity.
- h) Have a salary ~~or allowance that will~~ which allows the trainee to live in the country and cover his/her basic expenses (i.e. accommodation, food, transportation, basic reception activities) or have fringe benefits from the employer meals and accommodation for free for the duration of the traineeship
- i) Be taken to their first day of work and discuss expectations of the trainee and ~~company/organization~~ employer

23. Organisation Servicing

Every ~~company/organisation~~ employer that is providing a traineeship shall:

- a) Receive the STEP Applications ~~of the applicants~~
- b) ~~Have~~ Organize a meeting between the ELSA group and the person in the ~~company/organisation~~ employer responsible for the trainee before the start of the traineeship, to discuss all relevant matters
- c) Fill out the Organisation Evaluation Form ~~and have a meeting with the ELSA responsible to give feedback~~

24. Trainee Evaluation

Every trainee ~~coming back from a traineeship~~ shall:

~~Fill out the Trainee Evaluation Form and write a final report which would at least include the information indicated on the standard evaluation forms~~

- a) Submit the Trainee Evaluation Form and a final report to the sending and hosting local groups

Implementation of the STEP Policies and Quality Standards

Introduction

~~To ensure that we are meeting the expectations of all participants in our exchanges, there is a need for a system that will monitor the quality of our exchange services.~~

The STEP Policies and Quality Standards should be implemented and referred when in doubt of how a case should be handled in order to:

- a) ~~To~~ Provide solutions for cases that reflect low quality exchange services occurring in LGs
 b) ~~To~~ Prevent low quality cases from occurring in the future.

The STEP Policies, Quality Standards and the ~~STEP discussion Mailing list~~, are all aimed at increasing the level of quality of STEP in our exchange operations globally.

25. The STEP ~~Discussion~~ Mailing List

~~The STEP Policies and Quality Standards should be implemented and referred when in doubt of how a case should be handled. I.~~ If there are no policies that relate to a specific situation that arises, there are two steps that can be followed:

- a) Refer your case for advice to the STEP ~~discussion~~ Mailing list
- a) Refer your case for advice to the STEP ~~discussion~~ Mailing list
~~This discussion list is a support mechanism that can be used to ensure that the minimum standards of activities are met, and to ensure that ELSA is capable of delivering quality learning experiences to our members.~~
- III. Objectives:**
- a) To provide a forum for Local Groups and National Boards to report and share their problems ~~in exchanges.~~
- b) To provide solutions and feedback to the problems that are shared on ~~this discussion the list.~~
- c) To provide inputs to ELSA International in monitoring the quality of STEP and to provide inputs to the further development of STEP policies and standards.

IV. Mailing list functioning(?) ~~How this works:~~

The STEP discussion list is open to all VP STEP of National Boards and Local Groups. The report format for e-mails sent to this list must include the following:

a) ~~The TSE~~ Traineeship Form and ~~SAF~~ the Student Application Form codes of the parties involved

~~Try to reach a friendly agreement between the parties involved.~~

~~Most complaints by our trainees about low quality services should be avoided by adhering to the STEP Policies. If low quality cases still arise, the optimal solution would be to reach a friendly agreement between the parties involved.~~

Comments:

This paragraph has been moved from the part dedicated to the "Implementation of the STEP Policies and Quality Standards", since it contains the regulation of the STEP Officer "Institutional/General tasks". Therefore we propose to include it under the general part (see "Quality Standards").

Decision Book amendment on structure revision of the STEP part of the Decision Book

Lisbon, 29th March – 6th April 2008
STEP 01/08 V

In force
Structure Revision

The International Board proposes the following to the Council:

3. Application Policies

3.4 Applicants shall not provide false or inaccurate information relating to work experience, legal studies, or language skills. If an applicant has falsified any information the local group shall retain his/her deposit and cancel his/her STEP Application.

Comment: This paragraph has been removed from the “Special Cases” part(par.11) under the “Application Policies” considering its function in regulating the submission of the STEP application.

3.5 ~~All Traineeship forms shall be properly completed. The traineeship description section must include at least the following information: objectives, reason for taking the trainee, job description, working conditions.~~

Comment: this specification about the STEP application form refers to a general policy. Therefore we think that the paragraph 3.5 should be removed from the application policy and a reference to it shall be included in the general part.

11. Special Cases

11.1 ~~No applicant for a STEP traineeship shall provide false or inaccurate information relating to work experience, legal studies, or language skills. If an applicant has falsified any information the local group shall keep his/her deposit and put the status of his/her STEP Application to “Cancelled”.~~

Comment: This paragraph strictly regards the submission of a STEP application. We therefore think that its natural *sedes* shall be the “Application Policies” part.

Quality Standards Responsibilities for Quality in STEP

Introduction

13. Sending Local Group
14. Hosting Local Group
15. ~~Company / Organisation~~ Employer
16. Applicant
17. National Board

18.ELSA International

Comments: The Responsibilities relate to the Quality Standards general part more than to the implementation of them. Therefore, we do believe that the relative paragraph should be moved under the “Quality Standards”.

Proposal on STEP Traineeship Form

Lisbon, 29th March - 6th April 2008
STEP 01/08 VI

In force
Traineeship form

The International Board proposes the following to the Council:

STEP Policies

1. General

All traineeships shall have a minimum duration of two (2) weeks and a maximum duration of seventy-eight (78) weeks.

All Traineeship forms shall include the description of the traineeship, administrative information, preparation and reception activities, legal studies required, language skills, country preference.

Comment: this proposal intends to define the minimum amount of information required within a STEP traineeship form. Since this paragraph is fundamental to STEP, it belongs under the general part of the regulation.

Proposal on ELSA Strategic Plan

Lisbon, 29th March – 6th April 2008
GENERAL

In force
Strategic Plan

ELSA International proposes a new General Part for the Decision Book, as it follows:

Strategic Goals for 2013

Vision

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

Purpose

To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.

Means

To provide opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation.

To assist law students and young lawyers to be internationally minded and professionally skilled.

To encourage law students and young lawyers to act for the good of society.

Introduction:

After having discussed strategic planning at the Presidents Meeting in Ohrid, Macedonia and based on the report of the IPM, a new five year plan is to be approved, with possible amendments, at the spring Council Meeting in Lisbon. The plans shall be binding for all ELSA officers.

To achieve our purpose and means we propose the following core activities: STEP, Study Visits, Legal Education, and Human Right Events. These core activities are the main focus of our network and should help to strengthen the cooperation between all ELSA officers and members. By focusing on specific and measurable goals, with a clear time frame – we will be able to evaluate our progress and follow up on our common goals in the next five years.

Many of our Local Groups struggle with the competition of other local law student organisations and some National Groups have become completely inactive over the past years. A strategic plan should enable our European Identity and our common

activities as the main branding of our organisation. A lot of our members join ELSA because of our International orientation – we should fulfil these expectations and give them the chance to be part of a European network. To achieve this, we need to unify our efforts towards our common goals, which will give us the strength to make the change and be the European, unique and successful network we want to be!

The four core activities of ELSA till 2013

1. STEP

1.1 STEP is an International Programme

1.2 Online system

1.2.1 All traineeships registered in the online system

1.2.2 All STEP applications registered in the online system

1.2.3 Accessible for every STEP officers according to their tasks/role

1.3 Matching process regulated by the online system, under administration of the STEP officer

1.4 5 Traineeships offered by each Local Group

1.5 Every STEP Traineeship shall be evaluated by the trainee and the employer

1.6 Every Traineeship shall be paid

1.7 80% of employers shall be repeat employers → long-term cooperation

2. Study Visits

2.1. International Study Visit; each Local Group visits and hosts a Local Group per year with a minimum of 15 participants

2.2. International Institutional Study Visit; each National Group makes an international Institutional Study Visit per year with a minimum of 20 participants.

2.3. International Study Visits aim at mutual understanding and sharing cultural experience and are combined with an academic programme providing exchange of legal knowledge.

3. Legal Education

3.1. One event per 2 Local Groups or 1 National Group per year

The event shall be attended by participants studying in different countries.

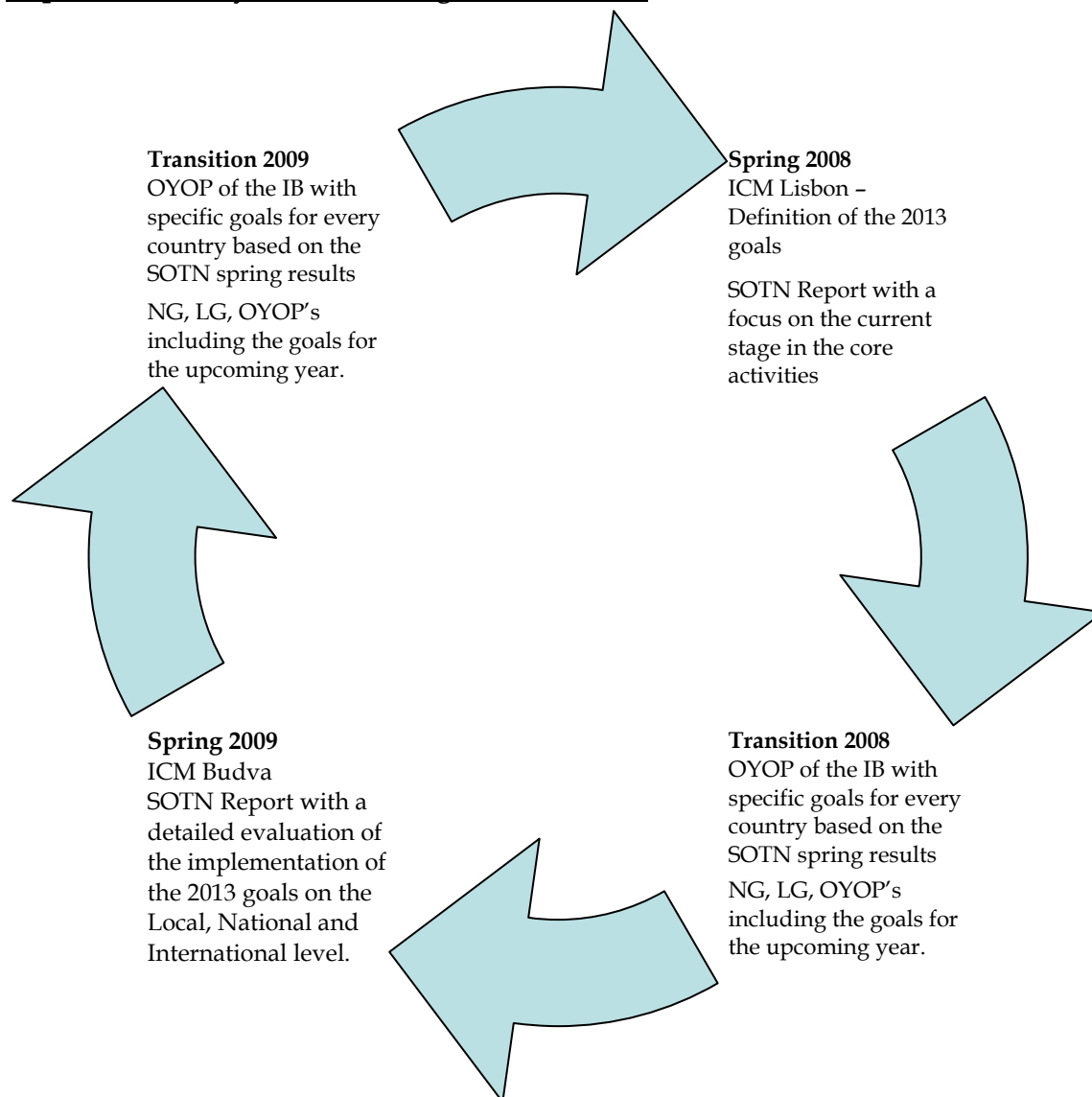
3.2. The focus group of the event shall be ELSA members and law students that want to become ELSA members.

3.3. Human Right related events: to be elaborated by the Workshop

Implementation

The biggest challenge of this strategic plan is the implementation in the upcoming five years. According to our current state of the network report, not many countries work with long-term goals, so we will have to improve our planning to achieve the ambitious, above mentioned goals. Nevertheless, almost all ELSA officers work with a One Year Operational Plan. This is a huge advantage on the way to implement our five year goals.

The idea is to define at the beginning of each "ELSA Year" the goals to achieve in the upcoming year. Based on the SOTN Report the NG and the IB shall develop the one year goals to achieve by each NG; these "National Goals" shall also be part of the IB's OYOP. This should support the idea, that our goals can only be achieved if we act as a network and work in close cooperation.

Implementation cycle of the 2013 goals in OYOP's**Comments:**

The definition of our five year goals make it possible to measure the development of our Network as well as of specific National Groups. With SOTN, OYOP and the internal meetings, we already introduced all the necessary tools for a successful implantation of a long-term plan; we only need to make use of them!

Our internal meetings build a perfect forum for our internal evaluation as well as for specific training on core activities if needed. And with the SOTN report and the market research we have the tools for the evaluation of our efforts. The introduction of a long term plan will glue our network together and create the cooperation many ELSA officers are missing in our Network. We are one organisation and we should focus on our common vision and purposes as the ELSA network.

Decision Book amendment on Institutional Relations Regulations

Lisbon, 30th March – 6th April 2008
BEE 01/08 II

In force
Institutional Relations

The International Board proposes the following to the Council:

External Relations

4.5 If the ELSA Group fails to contact the respective institution, ELSA International shall assist the ELSA Group concerning its approach by providing information upon request.

~~4.5 A request to ELSA International for an Institutional study visit to European Union institutions, Council of Europe or NATO should be made ten weeks prior to the planned event. The following information should be specified:~~

- ~~• Name of the respective institution;~~
- ~~• The optimal date and time (morning or afternoon) of the visit;~~
- ~~• If possible: other dates and times of the visit, and~~
- ~~• The number of persons attending the visit (not less than twenty per group)~~

~~ELSA International will confirm the request as soon as possible, at least within two weeks after the request is sent.~~

~~If additional information is required to arrange the Institutional Study Visit, ELSA~~

~~International will request additional information within two weeks after the request.~~

Comments:

- Article 4.5 - if the ELSA Group fails to contact an International Institution for an Institutional Study Visit, ELSA International, in accordance with its current practice, can provide the Group with the necessary information to make the request.

Decision Book amendment on Participation in Events promoted by International Institutions

Lisbon, 30th March – 6th April 2008
BEE 01/08 III

In force
International Institutions

The International Board proposes the following to the Council:

External Relations

5. Participation in Events promoted by International Institutions

5.3 ELSA International shall prepare a Call for Applicants including a detailed plan on the involvement in question. This plan shall state the basis of activities, the objectives and means. If ELSA International decides to limit the number of participants, the plan shall include the guidelines for the selection of participants and the number of participants in the delegation. The plan should be made available in due time before the start of the selection of participants. The call for applications shall be actively promoted in National Groups by the National Board.

5.4 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.

5.5 ELSA International shall collect the completed applications and send them to the competent institution mentioned in the event application.

5.6 In case of a limited number of representatives for the event ELSA International shall make the selection of the representatives according to the issued guidelines for the selection of participants.

5.7 The delegation shall prepare a comprehensive report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within four weeks after the end of the event to ELSA International. The report should state the particular positions taken and the contacts made with other institutions.

Comments:

Article 5.3 – ELSA's special status with UN ECOSOC, UNCITRAL, WIPO and UNESCO is a valuable asset which increases the reputation of ELSA before externals. An important possibility our special status give ELSA is to send international delegations to International Institutions. However ELSA International is currently

facing difficulties with the promotion of International Delegations; we are usually receiving very few qualified applications for international delegations and we, quite often, have to send very few participants to represent ELSA International in International Delegations while there is still an available quota. This proposal aims to stress out the existence of such an issue and create a ground to lead ELSA National Groups to promote ELSA International Delegations more actively. Furthermore, ELSA International is convinced that a better promotion of international delegations on the national level will contribute to the awareness of ELSA among law students as an international association.

Article 5.4 - We have currently almost no means to confirm the accuracy of the information submitted in application forms for International Delegations, except phone calls to National Groups which are not an effective way for ensuring the participant quality for International Delegations). With this proposal, we aim to confirm the accuracy of the information submitted to ELSA International for International Delegations. (See S&C Policies, Application Policies, Art. 11.6)

The documentation process will be separately regulated by ELSA International in the guidelines for the selection; the copy of proving documents or an e-mail from the National Board confirming the submitted information will be treated as the necessary documentation. On the other hand application without the necessary documentation will be still evaluated but as a non-proved application. The priority will be given to the application possessing the necessary documentation.

Proposal on Institutional Relations RegulationsLisbon, 30th March – 6th April 2008
BEE 01/08 IVIn force
Intitutional Relations Regulations**The International Board proposes the following to the Council:**

External Relations

~~4.5 A request to ELSA International for an Institutional study visit to European Union institutions, Council of Europe or NATO should be made ten weeks prior to the planed~~

~~event. The following information should be specified:~~

- ~~• Name of the respective institution;~~
- ~~• The optimal date and time (morning or afternoon) of the visit;~~
- ~~• If possible: other dates and times of the visit, and~~
- ~~• The number of persons attending the visit (not less than twenty per group)~~

~~ELSA International will confirm the request as soon as possible, at least within two weeks after the request is sent.~~

~~If additional information is required to arrange the Institutional Study Visit, ELSA~~

~~International will request additional information within two weeks after the request.~~

Article 4.5 If the ELSA Group fails to contact the respective institution, ELSA International shall assist the ELSA Group concerning its approach by providing information upon request.

Comments:

- Article 4.5 – if the ELSA Group fails to contact an International Institution for an Institutional Study Visit, ELSA International, in accordance with its current practice, can provide the Group with the necessary information to make the request.

Proposal on Reporting SystemLisbon, 30th March – 6th April 2008
IM 01/08 IIn force
SotN Inquiry**The International Board proposes the following to the Council:**

Internal Management

...

Council Meetings

...

4. Preparation

Each national group shall prepare the following package of documents to bring to the International Council Meetings:

- ~~The State of the Network Inquiry of the national group~~
- 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;
- Address list updates for the national and local boards.

(...)

Responsibilities for Quality Management

2. Responsibilities of the National Board

- ...
- Ensure that the State of the Network Inquiry for their National Group is submitted to ELSA International ~~on the first day of each Council Meeting~~

through e-mail seven days before the beginning of each Council Meeting the at the latest. Should the Quorum of the Plenary of the International Council Meeting be at risk, it is at the discretion of the Secretary General of ELSA International to accept the State of the Network Inquiry of a National Group until the beginning of the Opening Plenary

Comments:

The Reporting System has been introduced by the International Council Meeting in Alanya 2006. Since then, we had the opportunity to see a more committed Network concerning its reports, which made all difference for the International Board to understand the real Status Quo of our Association every six months.

Since then, there has been no development on this regulation, which shows well about its quality.

However, and due to practicality, the International Board is now trying to improve this regulation.

In order to avoid all the usual complications minutes before the Opening Plenary of the Council Meeting, this Proposal comes to help both the Secretary General of ELSA International (as he/she has to ensure that the plenary room is in order, together with Organizing Committees, make sure that all the preparations before the ICM is set, etc.) and the National Groups (that runs around concerned with the payment of its debts and are obviously also worried with the beginning of the workings).

Furthermore, it is easier to maintain the data safe when it is made by e-mail then through hardware (e.g. USB Sticks).

Decision Book Amendment on the List of Favored Countries Restructure

Lisbon, 30th March – 6th April 2008
FM 01/08 I

In force
List of Favored Countries Restructure

The International Board proposes the following to the Council:

Internal Management Financial Management

2. List of Favoured Countries

- 2.1 The list of favoured countries is based on the real GDP per capita as published in the issue of the annual “Human Development Report” published by UNDP.
- 2.2 The list of favoured countries consists of any country with real GDP per capita equal to or lower than 18.000 USD.
- 2.3 This demarcation number shall be indexed at the end of each year, with the average increase in real GDP per capita of all national ELSA groups. The average increase in real GDP per capita shall be based on the issue of the “Human Development Report” compared to the issue of the previous year.
- 2.4 Any country not found in the list of the “Human Development Report” will be considered as a favoured country.
- 2.5 The International Board is to publish the list of favoured countries by the end of each year.

Comments: Even though the International Board might recognize that the regulations about the List of Favoured Countries can be internal management, ELSA International feels that this chapter should be better framed under Financial Management. Even on a day-to-day use of the Decision Book, secretaries general doesn't usually deal with this particular chapter, though treasurers do.

Decision Book amendment one Event Fees sectionLisbon, 30th March – 6th April 2008
FM 01/08 IIIn force
Event Fees Restructuring**The International Board proposes the following to the Council:**

Event Fees

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

~~The maximum participation fee for International Statutory Meetings shall be based on the following:~~

- ~~• The maximum Statutory Meetings participation fee shall be calculated and charged per night.~~
- ~~• The Maximum Statutory Meetings participation fee for non favoured countries is 26 Euro.~~
- ~~• The maximum Statutory Meetings participation fee for countries in the list of favoured countries is 22 Euro.~~

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 maximum participation fee for the International Internal Meeting shall be equal to the maximum participation fee for Statutory Meetings, as fixed both for Favoured and Non Favoured Countries.~~

The participation fee shall include:

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

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

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

~~The maximum participation fee for participants from non-favoured countries ELSA members at S&C events shall be equal to the maximum participation fee for non-favoured countries for Statutory Meetings.~~

~~The maximum participation fee for participants from favoured countries at S&C events shall be equal to the maximum participation fee for favoured countries for Statutory Meetings.~~

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

~~It is recommended but remains at the discretion of the organising group to charge different prices for the following groups:~~

- a. ~~Non members~~
- b. ~~Non students~~

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.

~~This fee does not apply to study visits.~~

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

3. ELSA Moot Court Competition on WTO Law Maximum Participation Fee

The maximum participation fee for participants of the ELSA Moot Court Competition on WTO Law shall not exceed 100 EURO EUR 100,00, calculated and charged per person per day. and leave an option of changing the structure of the fees.

The ~~exact~~ actual participation fee to be charged per person per day for the ELSA Regional Rounds and the Final Oral Round of the ELSA Moot Court Competition on WTO Law shall be published no later than one month prior to the registration deadline

~~on the ELSA webpage for each respective year, set by ELSA International for each successive year.~~

~~This fee includes academic and social programme, accommodation, meals, and administration costs.~~

This participation fee shall include:

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

4. Indexation

The maximum participation fees for ICM's and IPMs and the S&C Maximum Participation Fee Statutory Meetings, International Internal Meetings, and S&C Events, as laid down in Annex II to the FM part of the Decision Book, shall be indexed with the inflation rate of the Euro, as stated by the European Central Bank, every 1st of January. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the maximum participation fee as calculated for the previous year before, up to two decimal points.

Annex II: Participation Fees

The ~~maximum participation fee for Statutory Meetings, International Internal Meetings and S&C events in the year 2008 is:~~

Non-favoured countries: _____ € 30
Favoured countries: _____ € 26

Decision Book amendment on Fees for observer Local Groups in the calculation for the Membership and ELSA ONLINE fee

Lisbon, 30th March – 6th April 2008

In force

FM 01/08 III

Fees

The International Board proposes the following to the Council:

Fees

1. Membership Fee

1.1 The Membership Fee is calculated through a formula which incorporates the number of Local Groups of each National Group having the status “active” in ELSA ONLINE at the time of invoicing, and which are members or observers of a National Member Group of ELSA International (LG number) and also the Gross Domestic Product (GDP) for their respective countries.

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

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

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

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

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

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

where

‘MF_x’ is the Membership Fee for the respective country

‘GMF’ is the Global Membership Fee

'No. of LG' is the number of the Local Groups in the Network having the status "active" in ELSA ONLINE at the time of invoicing, irrespective of their internal denomination (i.e. members or observers).

'No. of LG_x' is the number of Local Groups in the respective National Group having the status "active" in ELSA ONLINE at the time of invoicing, irrespective of their internal denomination (i.e. members or observers).

'GDP_x' is the GDP per capita for each respective country

'GDP_{av.}' is the average GDP per capita, which is calculated by multiplying the 'GDP_x' and the 'No. of LG_x' for every country. The sum of all these figures is then divided by the total number of the Local Groups.

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

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

- 1.2 Each National Group may ask the Treasurer of ELSA International if it is possible to get the calculation sheet for their Membership Fee.
- 1.3 The Global Membership Fee will be set at 18,000 Euros. This amount can be changed if the development of the Association indicates that the change is needed.

Comments:

At present, National Groups are charged their Membership fees and ELSA ONLINE fees based partly on the number of Local Groups within their country having the status "active" in the online system. It is unclear whether these Local groups include only members or both members and observers within the country. In the past this has led to National Groups being sometimes charged for just their "member" Local Groups, and sometimes for both. It is difficult and burdensome for ELSA International to stay inquiring into whether the Local Groups having the status "active" in the online system are actually members or observers. It could also lead to prejudice over National Groups who fail to inform ELSA International beforehand of the status of their Local Groups.

For the sake of practicality and efficiency, the International Board proposes to apply a uniform treatment of all National Groups, by charging them for all the Local Groups within their country having the status "active" in the system, whether members or observers.

Proposal on amending the Allowance section under the FM part of the Decision Book

Lisbon, 30th March - 6th April 2008
FM 01/08 IV

In force
Allowance

The International Board proposes the following to the Council:

Allowance

~~ELSA is a student run association. The lack of personal finances prevents students from spending time on ELSA. To overcome this practical border of being part of the International Board, ELSA International shall support all members of the International Board with a minimum monthly allowance of 200 EURO.~~

~~In case a position in the IB is vacant, a director fulfilling the tasks of the vacant position working full time with the IB in Brussels should get an allowance in the minimum amount of 200 EURO per month.~~

~~The allowance is meant as a support for the board members to give them the possibility to focus on their ELSA work and not on improving their economical situation.~~

Members of the International Board of ELSA shall be entitled to an allowance of EUR 200,00 per month.

In the event of a vacancy in an area within the International Board, the director responsible for fulfilling the tasks of the vacant area shall likewise be entitled to an allowance of EUR 200,00 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.

Proposal on amending the EDF section under the FM part of the Decision Book**The International Board proposes the following to the Council:**Lisbon, 30th March - 6th April 2008
FM 01/08 VIn force
EDF Restructuring**Proposal on amending the EDF section under the FM part of the Decision Book**Alanya, 5th - 12th November 2006
FM 01/06 IIIn force
FM Policies

The ELSA Development Fund

1. Aim

To overcome structural weakness in National Groups. To support measures or activities taken to develop and consolidate National Groups.

2. Method and Definition2.1. Development Project

By financing National Groups for projects undertaken so as to remedy such weaknesses, if, after having made satisfactory efforts, they are unable to raise enough money for the purposes. The following events might therefore be granted:

- an International event, that has at least two training sessions in specific ELSA Areas;
- National training seminar arranged to increase the awareness of ELSA in the country;
- any other project that the International Board deems to be a development project.

2.2. One Side Assistance

Provide support to cover the travel expenses of ELSA International - excluding the International Board - trainers from the ITP or other ELSA members assisting the National Group in development and consolidation. The following events might therefore be granted:

- Trainings of the National or Local Groups in various skills in order to develop the Network. This includes ELSA training in Key Areas and Supporting Areas.

2.3 Network Development

By providing financial support to develop the Network;

- ~~in conjunction with an established cooperation between two ELSA groups, to arrange a study visit, which shall entail an academic programme as well as a training programme;~~
- ~~travel or participation of members of the National Board to international or regional training meetings;~~
- ~~travel or participation of members of the National Board to ELSA ICMs or IPMs;~~
- ~~In conjunction with an established cooperation between National Groups within the Network Support System (NSS) (Internal Management, Quality in Management)~~

3. Administration

~~The Treasurer of ELSA International is responsible for the administration of the ELSA Development Fund, which is to be kept on a separate bank account from the other means of ELSA International. The treasurer is to give an oral report on the income, expenditure and current status of the fund in plenary at each International Council Meeting. Besides this oral report, the treasurer is also to give a written detailed report as well as a balance sheet and profit/loss accounting to be discussed in the FM workshop.~~

~~The International Board of ELSA decides upon the award or allocation of the money between the eligible applicants.~~

4. Eligible Applicants

4.1. The following are eligible applicants

- ~~National Groups lacking financial resources, which fulfil the criteria's in point 4.2.~~
- ~~All National Groups for their Local Groups lacking financial resources, provided the National Group cannot afford the expenses and these local groups fulfil the criteria's in point 4.2.~~
- ~~Local Groups lacking financial resources, when there is no National Board, provided these local groups fulfil the criteria's in point 4.2.~~
- ~~National Groups, disregarding their financial structure and level of activities, organising an event as described in point 2.1 in order to cover totally or partially the travel expenses of trainers from the ITP, whenever the following criteria are cumulatively fulfilled:~~

- ~~1. The event's target group includes potential participants coming from national groups which fulfil the requirements present in point 5.1;~~
 - ~~2. The number of non-national participants represents at least 50% of all the participants, shall enough valid applications of non-nationals be submitted;~~
 - ~~3. The training sessions delivered by the relevant trainers from the ITP should be held in English.~~
- (i) ~~National Groups, disregarding its financial structure and level of activities, for their local groups organising an event as described in point 2.1 in order to cover totally or partially the travel expenses and accommodation of trainers from the ITP, whenever the following criteria are cumulatively fulfilled:~~
- ~~1. The event's target group includes potential participants coming from
_____ National Groups which fulfil the requirements present in point 5.1;~~
 - ~~2. The number of non-national participants represent at least 50% of all the
_____ participants, shall enough valid applications of non-nationals be
_____ submitted;~~
 - ~~3. The training sessions delivered by the relevant trainers from the ITP
_____ should be held in English.~~
- (ii) ~~The International Board to cover totally or partially the travel expenses and accommodation of trainers from the ITP to attend and deliver training sessions at:~~
- ~~1. ICMs (not more than 2 trainers from the ITP per ICM)~~
 - ~~2. IPMs (not more than 1 trainer from the ITP per IPM)~~
 - ~~3. ISMs (not more than 1 trainer from the ITP per ISM)~~

~~The aggregate amount of expenses should not exceed 2.500 euros per financial year.~~

- (iii) ~~The International Board to cover totally or partially the travel expenses and the accommodation for participants, except the members of the International Team, to events dedicated to the training and refreshment of International trainers.~~

~~The aggregate amount of expenses should not exceed 2.000 euros per financial year.~~

4.2. Criteria's

- ~~• A low level of activities~~
- ~~• A weakness as determined by the International Board in any one of the following areas:~~
 - ~~_____ Human Resources~~
 - ~~_____ Knowledge and know-how~~

5. Application Procedure

5.1. In General

The applicants shall submit a written application to the Treasurer of ELSA International no later than three (3) weeks before the event or travel.

The International Board shall no later than 2 weeks after receiving the application, take a decision on this and on the maximum amount of the financial support. The International Board is to communicate the result to the applicant immediately after a decision has been taken.

5.2. Development Project

The applicants shall submit a detailed plan of action and a draft budget for the project.

5.3. One Side Assistance

The applicants shall submit a written plan of action on how the group described in point 5.1, 5.2 and 5.3 will benefit from the Assistance, and an itinerary and the estimated travel expenses of the trainers.

5.4. Network Development

The applicants shall submit a written plan of action, an itinerary and a participation list.

Internal Meetings:

The person or persons travelling to receive training or participate in ELSA's ICMs or IPMs shall also submit a written plan of action on how the group described in point 4.1 can benefit from the participation, and an estimate of the travel expenses.

Study Visits:

The application shall also include a description of the current cooperation between the ELSA groups.

6. Payment Procedure

The payment in question shall in no case exceed the maximum amount agreed upon by the International Board when granting the financial support.

6.1. Development Project

The applicant has to submit the original ticket(s) and receipt(s) within 2 weeks and the audited Final Accounts within 4 weeks after the action

ELSA International is to effect the payment to the applicant within 2 weeks after receiving the Final Accounts. If it is not possible to finish the Final Accounts and the

~~auditing within 4 weeks, the applicant shall submit Interim Accounts and a detailed plan of outstanding payments.~~

6.2. One Side Assistance

~~The applicant has to submit the original ticket(s) and receipt(s) of the trainer for the travelling expenses to be reimbursed within 2 weeks after the action.~~

~~ELSA International is to effect the payment to the applicant within 2 weeks after receiving the ticket(s) and receipt(s).~~

~~If the trainer giving One Side Assistance is a trainer of the International Trainers Pool, the payment shall be made before or after the event directly to the trainer, according to an agreement between the International Board and the trainer. The payment in question shall in no case exceed the maximum amount agreed upon by the International Board when granting the financial support. In this case, the trainer of the International Trainers Pool is the only responsible towards the International Board for the submission of the original ticket(s) and receipt(s) for the travelling expenses to be reimbursed.~~

6.3. Network Development

~~The applicant has to submit the original ticket(s) and receipt(s) for the travelling expenses or the receipt of the participation fee to be reimbursed within 2 weeks after the action.~~

~~ELSA International is to effect the payment to the applicant within 2 weeks after receiving the ticket(s) and receipt(s).~~

~~The Group and ELSA International may agree that the invoice concerning the travel costs or participation cost is directly sent to the International Board and covered by ELSA International.~~

7. Report of the action

~~The applicant is to submit a detailed report of the project to the Treasurer of ELSA International within 4 weeks after the termination of the project for which assistance has been granted.~~

~~The person or persons travelling must submit a detailed report of the said assistance to the Treasurer of ELSA International within 2 weeks (Network Development).~~

8. Funding Regulations

8.1. Source of Fund

- ~~(iv) 6 % of all money fundraised as general sponsorship from external relations that are classified as international, unless otherwise agreed with the sponsor.~~

~~(v) 2,5 % of all money fundraised as general sponsorship from external relations that are classified as national, unless otherwise agreed with the sponsor.~~

~~The above two clauses shall exclude any sponsorship less than 200 Euro.~~

~~Besides the above mentioned sources of fund, donations by individuals or groups aiming at the development of the ELSA Network shall be a possible source of fund.~~

~~The ELSA Development Fund shall be capped at an amount of 20.000 €. On the 25th January of each year the International Board shall review if that amount is reached. If that is the case, ELSA International shall not invoice the National Groups for that year and shall subsequently.~~

8.2. Submission of the EDF Report

~~The National Groups shall inform the International Board about their general sponsors and the amount they received from them in the period between 1st of January until the 31st of December of the respective year by the 25th of January, even if the amount is zero.~~

~~If the National Group does not inform the International Board by the date mentioned above, the International Board shall invoice the National Group based on the previous information ELSA International has. This shall be considered as a debt to ELSA International, and if not paid, will be treated as all other unpaid debts. The oldest report to which the International Board can refer to when invoicing a National Group on previous reports, shall be the report regarding the calendar year of 2004. If the National Group does not agree with the invoiced amount, the National Group can contest such amount by providing the International Board with the correct information.~~

9. Audit

~~The administration of the account of the ELSA Development Fund shall be part of the general examination done by the Auditors of ELSA International, according to the general accepted auditing standards.~~

~~The Auditors of ELSA International shall provide a report as to the reliability of the EDF account. The Auditors shall include the EDF report in their general auditing report concerning the Interim and Final Accounts of ELSA and present it to the Council.~~

The ELSA Development Fund

1. Definition and Purpose

The ELSA Development Fund is a fund financed collectively by ELSA International and ELSA National Groups to help overcome structural weaknesses within the Network. The purpose of the fund is to financially support measures and activities within the Association that further the vision, purpose and means of ELSA.

2. Modes of Support

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

Project Support

- (a) financial assistance for events constituting a core activity of ELSA;
- (b) financial assistance for international and national training events, or events incorporating training sessions, organised to increase the awareness of ELSA, or dealing in specific ELSA areas;

Training Support

- (c) travel and/or accommodation expenses of ITP trainers for training sessions organised by ELSA International, National Groups or Local Groups;
- (d) travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International, National Groups or Local Groups;

Network Support

- (e) financial assistance for established cooperation between National Groups within the Network Support System (NSS);
- (f) travel and/or accommodation expenses of National Board members to Statutory Meetings.

3. Eligible Applicants & Eligibility Criteria

Only ELSA Local Groups, ELSA National Groups and ELSA International are eligible applicants to the EDF.

(a) ELSA Local Groups

ELSA Local Groups may only apply for the modes of support under articles 2(a) to 2(e) if:

- (i) there is no National Group in their country; or
- (ii) their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of ELSA International; and
- (iii) the Local Group is lacking financial resources, and is suffering from either a low level of activity, a lack of human resources, or a lack in knowledge and know-how

ELSA Local Groups may not apply for the mode of support under article 2(f).

(b) ELSA National Groups

- 1) ELSA National Groups may apply for the modes of support under articles 2(a) to 2(e) on behalf of their Local Groups if:

- (i) the National Group is lacking the financial resources to support the Local Group itself; and
- (ii) the Local Group is lacking financial resources, and is suffering from either a low level of activity, a lack of human resources, or a lack in knowledge and know-how

ELSA National Groups may not apply on behalf of their Local Groups for the mode of support under article 2(f).

- 2) ELSA National Groups may apply for the modes of support under articles 2(a) to 2(e) on their own behalf if:

- (i) they are lacking financial resources, and are suffering from either a low level of activity, a lack of human resources, or a lack in knowledge and know-how

- 3) In both cases, National Groups may apply for the mode of support under article 2(c) if the training session:

- (i) is catered towards an audience at least half of whom are not from the country of the organising National or Local Group; and
- (ii) is delivered in English by the ITP trainer

(c) ELSA International

ELSA International may only apply for the mode of support under article 2(c) if:

- (i) the session will take place at a Statutory Meeting or International Internal Meeting; or
- (ii) the session will take place during an event dedicated towards the training and/or refreshment of ITP trainers.

4. Application Procedure

(a) Application Form

Every EDF applicant is to fill out the EDF Application Form, which will be provided to the applicant by the Treasurer of ELSA International upon request.

Therein, they are required to specify the mode of support they wish to obtain, show that they fulfil the criteria for application under article 3, specify the reasons for the submission of the application, and briefly detail how they would benefit from the support of the EDF.

(b) Additional Information

For modes of support under articles 2(a), (b) and (e), the following information is also required:

- (i) a detailed plan of action for the event, including the dates, venue, target audience, and subject matter of the event; and
- (ii) a draft budget for the event, detailing the amount requested from the EDF
- (iii) the full bank details, including the bank address of the applicant

For modes of support under articles 2(c), (d) and (f), the requirement of a detailed plan of action is dispensed with.

If the application is for the funding of an event under the conditions of article 3(b)(3), a participation list of the event is also required.

(c) Timeline

The applicants shall submit the application form to ELSA International no later than three weeks before the event they wish to seek funding for.

Within two weeks of receiving the application, ELSA International shall take a board decision on the submitted application, and shall communicate such decision to the applicant with two days of the date of the decision.

5. Award Criteria

- a) The International Board is at liberty to decide whether to grant amounts requested by the applicants in full, or to apply a system of co-financing to the grant request.
- b) In deciding whether or not to grant an applicant, and/or how much of the amount requested may be financed, the International Board shall take into account the following criteria:
 - (i) the fulfilment of the eligibility criteria of the applicant;
 - (ii) the date when the application was received;
 - (iii) the quality of the submitted application form;
 - (iv) the quality of the plan of action and draft budget, when required;
 - (v) the quality of the event which the applicant is organising or intends to attend;
 - (vi) the multiplier effect that financing the event or activity would have on the Network;
 - (vii) the resources currently available in the EDF account.
- c) The International Board may employ an internal points system to determine whether an applicant is granted or not, and/or how much of the amount requested may be financed.
- d) The International Board may also, if it deems it fit to do so, and before taking a decision on the application, ask the applicant to re-write the application form, stating the areas which are lacking or which need to be improved. The re-written application will be evaluated as if it were an original application. In this case, the timeline requirements under article 4(c) shall be dispensed with.
- e) 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.

6. Payment Procedure

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

(a) Receipts

- (i) Within four weeks of the conclusion of the event or activity, the applicant shall submit the receipts, up to the value granted by the International Board, relating to the event or activity for which the grant was awarded.
- (ii) The receipts submitted need not necessarily be originals, so long as they are copies of receipts issued by companies or competent authorities, with clearly legible dates, details and amounts.
- (iii) The Treasurer of ELSA International reserves the right unilaterally exclude a receipt or receipts from the final payment if they fail to fulfil the requirements detailed under the previous sub-article.
- (iv) If the total value of the receipts is not equal to, or does not exceed the amount granted, then the applicant will only be refunded the amount equal to the value of the receipts submitted.

(b) Activity Report

- (i) Within four weeks of the conclusion of the event or activity, the applicant shall submit, along with the receipts, a detailed report of the event or activity organised or attended.
- (ii) The report shall include information regarding the event or activity itself, the experiences of the persons present at the event or activity, and the multiplier effect that can be expected from the organisation or attendance of such.
- (iii) If the amount granted was for a mode of support under either article 2(a), (b) or (e), the activity report shall also include the profit and loss account and balance sheet of the event.
- (iv) The Treasurer of ELSA International reserves the right to unilaterally reject an activity report if it has in his opinion failed to sufficiently fulfil the requirements detailed under the previous two sub-articles.
- (v) In such cases, the Treasurer of ELSA International may, if he deems it fit to do so, ask the applicant to re-write the activity report, stating the areas which are lacking or which need to be improved. The newly amended activity report shall then be taken in as the applicable activity report, to the exclusion of the original.

(c) Procedure

- (i) Within four weeks of the submission of the accepted receipts and activity report, the Treasurer of ELSA International shall directly credit the relevant amount in the bank account of the applicant, based on the details submitted with the original application.

- (ii) If the amount granted was for the mode of support under article 2(c), the payment procedure may be wholly or partly settled between ELSA International and the ITP trainer/s.
- (iii) In such cases, the ITP trainer will be responsible for submitting the receipts and activity report as stated in articles 6(a) and 6(b) above, and will be directly reimbursed after submitting a claim form to ELSA International with all relevant bank details.
- (iv) If either the accepted receipts or activity report have not been submitted to ELSA International by the applicant or ITP trainer within six months from the conclusion of the event or activity to which the grant relates, the grant awarded shall expire, and no claim for payment may be made in its regard thereafter.

7. Financing of the Fund

a) Source of the Fund

- (i) ELSA International and ELSA National Groups shall pay a yearly contribution to the EDF comprised of the following:
 - a) 6 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as international;
 - b) 2.5 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as national;
 - c) sponsorships of less than EUR 200,00 shall not be taken into account.
- (ii) ELSA International may also accept donations to the EDF from other individuals, groups or associations which are aimed at furthering the purposes of the fund and the Association in general.

b) EDF Report

- (i) The National Groups shall fill in and submit a report to ELSA International with the amounts they received from their general sponsors in the period between the 1st of January and the 31st of December of the previous financial year.

- (ii) This report shall be submitted to ELSA International by the 31st of January 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 International Board by the date mentioned above, the International Board shall invoice the National Group based on the last information ELSA International has regarding the National Group's contribution towards the EDF.
- (iv) The information to which ELSA International can refer to in the previous sub-article shall be no older than three years prior to the date of invoicing.
- (v) Any EDF invoices left unpaid shall be considered as a debt to ELSA International, and to all intents and purposes, will be treated in the same manner as all other debts to ELSA International.
- (vi) If the National Group does not agree with the invoiced amount, it may contest the amount within two weeks of invoicing by appealing to the International Board and supplying it with the correct information.

8. Administration of the Fund

- (i) The Treasurer of ELSA International is responsible for the administration of the ELSA Development Fund.
- (ii) The fund shall be deposited and administered on a separate ELSA bank account. It may also be kept on two separate bank accounts; one current, one savings, both of which dedicated solely to EDF.
- (iii) The Treasurer of ELSA International shall give an oral report on the income, expenditure and current status of the EDF in a plenary session at every International Council Meeting.
- (iv) The Treasurer of ELSA International shall also give a written report of the EDF to all participants of the FM workshop at every International Council Meeting, where the figures may be discussed and evaluated.

9. Auditing of the Fund

- (i) The administration of the account of the ELSA Development Fund shall be part of the general examination carried out by the internal auditors of ELSA International.

The auditors of ELSA International shall include in their biannually presented auditor's report a statement attesting to the reliability or otherwise of the EDF account and its administration.

Revision of the Budget - ELSA International Financial Year 2007/2008

The International Board proposes the following to the Council:

The Budget for the Financial Year 2007/2008 shall be revised as follows:

<i>General Income</i>	<i>Budget ICM Reggio</i>	<i>Revised Budget</i>		<i>Difference:</i>
Externals	63,000	63,000		0
Membership and Adm. Fee	18,050	18,050		0
ELSA ONLINE Fee	10,000	15,000		+5,000
Links Project	11,000	8,000		-3,000
Synergy	3,000	39,000		+36,000
Repayments previous debts	1,000	0,00		-1,000
EMC ² Sponsorships	0	37,000		+37,000
EMC ² Advertising	0	1,980		+1,980
EMC ² Registration	0	8,600		+8,600
EMC ² Participation	0	22,800		+22,800
GLSE Sponsorship	0	4,800		+4,800
Bank Interest	0	325		+325
Miscellaneous Income	0	600		+600
Write Off	0	(4,500)		-4,500
<i>General Income total</i>	106,050	214,655		+108,605
<i>Expenditures</i>				
The ELSA House:	32,850	33,650		-800
Rent	25,950		25,900	+50
Heating	2,000		2,500	-500
Electricity	2,500		4,000	-1,500
Water	1,900		1,000	+900
Repairs	500		250	+250
Office:	3,700	3,400		+300
Day to day office supplies	3,000		2,500	+500
Upgrade Office facilities	500		400	+100
Cleaning costs	200		100	+100
Printing & Stationery	0		400	-400
Communication:	6,400	4,550		+1,850
Phone and Fax	4,000		3,500	+500
Internet and E-mail	600		700	-100
Post	1,800		350	+1,450
ELSA ONLINE Adm.:	18,700	18,700		0
Altnet Server	3,700		3,700	0
New ELSA ONLINE System	15,000		15,000	0
Bank Charges	700	500		+200

The ELSA Development Fund	2,940	2,940		0
ICMs:	5,200	4,700		+500
Travel Reggio di Calabria	2,000		600	+1,400
Accommodation Reggio di Calabria	700		1,800	-1,100
Travel Lisbon	1,800		1,800	0
Accommodation Lisbon	700		500	+200
IPMs and ISM:	900	505		+395
IPM Warsaw	350		0	+350
IPM Ohrid	300		305	-5
ISM Vilnius	250		200	+50
Travels:	8,760	8,760		0
Meetings with externals	3,000		3,000	0
Meetings within the Network	5,760		5,760	0
Allowance	16,800	16,800		0
Representation	800	800		0
Directors	2,000	2,000		0
International Trainers Pool:	0	350		-350
IIP Refreshment Meeting	0		300	-300
Miscellaneous	0		50	-50
Auditing:	1,900	1,900		0
ICM Travels	1,000		1,000	0
Auditing weekends	800		800	0
Miscellaneous	100		100	0
Synergy Magazine (ed. 42 & 43):	0	36,000		-36,000
Design, Printing & Distribution	0		35,000	-35,000
Mailing to Externals	0		1,000	-1,000
EMC²:	0	70,500		-70,500
Accommodation Participants	0		39,000	-39,000
Conference Rooms & Receptions	0		5,000	-5,000
Travel Costs IOC	0		5,000	-5,000
Travel Costs Judges	0		4,000	-4,000
Meals	0		6,500	-6,500
Gala Ball dinner	0		2,500	-2,500
Marketing	0		5,000	-5,000
Administration	0		2,000	-2,000
Contingency	0		2,500	-2,500
GLSE	0	4,450		-4,450

Allowance	0		1,200	-1,200
Travel	0		250	-250
Rent	0		3,000	-3,000
Annual Report 06/07	500	500		0
Del Credere	2,000	1,750		+250
Savings	1,000	1,000		0
Miscellaneous	900	900		0
<i>Expenditures total</i>	106,050	214,655		-108,605
Realised exchange loss	0	0		0

Comments:

General

The most striking feature of the newly amended budget is the inclusion of the former “special budget area” projects of ELSA International. The Board’s feeling was that excluding the projects undertaken by the International Board left an inaccurate rendering of the financial endeavours of the Association. By including the abovementioned projects, as well as GLSE, we are acknowledging that these projects form part of the financial risk undertaken by ELSA International, and must therefore be seen to form part of the overall budget. As a result of their inclusion, the balance figures have increased sizably, though one will also note that in any case, the income and expenditure of all three projects are more or less equal, and since the expenditure areas have been clearly separated, it would be a simple undertaking to extract their respective budgets from the overall budget.

ELSA ONLINE fee

After discussing the issue during the FM workshop at the ICM in Reggio, it was clear that ELSA’s National Groups will be more committed than ever before to seeing a new online system for the Association take off. Whereas in recent times this translated into nothing more than a pledge of support, our Board felt that in order to have this project realised, we will be requiring more financial assistance from the National Groups. I am pleased to say that so far the response has been positive, and that hopefully by the ICM most of the EUR 15.000,00 that was invoiced will be collected.

Synergy

During the first round of advert hunting undertaken by Lavinia, the VP Marketing, and Kasia, the Director for Advertisements, a total of nearly EUR 28.000,00 was secured. This very positive figure allowed Lavinia to see out her OYOP goal of distributing the magazine to the Local Groups of ELSA directly. Now that we’re coming to the second round of advert hunting (for edition no. 43), we’re aiming to

achieve a global target for the year of EUR 39.000,00. This amount will be used to cover all design, printing, and distribution of the magazine to the Local Groups, as well as externals, and in addition hit the target of EUR 3.000,00 profit which was speculated at the beginning of the financial year.

Repayments of Previous Debts

I am very pleased to announce the ELSA Hungary, ELSA Poland and ELSA Slovenia have paid off all their debts to the Association during my term in office. However, the provision for repayments does not belong in a financial budget, since repayments cannot be part of the Profit and Loss account of a company at the end of a financial year. Therefore, I have decided to remove it from the budget, in order for it to remain as closely linked to the P/L account as possible.

EMC²

The budgeted income for the project was based on the figures from the financial report of 2006/2007. However, the income generated thus far has led us to be more prudent in setting out projected intakings. We are hoping that a more cost-efficient project this year will help to alleviate concerns of yet another loss-making EMC² venture.

GLSE Sponsorship

This year, we also set the ball rolling for another project undertaken by ELSA International. We managed to obtain an advance payment of EUR 4.800,00 (in the budget referred to as a "sponsorship"), which we used to finance the travel, accommodation and allowance of a Director for GLSE, the services of whom we obtained through the STEP programme. We were successful in compiling the needed information, and now we are waiting for European Lawyer, the publishers of the guide, to finance the publication and distribution of the books.

Write Off

The provision for 'write off' is a provision found in an association's Profit and Loss account. For that reason, I have decided to include it also as a loss in the financial budget. The amount is mostly made up of the debt of ELSA Ireland who, after being expelled at the ICM in Reggio, have had their debt cancelled and written off as a bad debt.

ITP Refreshment Meeting

The event, although mentioned in the original budget, had no money allocated to it. After shuffling some numbers around, I succeeded in opening up an amount of EUR 350,00 for the event, comprised mostly of the travel and accommodation of the Secretary General, who will be attending the meeting, due to take place in Munich in May.

Budget – ELSA International Financial Year 2008/2009

The International Board proposes the following to the Council:

The Budget for the Financial Year 2008/2009 shall be as follows:

<i>Income</i>	<i>Budget ICM Lisbon</i>
Externals	49,000
Membership and Adm. Fee	18,050
ELSA ONLINE Fee	10,000
Synergy	39,000
Links Project	8,000
EMC ² Sponsorships	37,000
EMC ² Participation	22,000
EMC ² Registration	9,000
EMC ² Advertising	2,000
Bank Interest	350
Miscellaneous Income	600
Total Income	195,000
<i>Expenditures</i>	
The ELSA House:	34,000
Rent	26,600
Heating	2,500
Electricity	3,500
Water	900
Repairs	500
Office:	3,500
Day to day office supplies	2,500
Upgrade Office facilities	500
Cleaning costs	150
Printing & Stationery	350
Communication:	4,600
Phone and Fax	3,500
Internet and E-mail	700
Post	400
ELSA ONLINE Admin.	13,700
Housing of Server	3,700
ELSA ONLINE upgrades & maintenance	10,000
Bank Charges	700
EDF contribution by EI	2,940

ICMs:	4,760
Travel Nurnberg	1,400
Accommodation Nurnberg	700
Travel Budva	1,960
Accommodation Budva	700
IPMs and ISM:	900
Summer IPM	300
Winter IPM	300
ISM 2009	300
Travels:	5,500
Meetings with externals	2,500
Meetings within the Network	3,000
Allowance of the International Board	16,800
Representation	800
Directors	1,500
Train the Trainers Weekend & IIMM	300
Auditing:	2,000
ICM Travels	1,000
Auditing weekends	900
Miscellaneous	100
Synergy Magazine (eds. 44 & 45)	31,000
Design, Printing & Distribution	30,000
Mailing to Externals	1,000
EMC²:	69,000
Accommodation Participants	40,000
Conference Rooms & Receptions	5,000
Travel Costs IOC	4,000
Travel Costs Judges	4,000
Meals	5,500
Gala Ball dinner	2,500
Marketing	5,000
Administration	2,000
Contingency	2,000
Annual Report 2007/2008	500
Miscellaneous	1,000
Contingency	1,500
Expenditures total	195,000

Proposal on Uniformity

Lisbon, 30 th March – 6 th April 2008 MAR 01/08 I	In force Uniformity
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The International Board proposes the following to the Council:

Proposal on Corporate Identity

Uniformity

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.

1. The ELSA Logo

1.1 The ELSA logo shall be used only in a way, which is beneficial for ELSA. It should not

be used in a way that would damage the positive image of ELSA or in any other way that would harm the reputation of the association.

1.2 ELSA has two logos: one with design and subtitle and the other only with the design.

The second one can only be used when relatively small and when the policies specifically indicate the usage.



- 1.3 All ELSA groups shall use the ELSA logo, which is the logo above, and no other, except for project logos shall be used when promoting ELSA.
- 1.4 Although for specific reasons dimensions should be altered, its proportions should not.
- 1.5 This logo consists of two parts: the design and the subtitle. Only when the design and the subtitle appear together in the correct proportions and colours may it be called the

ELSA logo, unless the exception 1.7 applies.

1.6 The subtitle accompanying the logo should be perfectly centred and should appear

only in English. If there is a legal obligation to put the subtitle in national language, this should be given secondary importance to the ELSA logo as described in point 1.3.

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

Relatively small means that the size of the logo is 45 per cent or less of the size of the logo described in point 1.3.

1.8 The exception in point 1.7 does not apply for business cards, letter heads, envelopes and the homepage of a website.

1.9 The name of the national group or of the local group must be written in capital letters,

in ~~Times New Roman~~ Garamond regular font and must be perfectly centred and in the same colour as the logo. Eg: as shown below:



1.10 The written version of the logo is: ELSA

1.11 The logo must be featured in:
PMS Reflex Blue (equivalent to HKS 42) CMYK 100 95 0 0,
black CMYK 0.0.0.100 or ~~white~~

grey CMYK 0.0.0.60.

The logo may also be used in the negative form. This means that the white (CMYK 0.0.0.0) version of the logo can be used when the logo is to be placed against a dark background. Any colour background can be used.

1.12 The logo shall not be used in connection with any state or national symbol of any country.

1.13 The logo shall not be animated in any way.

2. Business cards

2.1. Dimensions, Logo and Format.

2.1.1 The size of business cards is ~~50 x 90 mm or 55 x 90 mm.~~ 85 x 55 mm. The business cards are organized according to a consistent grid with reference to the print space in two columns.

2.1.2 The ELSA logo must be featured on business cards. It must be
a. ~~perfectly centred,~~ right aligned
b. ~~on the top~~ placed in the position at the height equal to the length of the logo itself, from the bottom of the business card. ~~one third of the business card.~~

2.1.3 ELSA business cards must have a horizontal format.

2.2 Text on the Business card

2.2.1 The name of the ELSA group must be featured on the card and written in compliance to the logo rules in point 1.9.

2.2.2 The name and the title of the owner must be featured.

2.2.3 The name and the title of the owner must be ~~perfectly centred~~ left aligned.

2.2.4 When the business card is of the ELSA group, there is neither name nor title on the business card.

2.2.5 The title shall be featured in the full version, but it is possible to use the title in the respective language.

2.2.6 Fonts:

a. The name of the owner is written in capital letters, ~~Times New Roman,~~ Garamond regular, 11 points,

- b. The title of the owner is written in ~~Times New Roman~~ Garamond regular, 8 points
- c. The name of the national or local groups must be written in ~~Times New Roman~~ Garamond regular, 8 points

2.3 Contact Data

- 2.3.1 Contact data must be placed on business cards, right aligned, in the first of the two columns that the business card is divided into. ~~in two columns to create a balance:~~
- a. ~~The left column must be aligned left.~~
- b. ~~The right column must be aligned right.~~

- 2.3.2 The font used shall be ~~Times New Roman~~ Garamond regular, 8 points.

2.4 Colours of the text

- 2.4.1 The text on business cards must be in:
- a. PMS Reflex Blue
- or
- b. Black.

2.5 Paper

- 2.5.1. The preferable weight of the paper is 250 g/m²
- 2.5.2. The background colour of the paper used for production of business cards must be either grey
- a. ~~Ivory~~
- or
- b. ~~White.~~

- 2.6 There shall be no background pictures of any kind featured on business cards.

3. Letterheads

3.1. Logo and the Name of the ELSA Group

- 3.1.1 The ELSA logo must be featured in the heading of the letterhead.
- 3.1.2 The name of the ELSA group must be written in compliance with the logo rules point 1.9.

- 3.2. Pre-printed text should be written in
- a. PMS Reflex Blue
- or
- b. Black.

3.3. Body Text

3.3.1. Font

The body text should be written in a Sans Serif fonts, preferably ~~Times~~
~~New Roman or Book Antiqua~~ Helvetica for title text and Garamond for body
text.

3.3.2. The colour of the body text must be black.

3.4. Paper

3.4.1. The weight of the paper is preferably 100 g/m²

3.4.2. The background colour of the paper used for production of letterhead
must be ~~either: grey~~
a. ~~Ivory~~
or
b. White.

4. Envelopes

4.1. The ELSA logo should be featured on envelopes.

4.2. Both the colours of the logo and pre-printed materials shall be

a. PMS Reflex Blue

or

b. Black

4.3. The name of the ELSA group must be written in compliance with the logo rules
as

described in point 1.9

Comments:

It has been discussed for a long time that in order to increase the professionalism of our organisation we need to have a uniform corporate identity. Until the ICM in Reggio di Calabria we have discussed; what is corporate identity and understood its purposes. It is by clear mandate of the marketing workshop that the International Board has worked to develop a new corporate identity for ELSA. In the annexes the new Corporate Design Manual illustrates the developments till this point in time. The Decision Book has only a few regulations concerning the branding identity of ELSA, they are the most important but are by no means exhaustive. Since these regulations do exist in our Decision Book, in order for the new corporate design to be implemented, these few regulations need to be updated.

Decision Book amendment on Market Research

Lisbon ,30 th March – 6 th April 2008 MAR 01/08 II	In force Market Research
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The International Board proposes the following to the Council:

Decision Book amendment on Market Research

Market Research

3. Market Research in Strategic Planning

In order for there to be effective strategic planning, and evaluation of how strategic goals are being reached in the network, it is necessary to have an International Market research carried out at three year intervals.

It is the responsibility of ELSA international to retrieve and evaluate the 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 to find financial support and cooperation with project partners during the second year after the last 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. This will be done in the third consecutive year after the year in which the last market research has been carried out.

Comments:

The process of strategic planning in ELSA was triggered off by the European market research carried out in our network. Market research is indeed the first step in a strategic planning process. In order to maintain the high level of planning in our organisation it is necessary that we do not neglect to continue carrying out the market research. The optimal timing for market research is in a cycle of three years. This ensures that the knowhow remains within the ranks of our officers and also that we always have relevant information available, while seeking support for the next market research.

A three year cycle ensures sufficient time for preparation and evaluation but also ensures continuity. European market research in our network raises considerably the accountability and quality of the operations of our organisation.

Decision Book amendment on Synergy

Lisbon ,30 th March – 6 th April 2008 MAR 01/08 III	In force Synergy
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The International Board proposes the following to the Council:

Decision Book amendment on Synergy

Synergy

1. General

1.1 Synergy is ELSA International's members' magazine which shall be printed as hardcopy twice a year. ~~Each edition is to be printed and sent within 3 weeks after each spring and autumn ICM.~~ The autumn edition shall be printed and sent at the earliest during the month of September and at the latest during the month of October. The spring edition shall be printed and sent at the earliest during the month of February and at the latest during the month of March

Comments:

Synergy has become an extremely professional publication, containing adverts for a considerable budget and therefore is a huge responsibility. It falls on the Vice President Marketing of ELSA International to be the editor of Synergy but in practice this officer also needs to hunt for articles and adverts and coordinate the distribution. The work load involved to issue Synergy is immense. To make matters worse the dates of publication as stated in the decision book imply that a large portion of the work needs to be done before the International Council Meeting. Among other things this also clashes with the busy, working materials preparation period. The timing of Synergy puts extreme stress on the Vice President Marketing in order to do a good and professional job, both of Synergy and of ICM preparations.

Furthermore the time of delivery of Synergy usually falls at the end of November and at the end of April. In most universities this is the time when the academic term is already ending and students are no longer so frequently in university. This has a negative effect on the exposure of Synergy. The new proposed periods of publication coincide with the beginning of each academic term and this allows for a better circulation of the magazine.

NATIONAL GROUPS

Decision Book Amendment on SPEL by ELSA Germany and ELSA Finland

Lisbon, 30th March – 6th April 2008
AA 01/08 IIIIn force
SPEL

AA – Legal Writing

1. ELSA Selected Papers on European Law (ELSA SPEL)

1.1 ELSA SPEL is the law review of ELSA International and is published ~~twice~~ once a year as a ~~web journal on the website~~ a hard copy publication of ELSA International.

Responsibilities in ELSA SPEL

Responsibilities of the Local Groups

- Raise awareness of ELSA SPEL as well as of the possibility for law students, academics and professionals to publish in ELSA SPEL. The main focus will be on law students and young professionals.
- Provide potential authors with the Guidelines for Authors and the promotional materials provided.

Responsibilities of the National Groups

- Raise awareness of ELSA SPEL as well as of the possibility for law students, academics and professionals to publish in ELSA SPEL. The main focus will be on law students and young professionals.
- Provide the local groups with the Guidelines for Authors and the provided promotional materials. It is allowed to translate and publish the promotional materials in ones own language.
- Collect contributions and hand them immediately over to ELSA International.
- Promote ELSA SPEL in the legal society as a high quality legal publication.

Responsibilities of ELSA International

- Promote ELSA SPEL in the legal society as a high quality legal ~~web journal~~ publication; especially through their partners and in cooperation with the Editorial Board.
- Publish ELSA SPEL ~~on the website~~ as a hard copy publication of ELSA International

Comments:
(ELSA

Germany)

ELSA SPEL needs Marketing

The reason is quite clear: since the introduction of ELSA Law Review the number of publications went down, changed its name into ELSA SPEL and was doomed to be a web journal because of financial reasons, which resulted in its final publication in 2005. Some attempts were made to revive ELSA SPEL by publishing two articles of the last web publication (2005) in edition nr. 41 and 42 of Synergy, our members magazine.

Marketing will function best with a hard copy

Based on experience and research in order to sell a product, in this case ELSA SPEL, it is better to have the product in hand. In our opinion we have to have a hard copy of ELSA SPEL again.

It is up to the discretion of the International Board of ELSA how ELSA SPEL will be published as hard copy. It can be for example a few articles printed in our members magazine, in a separate publication (book) or in other law journals.

Marketing strategy can be developed from the Market Research

A hard copy in our opinion will make it possible to create a better marketing strategy and to 'sell our product'. We can rely on the market research which is conducted in 2007 when we want to find out specific target groups.

Also we recommend to discuss ELSA SPEL at national meetings, we decided not to put it into the national groups responsibilities. Although we do feel that SPEL has to have the boost NOW and not after 6 months from now!

Comments:**(ELSA Finland)**

At the end of second Proposal concerning ELSA SPEL

The data

ELSA Law Review
<i>Four times/ year</i>
1989, 1 edition, 9 articles
1991, 2 editions, 8 and 7 articles
1992, 2 editions, 8 and 7 articles
1993, 1 edition, 7 articles
<i>twice a year</i>
1994, 2 editions, 6 and 8 articles
1995, 2 editions, 7 and 5 articles
1996, 2 editions, 6 and 7 articles

ELSA SPEL
1997, 1 edition, 7 articles
1998, 2 editions, 8 and 5 articles

ELSA SPEL Web
1998, 1 edition (last hard copy)
2002, 2 editions, 8 and 8 articles
2003, 2 editions, 6 and 8 articles

2004, 1 edition, 6 articles 2005, 1 edition, 8 articles
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In Synergy

Nr. 41 - SPEL 2005 (1) - 1 article Nr. 42 - SPEL 2005 (1) - 1 article
--

total: 149 articles in 21 unique publications over the last 19 years

Average*: 7.095 articles per publication

Unknown number of articles gathered (and not published)

* ELSA SPEL publications in Synergy are not counted in the average, because those are not unique or a separate publication

Decision Book Amendment on SPEL by ELSA Germany and ELSA FinlandLisbon, 30th March – 6th April 2008
AA 01/08 IVIn force
SPEL**AA – Legal Writing****1. ELSA Selected Papers on European Law (ELSA SPEL)**(...)

1.6 ELSA SPEL will be deleted from the decision book and therewith has no priorities whatsoever after the Winter 2008 ICM in Nuremberg if there are less than 15 articles from 10 different countries made available at that time since the Spring 2008 ICM in Lisbon.

The Articles, including this article, and the responsibilities under ELSA Selected Papers on European Law (ELSA SPEL), as well as the wordings in the introduction of the chapter Legal Writing “is publishing a law review and” will be deleted from the decision book and therewith has no priorities whatsoever within ELSA.

Proposed Responsibility

ELSA International will bring a report at the Winter 2008 ICM in Nuremberg about the status quo of ELSA SPEL. This report mentions at least the number of articles and the countries that have contributed to those articles available at that time.

Comments from ELSA Germany:
ELSA SPEL is the law review of ELSA International, nonetheless ELSA International requires the help of the national and local groups in the entire network. So far it is lacking marketing and interest of local groups. In order to ‘save the ELSA SPEL’ we have proposed these responsibilities to the network. These responsibilities are focused on the networks co-operation.

If the network does not come up with proper results, ELSA SPEL will be deleted from the Decision Book. So officers can focus themselves on the other aspects of legal writing for example: Essay Competitions as mentioned in paragraph 2.

Based on earlier results and the main goals of ELSA SPEL...

...as an international project it is in our opinion that 1/3 of the member countries is a reasonable number to let their focus be on reviving ELSA SPEL in their respective countries.

...as a high quality standard publication it is in our opinion that 15 articles is enough to make a proper selection, the average number of articles for one edition (two per year) used to be around 7 to 8 articles.

...as a publication with a proper reputation, it is in our opinion that in the 7 months upcoming till the report will be brought by ELSA International, it is not difficult to find

an institute or faculty in the respective countries that is willing to publish in ELSA SPEL. Therewith the reputation will have a proper academic base, which will raise its reputation as well.

...as a regular publication, in our opinion deletion will not make it impossible for ELSA International nor its members to publish.

Comments from ELSA Finland:

ELSA Finland agrees that there is a need to start serious conversations regarding future of ELSA SPEL and future of academic activities in general. That's why we want to join ELSA Germany in both before mentioned proposals in order to raise discussions in the forthcoming International Council Meeting at Lisbon.

We really feel that ELSA - in order to stay as a network and in order to maintain its economic appearance - has to have solid products that whole network is striving more. Clear products will make this entire network more visible and enables us to reach better and more productive results in each level of activities.

ELSA SPEL is a good product. However right now it's unfortunately in wrong position. That's why ELSA Finland thinks that now it's time to either change it or to forget it. Choice is ours - and first thing that we need is a proper discussion that looks in to the future from a realistic point of view.

ELSA Germany has made some thoughts about collecting contributions for ELSA SPEL:

- International Essay competition on IFP
- Resume books of S&C Events
- Reports from ELSA Internationals Delegations
- Contributions written for University courses
- Institutes and Universities
- Academic preparation of Moot Courts
- Local, National, International Sponsors - Law Firms
- Legal Research Groups
- Discuss ELSA SPEL at national Meetings

Decision Book Amendment on STEP Policies by ELSA Rep. of Macedonia

ELSA Republic of Macedonia proposes the following to the Council:

Malta, 16th to 23rd October 1999

STEP 01/99 II

Amended by STEP 01/00 I, STEP 02/01 I, STEP 01/01 II, STEP 02/02 I, STEP 02/03 I, STEP 01/05 I, STEP 02/05 I

In Force

STEP Policies

STEP Policies

8. National traineeship

8.1. National Traineeships shall not be ~~actively hunted~~ part of the Student Training Exchange Program

8.2. National Traineeships ~~shall only be offered if all LGs offer at least one STEP traineeship, calculating on average. The total number of national traineeships allowed shall follow the ratio of one national traineeship per 4 STEP traineeships in the national group.~~ offered by National or Local Groups of ELSA towards its own members shall not be accepted.

8.3. ~~This policy shall be reviewed at every autumn Council Meeting in order to evaluate its impact on STEP.~~

Comments:

ELSA is above all **International** student's organisation. Each of its areas are primarily focused on developing and encouraging the student's international orientation.

The Student Training Exchange Program is a tool that helps open minded students to gain experience and knowledge in another country in another law system, program that enables them to exchange different ideas, cultural values and build not only their educational and practical law background, but also to work on developing their social and organizational skills. That is the main aim of this program.

That's why it is our belief that the place of the national traineeships (taking in consideration also their aim) is not corresponding with the focus and the purpose of STEP and its structure. We also point out the fact that in most of the national groups/ countries, National Traineeship Programs are already implemented- or in their legal studies or from another organizations/ associations.

That is why we think that they should be left out of this area and out of ELSA in general.

Decision Book Amendment on International Institutional Study Visits by ELSA Germany and ELSA Serbia

ELSA Germany and ELSA Serbia proposes the following to the Council:

Lisbon, 30th March – 6th April 2008
BEE 01/08 III

In force

Coordination international institutional visits

BEE – Institutional Relations Regulations

4.1 Approaches to international institutions are coordinated by ELSA International. Especially to those international institutions where ELSA is granted a special status and those that are situated in Brussels, Luxembourg or Strasbourg.

~~4.5 A request to ELSA International for an Institutional study visit to European Union institutions, Council of Europe or NATO should be made ten weeks prior to the planned event. The following information should be specified:~~

- ~~• Name of the respective institution;~~
- ~~• The optimal date and time (morning or afternoon) of the visit;~~
- ~~• If possible: other dates and times of the visit, and~~
- ~~• The number of persons attending the visit (not less than twenty per group)~~

~~ELSA International will confirm the request as soon as possible, at least within two weeks after the request is sent.~~

~~If additional information is required to arrange the Institutional Study Visit, ELSA International will request additional information within two weeks after the request.~~

Comments:

At the ICM in Prague the 'request article' (4.5 under BEE - External Relation) is created. Although that words like 'request to ELSA International' and 'if additional information is required to **arrange** (!) the study visit' are mentioned, ELSA International does not have the common practise to arrange the study visits itself but provide requesting groups with information on how to arrange them by sending back contact details, direct links to subscribe for visits online , etc..

In prior discussions it is mentioned that the main idea of this regulation is that ELSA International can coordinate the visits and it has an overview over the visits organised. This is already mentioned in article 4.1 and 4.2 and therefore all specifications or even a request to **arrange** a visit as required by article 4.5, is not necessary.

In our opinion ELSA International should be the main institution within our network when organising an international institutional study visit. With this proposal we focus on two things: ELSA International can be of great help for ELSA Groups to develop their own

projects and it is cleared up which organisations can be contacted via ELSA International.

Epecially to those international institutions where ELSA is granted a special status

United Nations Economic, Social and Cultural Organisation (UNESCO),

International Criminal Court (ICC),

United Nations High Commissioner for Refugees (UNHCR),

United Nations Commission International Trade Law (UNCITRAL),

Economic and Social Council (ECOSOC),

Council of Europe, and

World Intellectual Property Organisation (WIPO).

and those that are situated in Brussels, Luxembourg or Strasbourg

European Parliament - in Brussels and Strasbourg

European Council - in Brussels

European Commission - in Brussels

European Court of Justice - in Luxemburg

the Court of Auditors. - in Luxemburg

NATO - in Brussels

It is recommendable that ELSA International reports at each ICM what the Institutional Relations status quo is.

INPUT PAPERS

INPUT PAPER BY ELSA INTERNATIONAL

Input Paper on Consolidation

Consolidation has been on the previous years the main concern of ELSA International.

By this, it sounds like we have achieved stability in the Network enough to only improve the areas of ELSA. Instead of having to change its characteristics, it was about to strengthen the Groups (either Local or National) and improve both quality and quantity of Events.

However, ELSA has come into a point that with the system we have today, the results won't come further than this. And as result, the Association may fall as no evolution is taken.

Last year, the International Board has decided to "take a break" and reflect about our Core Values, in order to improve Members and Officers Knowledge of ELSA. In addition, to try to find the best port this boat has to go. They have thought that the best way of doing this, was to have a real good picture of the Association, in order for us to have the best overview of the Association, and take the right steps. They have figured that the best way of doing this was, for example, to conduct an amazing project of Market Research, and to propose the Council to have the SotN Inquiries mandatory.

With all results gathered and all the Inquiries exploited, ELSA International 2007/2008 has taken steps to finally start a Strategic Plan. First, we have withdrawn the Two Year Tactical Plan. On a first stage, we were not ready to make a plan for the next two years for ELSA just after Transition. And now we have realised that we're ready to take the first steps: Planning the new strategy for the next five years.

After the ICM Lisbon with the changes we're proposing now, and specially after July, the Association will have more and better tools to improve the Aims of our Association. For instance, in IM area, we do have a problem with Members Management. We don't have our files of Members organized (give a look at the very non-updated ELSA Online we have). However, with a new Online system, communication will improve (mailing lists), members management will improve (a more attractive and useful system where all Local Groups will be able to register their members), etc.

But on other areas, we have finally a Fundraising Proposal for all Presidents, we have a new Corporate Design that will make ELSA More attractive for sponsors, etc.

Going back to the Strategy, if the Council agrees with the Planning Strategy, ELSA will have to adapt three more phases after Planning: The Installing, the Implementation and finally, the Consolidation back again.

The agreement on the future steps are now the priority, and for the future, it will be of greater role for Secretaries General to help all supporting areas in installing the new regulations of ELSA concerning what was planned before. In the future, we will come back again on this topic, but not for this Input Paper.

Then what happens with the Consolidation we have been doing now?

Well, first we need to accept that even though the Association seems to be changing, there are other areas that still need consolidation as it won't be touched by now.

Areas such as Human Resources, General Internal Management, still need Consolidation.

It will be a priority for Internal Management to strengthen Human Resources with a strategy for next International Council Meeting that must be prepared now, to be implement and Consolidate for the year 2008/2009.

Alongside with Human Resources, it is very important the overview on National Groups. Many National Groups does not have any Human Resources, which are still being kept. On the other hand, there are National Groups that even though does have some Human Resources, does not follow the Values of ELSA (by not being International, for example).

ELSA will have to pay a stronger attention to these situations, in the name of Consolidation. Like the Input Paper for the International Presidents' Meeting in Warsaw, I would like to remind again the very same Document submitted.

"on the weakest link, you can measure the strength of the chain".

ANNEXES**ELSA INTERNATIONAL****APPLICATION FOR MEMBERSHIP FROM ELSA UNITED KINGDOM****Application****ELSA UK Membership Application (24/2/08)**

ELSA UK became an Observer at the Paris ICM in spring 2004. The UK network currently comprises five

Local Groups. All are members with full voting rights:

- ELSA London (formed February 2005)
- ELSA Bristol (formed October 2005)
- ELSA Durham (formed October 2005)
- ELSA Kent (formed October 2006)
- ELSA Exeter (formed October 2007)

All Local Groups have SSOs, which fully comply with those of ELSA International. Likewise ELSA UK's SSO are modelled directly on the IB's own and so are fully compliant with the aims of ELSA.

Please find below a description of our Activities since the Paris ICM.

STATUTORY MEETINGS

ELSA UK has attended eight (8) ICMs

ELSA UK has attended four (5) IPMs

ELSA UK has attended other statutory meetings e.g. the ISM in Lithuania (Feb 08)

AA

ELSA UK has organised 3 National Rounds of the EMC2 competition

ELSA UK has submitted applications from 25 UK teams

ELSA UK has won the EMC2 twice and been runner up once

ELSA UK members have had articles published in SPEL

ELSA UK has organised an internal essay writing competition

ELSA UK has organised L@W events

S&C

ELSA UK has participated in several Study Visits (14) including 1 multilateral (Mar 2007)

ELSA UK has co-hosted a panel discussion (Human Rights)

ELSA UK has organised approx 25 seminars (all areas)

STEP

ELSA UK has publicised all traineeships on offer throughout the network to our mailing list

ELSA UK has provided very many student applications for traineeships and continues to do so

ELSA UK has tried (unsuccessfully) to find traineeships in law firms but will now re-focus our efforts to find traineeships in different businesses

IM

- The network will notice an increase in activity on the lists as well as a faster response to emails or requests for help or information
- All LGs have now been given admin rights to the EO so that they will be able to update the system themselves instead of everything being controlled by the NB
- Trainings on General ELSA knowledge to boards and ordinary members will become a priority.

We are looking into developing a series of manuals or CDs specifically for the UK which will be sent to all local groups so everyone has the same knowledge. These CDs or training manuals can also be used to spread ELSA to different campuses throughout the UK.

- SOTN reports have been compiled intermittently. This has depended on the reports coming back from LGs. Previously the LGs did not feel any connection with the NB partly due to the appalling lack of communication but also due to cultural differences. There has now been a change of guard and a new relationship exists. The NB comprises representatives from Local Groups whose eyes are focussed on improving the UK network and who do not view the NB merely as a stepping stone on the way to Brussels.

FM

ELSA UK has a debt. This debt was formed under previous NBs. The UK should have faced sanctions at a much earlier stage according to the SSO. The UK cannot repay this debt as previous NBs lost sponsors and regrettably there were also 'financial irregularities'.

ELSA UK undertakes to pay all outstanding admin fees and the EO fee for 2007/8 by the 29 February 2008. ELSA UK does not dispute that these fees are owed.

ELSA UK also undertakes to pay any prospective fees as they fall due. We have a new treasurer who is experienced in fundraising and assures us that it should be possible to get enough sponsorship and/or grants in the coming year to be able to cover this. The LGs have also undertaken to pay an annual fee of £50 each to the NB and are prepared to raise this fee next year if necessary. As a last resort, ELSA London has also agreed to make a bridging loan to ELSA UK, if required.

Regrettably, ELSA UK is not currently in a position to repay the debt built up between 2004 - 6. ELSA UK wishes to negotiate this debt as some of it is disputed due to fake groups being created by a former president.

ELSA UK currently has no sponsors and no income other than the LG membership fees. By next Spring ELSA UK aims to have at least two sponsors and enough income to pay the EI fees.

If necessary, ELSA UK will organise a popular fee-paying event with the sole purpose of raising revenue for EI fees. For example, an annual Christmas or Summer Ball are very popular (and lucrative) in the UK and can generate enough money to cover international fees if organised correctly.

Finally

ELSA UK thought long and hard about whether we were in a position to make this application. We nearly didn't because we thought we would stand no chance. Everyone is aware of the very many problems (internal and external) that we have had since we became Observers. The past four years have not been easy. During this period we have seen the network increase, decrease

and increase again. We have tried and failed to organise an ICM – *a case of trying to run before we could walk!* – and we have a large debt.

The UK was fractionalised. There was weak leadership and certainly no consensus. The largest group, ELSA London, remained outside of the network for almost a year and there was very little, if any, communication between the other groups and the NB. In effect there was no real UK network just individual local groups.

This is no longer the case. The network comprises 5 active and very communicative groups. Those others, which were not viable have fallen by the wayside. The strong remain. The network has had two Council meetings in the space of 3 months (24/11/07 and 23/2/08). All LGs attended both meetings – something, which has never happened before in the UK's short history! This shows that we take ELSA and this membership application very seriously. There is a new sense of co-operation and also a willingness to interact more with the international network.

Everyone is committed to ELSA and if the International Council is prepared to forgive our past sins, we guarantee that you will see a new, more active ELSA UK. You will definitely be seeing more UK students at your events and we hope to be able to offer activities ourselves – starting this year.

On behalf of ELSA London, Bristol, Durham, Exeter and Kent
Carol Thompson-Ellis
President
ELSA UK

Statutes and Standing Orders of ELSA United Kingdom



The European Law Students' Association
United Kingdom

**Statutes
and
Standing Orders**

In force at the end of National Board Meeting of ELSA UK, held in London, on 23rd September
2006

Authenticated by

Vjatcheslav Griga
Secretary General
ELSA United Kingdom
London, 23rd September

LIII ICM Lisbon, Portugal
30th March – 6th April 2008

Preamble

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

WHEREAS the Members of the European Law Students' Association are now through representatives assembled in Council, in Budva, October 2003;

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

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

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

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

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

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

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

Scope of Association

Article 1 - Name

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

ELSA UK has its domicile and office in London, The Law School, King's College London, Strand London, United Kingdom WC2R 2LS.

Article 2 - Aims and Activities

ELSA UK is a non-political, independent, non-profit-making association the aims of which are to promote, establish and develop mutual understanding, co-operation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

With respect to the realisation of the above aims, ELSA UK will be guided by the following philosophy statement:

Vision

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

Purpose

To contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers.

Means

To provide opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific co-operation.

To assist law students and young lawyers to be internationally minded and professionally skilled.

To encourage law students and young lawyers to act for the good of society.

In order to reach its aims as set out in the Preamble and above ELSA UK's main fields of activity are:

- The Student Trainee Exchange Programme (STEP), providing opportunities for law students and young lawyers to gain work experience in a foreign legal system while learning about other cultures.
- Seminars and Conferences (S&C) involving the acquisition of knowledge through exposure to professionals and foreign cultures.
- Academic Activities (AA) involving the development of legal knowledge through guided practical activities.

Article 3 – Organisation

To achieve the said aims and activities ELSA UK and its related organisations (ELSA UK Network) is organised on two levels, local and national.

On a local level the ELSA UK Network is organised in local groups, in conformity with the legal order permitted by national laws and subscribing themselves to the aims and activities of ELSA UK. Local groups are bound to respect any decisions taken in accordance with these Statutes.

On a national level the ELSA UK Network is organised in the form of a national group. It represents ELSA nationally and represents their local groups in the international network.

Internationally ELSA is represented by the International Board.

Members and Observers

Article 4 – Observers

A local organisation, being local groups present at law faculties, or law students and young lawyers, which support the aims and activities of ELSA UK, may become an Observer of ELSA UK provided the following requirements are met:

- (i) in the place of the organisation that is applying for observership there is no existing Member or Observer; and
- (ii) a written application for observership is submitted to the National Board in which the local organisation states that it supports the aims and activities of ELSA UK; and
- (iii) the local organisation submits its statutes and standing orders to the National Board and these statutes and standing orders are compatible with those of ELSA UK; and
- (vi) the application for observership is approved by Council with a two thirds majority.

Article 5 – Members

Membership of ELSA UK is open to Observers of ELSA UK that have proved to support and work for the aims and activities of ELSA UK provided the following conditions are met:

- (i) the observer can apply for membership no earlier than at the end of the fourth Council Meeting immediately following the Council Meeting where the status of observership was attained
- (ii) a written application for membership is submitted to the National Board in which the observer states the methods and means by which it has been supporting the aims and activities of ELSA UK thus far; and
- (iii) the observer submits its statutes and standing orders to the National Board and these statutes and standing orders are compatible with those of ELSA UK; and
- (iv) the application for membership is approved by Council with a two thirds majority.

Article 6 – Termination

Membership or Observership immediately ends if:

- (i) an observer did not apply for membership or was rejected as member for 4 consecutive Council Meetings following the Council Meeting where the observer can apply for membership
- (ii) a member or observer notifies the National Board in writing that it wishes to terminate its membership or observership
- (iii) a member or observer is expelled in accordance with Article 7 of these Statutes.

Article 7 – Expulsion

A Member or Observer can be expelled from ELSA on a two-thirds majority vote by the Council if that Member or Observer has either:

- (i) violated these Statutes, the Standing Orders, decisions taken by Council or the interests of ELSA UK; or
- (ii) not paid any fees or amounts due to ELSA UK for two consecutive Council Meetings
- (iii) caused considerable harm to ELSA UK, any of its members or observers or anyone within their responsibility; or
- (iv) ceased to support the aims and activities of ELSA UK or to otherwise satisfy the requirements of Article 4 and 5 above; or
- (v) ceased to take appropriate measures in case anyone within the member's or observer's responsibility violates point i, iii, and iv above.

Organs

Article 8 - Organs

The principal organs of ELSA UK are:

- The Council
- The National Board.

Article 9 - Council

9.1 Role of the Council

The Council represents the members of ELSA UK and is the supreme decision-making body of ELSA UK the decisions of which are binding on the entire organisation as defined in Article 3.

The Council shall decide on any questions or matters within the scope of the present Statutes and Standing Orders except for those assigned to other organs by these same Statutes and Standing Orders.

9.2 Summoning of Council

The Council shall meet twice a year, in spring and in autumn, at a time fixed by the National Board. Extraordinary meetings can be requested by the National Board or by at least one-third of all the Members.

The Council shall be summoned by means of written invitations sent by the National Board to all Members, Observers, Auditors, and any person appointed by the National Board or Council to carry out a specific task at least 42 days before the opening of the Council Meeting in question.

9.3 Right to make proposals

The following have the right to make proposals to the Council:

- a. The National Board
- b. Members
- c. The Presidents' Meeting

9.4 Quorum and validity of decisions

The Council in plenary session is only fully competent when it has been summoned in accordance with Article 9.2 of these Statutes and when at least one half of the Members are represented and able to vote.

Unless these Statutes specify the contrary, decisions by the Council shall be determined by an absolute majority of the votes cast by a competent Council. Abstentions shall not be included in the number of votes cast with the exception of elections, as provided for in Article 12.5 paragraph 3 of the Standing Orders.

9.5 Voting rights

Each Member has three (3) votes in Council, irrespective of the number of delegates or representatives attending the Council Meeting.

The voting rights of a member are suspended if a member has not fully fulfilled its financial obligations towards ELSA UK.

Article 10 - The National Board

10.1 The Role of the National Board

The National Board is the supreme executive body of ELSA UK. Its tasks are to represent ELSA UK, to carry out and be responsible for the day to day running and management of ELSA UK, to promote and supervise ELSA UK's fields of activity, to advance the aims and efficiency of ELSA UK as well as executing and implementing Council decisions.

The National Board consists of the President, the Secretary General, the Treasurer, the Vice President in charge of Marketing, the Vice President in charge of Academic Activities, the Vice President in charge of Seminars and Conferences, and the Vice President in charge of the Student Trainee Exchange Programme.

10.2 Elections

The Council shall elect the National Board members during the Spring Council Meeting for a period of one year, starting the 1st of September in the year of election and terminating 31st of August of the following year.

10.3 Composition

There may not be more than two persons with a substantial connection to the same member on the National Board.

10.4 Dismissal

A National Board member may be dismissed by the Council by a majority of two-thirds of the votes cast if the National Board member violates these Statutes, the Standing Orders or the interests of ELSA UK.

Presidents' Meeting

Article 11 - Presidents' Meeting

11.1 The Role of the Presidents' Meeting

The presidents' meeting is a horizontal meeting of the Presidents of the Members and Observers which meets twice a year and aims to exchange experience, information and ideas existing in the Local Groups, to learn from other Local Groups and to contribute to the implementation of the Council Meeting decisions and to prepare for the Council Meeting.

11.2 Right to attend

The President or his/her substitute of each Member or Observer has the right to attend the Presidents' Meeting. The President of the National Board or his/her substitute must attend the Presidents' Meeting.

11.3 Voting Rights

Each President (or their substitute) of each Member, has one vote irrespective of the number of the representatives attending the Presidents' Meeting.

11.4 Right to submit proposals

The Presidents' Meeting has the right to submit proposals to the Council. A qualified majority of two-thirds of the Members present at a Presidents' Meeting must approve such a proposal.

Finance

Article 12 – Source of Funding

12.1 The costs of running the activities of ELSA UK are to be funded by annual membership fees, observer administration fee and special activity fees, sales and advertisement revenues, fundraising from private and public bodies and organisations, public subsidies and donations whether in cash or in kind, provided however that such funds must not be accepted if they are tied to conditions contrary to the aims and principles of ELSA UK or if they are otherwise not in the interests of ELSA UK.

12.2 Each Member of ELSA UK is obliged to pay an annual membership fee for each financial year of membership to ELSA, the amount of which is decided by the Council from time to time.

Article 13 – Accounts

The financial year of ELSA UK is from the 1st of September until the 31st of August.

The final accounts shall be submitted to the Council Meeting in the financial year immediately following the year to which they refer.

The interim accounts covering the first six (6) months of each of ELSA UK's financial years shall be submitted to the Council Meeting following the 6 months period in the financial year to which they refer.

Statutes and Standing Orders

Article 14 – Standing Orders

The Council will further regulate internal affairs of ELSA UK, the rights and obligations of the Members towards ELSA UK and such other affairs that may appear to the Council in its

discretion to require further regulation in its Standing Orders. In the event of conflict, these Statutes shall take precedence over the Standing Orders.

Article 15 - Amendments

Any amendment to these Statutes may be made if supported by two-thirds of the votes cast by the Council and provided the proposed amendment was sent out to everybody referred to in Article 9.2 at least 28 days before the opening of the Council Meeting.

Any amendments to the Statutes take effect immediately following circulation of the minutes. The minutes shall be circulated no later than 28 days after the Council Meeting has been concluded.

Any amendment to the Standing Orders may be made by the Council Meeting if supported by two-thirds of the votes cast.

Article 16 - Arbitration

Any dispute or difference arising out of or in connection with these Statutes shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as may be currently in force.

Dissolution

Article 17 - Dissolution

ELSA UK may be dissolved by unanimous decision of the Council.

The Council shall upon a decision to dissolve ELSA UK elect 2 liquidators and shall subsequently decide about the destination of the net assets and property of ELSA UK, if any.

In order to be valid, a decision by the Council to dissolve ELSA UK must be preceded by a proposal to that effect on the Council Meeting agenda.

In order to further clarify and explain the Statutes of ELSA UK, the Members agree to adopt the following Standing Orders.

Scope of Association

Article 1 - ELSA as a faculty-based association

Local groups of ELSA UK can only be established in the presence of a law faculty. The term "Law faculty" shall be interpreted as meaning an educational institution offering courses that enable the students enrolled thereto to enter a kind of legal profession. The education shall contain a substantial amount of law thus enabling students to carry out the aims of ELSA UK.

Members and Observers

Article 2 – Application for Membership or Observership

- 2.1 Any application for Membership or Observership as referred to in Articles 4 and 5 of the Statutes must be submitted to the National Board at least 35 days prior to opening of a Council Meeting.

An application for Observership must include:

- i) the documents referred to in Article 4 of the Statutes;

The written application referred in paragraph. ii of Article 4 of the Statutes must include:

- i) a declaration by means of which the applicant group expresses its commitment to the aims and activities of ELSA UK and its will to become an Observer ;

An application for Membership must include:

- i) the documents referred to in Article 5 of the Statutes;

The written application referred in paragraph ii of Article 5 of the Statutes must include:

- a) a declaration in which the applicant group expresses its commitment to the aims and activities of ELSA UK and its will to become a Member;
- b) a report stating the applicant group's activities during its period as an Observer;
- c) a report on the organisational structure of the Observer that is applying for Membership, including guarantees for continuity;

- 2.2 Observership or Membership is open to organisations established at a British University or Law School which has the power to award a recognised UK degree, diploma or other legal qualification.

- 2.3 The National Board shall recommend to the Council whether to accept or decline an application for Observership or Membership. The National Board shall consider the organisation's statutes compliance with the statutes and standing orders of ELSA UK and shall present a report regarding this to the Council.

Article 3 - Termination & Expulsion

- 3.1 A termination as referred to in Article 6 (ii) of the Statutes shall be effective when the National Board of ELSA UK receives either:
- a) written notification, signed by all elected Local Board Members, of the decision stating the intention of termination taken in accordance with the member's or observer's Statutes;
- Or
- b) notification of the member's or observer's dissolution, as decided by the National Council in accordance with ELSA UK its Statutes.

- 3.2.1 In order for an expulsion to be valid in accordance with Article 7 of the Statutes, the Member or Observer must be given adequate opportunity to explain its acts and to reply to any allegation made against it.
- 3.2.2 The National Board must prove to Council that the respective letter of invitation according to the Article 9.2 of the Statutes was sent to the Member or Observer, thereby giving it adequate opportunity.

The Council

Article 4 - Council Meeting Host

- 4.1 The National Board is responsible for choosing the date and time for the organisation of each Council Meeting. The Council shall however elect a council meeting host responsible for the practical organisation of the Council Meeting.
- 4.2 Eligible applicants
Any local ELSA group is eligible for applying to host a Council Meeting.
- 4.3 Application to host a Council Meeting
A written application to host a Council Meeting shall be handed in to the National Board. The application shall contain name of venue, a draft budget, a draft programme and can be supplemented with other relevant material. The application shall be submitted to the National Board before the final plenary of the Council Meeting where a vote on the application in question is scheduled to take place.
- 4.4 An election of a Council Meeting host shall be taken by means of an absolute majority of votes, including abstentions in accordance with Article 9.4 of the Statutes.
- 4.5 Each Council Meeting Host shall sign a contract with the National Board that is agreeable to both parties under the following headings:

Dates of the Council Meeting
Venue and logistics
Financial implications
Responsibilities of both parties
Discharge of Council Meeting host.

This contract shall be signed upon acceptance of application to host a Council Meeting.

- 4.6 *Force Majeure*
In case of *force majeure* the National Board has the right to delegate the practical organisation of a Council Meeting to a local group or an organising committee. This decision by the National Board can in such cases overturn a Council decision to delegate the organisation.
- 4.7 Presentation of Council Meeting accounts
Every Council Meeting host shall submit a financial report to the Treasurer of the National Board upon request.

Within six weeks after the Council Meeting, the Council Meeting host shall present a report listing all the income and expenses of the Council Meeting to the National Board and the Members and Observers.

Article 5 - Requested Information

5.1 Invitations

The written invitation to the Council Meeting referred to in Article 9.2 of the Statutes shall specify the date, venue, participation fee and any other relevant information concerning the Council Meeting.

5.2 Submitting proposals and other information to the Council

All proposals, activity reports, financial documents and other materials that are to be submitted to Council must be sent to the Secretary General of the National Board at least 28 days before the opening of the Council Meeting.

5.3 Working materials

The Secretary General of the National Board shall send to all those referred to in Article 9.2 of the Statutes the agenda of the Council Meeting, information about organisations applying for Observership or Membership, all proposals and the activity reports of all National Board members at least 21 days before the opening of the Council Meeting.

5.4 Letters of authorisation

To be allowed to participate in the Council, the delegates representing the Members must be duly authorised to vote in Council on behalf of the Members and must therefore present to the Secretary General of the National Board letters of authorisation duly issued and signed by two (2) board members of their respective local group.

5.5 Number of delegates

Members and Observers have the right to send nine delegates to each Council Meeting. The host of the Council Meeting in agreement with the National Board may increase this number.

Article 6 - Council Meeting General Procedure

6.1 Opening of the Council Meeting

The President of the National Board shall open the Council Meeting.

The Secretary General shall announce the Members and Observers represented, and shall announce those Members entitled to vote following due authorisation.

The President shall announce any guests and Council Guests present.

6.2 Election of Council Meeting officers

After the opening of the Council Meeting the following officers of the Council Meeting must be elected:

- a) Chair
 - b) Vice-chair
 - c) Two (2) to four (4) secretaries
 - d) Two (2) tellers
 - e) A nomination committee consisting of three (3) persons.
- 6.3 Approval of the Council Meeting agenda
The agenda of the Council Meeting shall be approved by the Council after the opening of the Council Meeting and the election of the Council Meeting officers. It may be amended by the Council upon a seconded proposal.
- 6.4 Proposals not sent to the Secretary General of ELSA UK in accordance with Article 5.2 of these Standing Orders will only be allowed to be submitted to Council at the absolute discretion of the Chair of the Council.
- 6.5 Amendments to proposals sent to the Secretary General of ELSA UK in accordance with Article 5.2 of these Standing Orders will be allowed to be submitted to Council by the Members and the National Board.
- 6.6 All proposals to Council by those referred to in article 9.3 of the Statutes, submitted in accordance with Article 5.2 of these Standing Orders, shall be presented and voted upon by Council.
- 6.7 A revision of the list of votes shall be taken at the commencement of all sessions and adjournments of the Council Meeting. Should local groups subsequently leave/join the session, they shall inform the Chair of their absence/presence and this shall be recorded in the minutes.
- 6.8 At the commencement of all sessions of the Council Meeting, the Chair shall inform delegates of these procedures and about the possibility for a Member to be represented by proxy according to article 8 of these Standing Orders.

Article 7 – Council Meeting Voting Procedure

- 7.1 The voting procedure shall be as following:
- (i) The Chair asks the Council for arguments in favour and against a proposal and any proposed amendments thereto.
 - (ii) If any amendments are proposed, the Chair asks the Council to vote on the amendments.
The Chair asks for votes in favour, votes against and abstentions. The Chair announces the result of the voting process.
 - (iii) The Chair asks the Council to vote on either the original proposal or the amended proposal, depending on whether any amendment was accepted. The Chair asks for votes in favour, the votes against and abstentions. The Chair announces the result of the voting process.
 - (iv) If there are two or more proposals on the same issue and neither of them obtains an absolute majority in the first vote, the Chair may ask for a new vote on the two proposals that obtained the most votes.

- (v) The Chair may reverse the voting procedure on non-disputed or procedural votes. The Chair asks for votes against and for abstentions. The Chair announces the result of the voting process.

7.2 Secret Voting

Voting in Council shall be carried out by written and secret vote (ballots) whenever there is an election or any one voting delegate requests a secret vote. In all other cases voting in Council shall be carried out by a show of hands.

Whenever secret voting takes place, counting of votes shall be conducted by the Chair and the tellers.

- 7.3 When voting, the Members shall be allowed to split their three (3) votes as referred to in Article 9.5 of the Statutes.

Article 8 – Rules for Proxies

8.1 General rules

- 8.1.1 In order for a Member to be able to authorise another Member to be represented by proxy it has to have fulfilled its financial obligations towards ELSA UK, either through agreement or by settling its debts.

- 8.1.2 A proxy vote has to be correctly signed by two (2) board members of the Member giving such a proxy vote, clearly stating the date of signature and the accepting Member, which is appointed as well as the NCM for which the proxy is valid.

- 8.1.3 Only a Member can act as proxy; it will be its delegates who have the right to speak and vote on behalf of the proxy-giver. Delegates are to be understood as the delegates stated in the Letter of Authorisation of the Member acting as proxy.

- 8.1.4 A delegation can only hold the votes of one (1) other Member in addition to its own.

- 8.1.5 A Letter of Authorisation cannot be used as proxy.

8.2 Submission

- 8.2.1 A proxy vote has to be addressed directly to the Secretary General of ELSA UK.

- 8.2.2 A proxy vote can only be used in Council after it has been received and the Secretary General of ELSA UK has confirmed its receipt.

- 8.2.3 When submitting a proxy vote by fax or letter the proxy vote shall state the phone number to be used to confirm its receipt. The Secretary General has to confirm receipt of the proxy vote as soon as it reaches him or her.

- 8.2.4 A proxy vote can be submitted by fax, letter, e-mail with a scanned document attached or handed in directly.

- 8.2.5 A proxy vote can be withdrawn at any time following the same procedure as for submission.
- 8.3. Proof in Case of Doubt
In case of doubt of the authority of the signatories of the proxy vote, the National Board shall request proof from signatories of the proxy vote that they have been duly elected to the Board of the relevant Member.
- 8.4 Relations between the Proxy and the Represented Group
- 8.4.1 The Member acting as proxy must follow any instructions, oral or written, given by the Member represented by proxy. For this reason the proxy vote should explicitly state the content and instructions given to the proxy.
- 8.4.2 The voting of the Member acting as proxy is valid, independently whether the instructions were followed or not.
- 8.4.3 Any misuse of a proxy vote shall remain a matter between the Member acting as proxy and the Member represented by proxy.
- 8.4.4 If a delegate is temporarily unable to vote, his vote may be used by a fellow delegate.

Article 9 - The Council Meeting Officers

- 9.1 The Role of the Council Meeting Officers
- (i) The role of the Chair of the Council Meeting is to ensure that the Council Meeting agenda is respected and adhered to, to supervise and assist the other Council Meeting officers, to invite persons to address the Council, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to supervise the election process, to bring the meeting to order and to resolve any question concerning the procedure of the Council Meeting.
 - (ii) The role of the Vice-chair is to assist the Chair and stand in for the Chair in the event of his/her absence.
 - (iii) The role of the Secretaries of the Council Meeting is to take the minutes of the meeting. The secretaries are responsible to the Secretary General of the National Board.
 - (iv) The role of each Teller is to count the votes, compare the results of the counting process and inform the Chair of the result. Tellers may not be voting delegates.
 - (v) The role of the nomination committee is to receive nominations for the elections and to announce the nominations to the Council.
- 9.2 Dismissal of Council Meeting Officers
A Council Meeting officer may be dismissed by the Council upon a seconded proposal by a majority of two-thirds of the votes cast if the officer does not satisfactorily perform his/her tasks. Abstentions shall be included in the number of votes cast.

Article 10 - Decision Book and Minutes

10.1 The coming into force of Council decisions
Council decisions come into force when the updated decision book has been made available to the network, unless the Council decides otherwise.

10.2 Decision Book
The decision book is an official record of all decisions currently in force taken by the Council. When taking new decisions Council must state which decisions have been superseded or amended. The updated decision book shall be made available to the network no later than 45 days after the Council Meeting.

10.3 The minutes
The minutes of the Council Meeting shall be drawn up by the Secretary General of the National Board from the draft minutes prepared by the Secretaries of the Council. The minutes shall be sent out to all those mentioned in Article 9.2 of the Statutes no later than 28 days from the end of the Council Meeting.

The minutes shall be approved, with amendments if necessary, by the next Council Meeting and then be signed by the Secretary General of the National Board.

The minutes are not to be regarded as an incontrovertible record of Council Meeting decisions until they are signed by the Secretary General.

The following shall be included in the minutes:

- a) All proposals submitted to the Council and amendments thereto, together with the results of the voting process;
- b) The Financial Report;
- c) Budget,
- d) A list of the nominations received, together with the results of the voting process;
- e) Any other relevant documents the Secretary General of the National Board judges necessary to include in the minutes.

Article 11 - Council Guests

11.1 The National Board may invite guests to attend Council Meetings.

The National Board

Article 12 - Elections

12.1 To be eligible for a post on the National Board, a person must be nominated by a Member and seconded by another Member. The nomination must specify who is nominated for which post and contain the names and signatures of the nominator, the seconder and the nominee.

12.2 To be taken into account at the elections, nominations must be received by the nominations committee before midnight on the first day of the Council Meeting.

The time when the nomination was received shall be recorded on the nomination sheet. If there is no candidate for one or more posts on the National Board, the Council can with a two-thirds majority reopen the nomination for these posts.

12.3 The nominee must prepare a personal presentation in writing and distribute this to the Members before midnight on the day before the final plenary session. This presentation must include a personal curriculum vitae, an ELSA curriculum vitae and a programme of action.

12.4 The elections start with the reading out of all nominations received in accordance with this Article of these Standing Orders by the nomination committee.

Each candidate for a post on the National Board shall be given five (5) minutes for a short presentation to the Council. After each presentation, the Council shall be given ten (10) minutes to question the candidate. Candidates standing for the same board position must leave the meeting room during the presentation and hearing of their fellow candidates. During the presentation and hearing, no person shall leave the meeting room.

After the presentation and hearing of all candidates, the delegates shall be given considerable time to discuss how to vote.

12.5 A person will be elected to the National Board if he/she obtains an absolute majority of the votes cast.

If after the first election for a post on the National Board no person obtains an absolute majority of the votes cast, another election shall be held for which only the two candidates who obtained the most votes in the first election shall be eligible.

If, in the second election, no person obtains an absolute majority of the votes cast, a third election shall be held in which abstentions shall not be included in the number of the votes cast.

If, at the first election there was only one candidate for the post, new candidates can be nominated for election.

12.6 If a post on the National Board remains vacant after regular elections, the other newly elected National Board members will be jointly responsible for the activities of the vacant National Board post until the next Council Meeting when an election to fill in the vacant post must take place. Such election will last until the end of the term.

Article 13 - Role of the Board Members

13.1 The President

The President is in charge of the overall co-ordination of ELSA UK work, execution of expansion, planning and direction of the work of the Council and the National Board.

13.2 The Secretary General

The Secretary General is responsible for directing, organising and maintaining the internal structure of the Association, and shall consequently be responsible for ensuring

that decisions to this effect are implemented and respected by all ELSA UK groups. The Secretary General shall also be responsible for identifying any non-observance in this field, and shall make all necessary resources available so as to correct any inconsistency.

13.3 Treasurer

The Treasurer is in charge of the financial management of ELSA being responsible among other things for the accounting, property, and payments pursuant to Article 13 of the Statutes and Article 19 of the Standing Orders and for the arrangement of internal financial control.

The Treasurer is responsible for billing and collecting the annual membership fees together with any special fees, levies or other amounts due to ELSA UK from the Members, Observers or any third parties.

The Treasurer shall present interim accounts and the final accounts to the Council according to Article 19 of the Standing Orders.

13.4 The Vice Presidents

The Vice Presidents are responsible for the overall planning, co-ordination and supervision of their respective field of activity; they are responsible for the stimulation and execution of the specific programmes and projects that the Council initiates within their respective field of activity.

Article 14 - Representation

ELSA is represented by the members of the National Board jointly and severally. Furthermore the President of the National Board can appear on behalf of ELSA UK on any deed.

The National Board or the President of the National Board can authorise one or more persons to represent ELSA UK by means of a limited or unlimited power of attorney. The National Board may appoint any person to carry out a specific task under its responsibility. The National Board shall be accountable to the Council for the activities of this person.

Article 15 - Quorum and Decisions

Each member of the National Board is to have one vote within the National Board.

The National Board is only fully competent when at least four members are present after the entire Board has been duly summoned.

Decisions will be implemented by means of a simple majority. If a simple majority is not reached, a second vote will take place. If the draw persists, the President's vote will prevail.

Article 16 - Resignation or termination of office

If a National Board member resigns before or during his or her period of office, the National Board will be collectively responsible for the activities of the vacant National Board post and may immediately collectively appoint an interim replacement to hold office until the next Council Meeting when an election must take place. The aforementioned interim replacement will not become a member of the National Board.

If a National Board member resigns during a Council Meeting, an election to fill the vacant post must take place at that same Council Meeting.

The National Presidents' Meeting

Article 17 - Role and Procedure of the National Presidents' Meeting

17.1 Right to attend

The members of the National Board, their Directors and Secretaries are permitted to attend the Presidents' Meeting and shall enjoy the right to address the Meeting.

17.2 Right to Submit Proposals

Any proposal by the Presidents' Meeting to be submitted to the Council must be sent to the Secretary General of ELSA UK in accordance with Article 5.2 of the Standing Orders of ELSA UK.

Any proposal submitted by the Presidents' Meeting to the Council shall detail the number of the votes in favour, against or abstentions.

17.3 Venue

During each President's Meeting, the venue of the following Presidents' Meeting shall be chosen. The presidents of the local groups or their representatives may gather at the Council Meeting in order to change the venue of the Presidents' Meeting.

In the event of force majeure following the Council Meeting, the National Board shall reserve the right to change the venue of the Presidents' Meeting.

17.4 Presidents' Meeting Host

The Presidents' Meeting host group will be responsible for providing all participants with accommodation and a social programme. Wherever possible, the host group in co-ordination with the National Board shall provide training for the participants.

Finance

Article 18 - Responsibility of the Members and Observers

- 18.1 The Members and Observers may organise their finance independently and are not in any respect responsible to, or under the supervision of, the Treasurer of the National Board other than as provided for in the Statutes and these Standing Orders and the Decision Book.
- 18.2 Special fees
Members and Observers that participate, or whose individual members participate, in any of the activities of ELSA UK and for which a special fee is payable (as determined by the Council) or for which other moneys are due, are obliged to pay such fees to ELSA UK.
- 18.3 Payment of the membership fee
The annual membership fee must be paid before the 31st of August of the year preceding the year for which the membership fee is due.
- 18.4 Delaying and waiving amounts due
The National Board may agree to delay receiving payment of any fees or other amounts due under Article 13 of the Statutes or agree to receive payment other than in cash, in which case the value of the non-cash payment must be at least equal to the amount of cash that would have been received.

The Council may agree to waive or reduce any amounts due by member or observer groups under Articles 13 of the Statutes.

Article 19 - Budget

- 19.1 The Council decides on the budget of the next following financial year submitted by the Treasurer of ELSA UK during the Spring Council Meeting.
- 19.2 All funds raised for the benefit of, or payable to, ELSA UK shall be paid into the ELSA UK account and be properly and accurately accounted for by the Treasurer of the National Board.

Article 20 - Sponsorship

- 20.1 A local group has priority over approaching local sponsors in the area in which it operates.
- 20.2 Any local group wishing to approach sponsors located in the area of another local group **must** first seek permission from the latter.
- 20.3 All local groups **must** inform the National Board of confirmed sponsors.

Article 21 - Liquidation

The liquidators shall make an account of all assets, property, debtors and creditors of ELSA UK, claim outstanding debts and pay debts due. They shall thereafter divide the net assets and property, if any, equally between ELSA UK's Members unless the Council decides otherwise.

APPLICATION FOR OBSERVERSHIP OF ALBANIA

Application

REQUEST

**TO: EUROPEAN LAW STUDENTS' ASSOCIATION
INTERNATIONAL BOARD**

**Honored President of ELSA!
Honored members of IB!**

Law Students' Association in Albania, register under the decree No 13, date 09.11.1994, has contacted ELSA International since some months ago.

After we got acquainted with the procedural requests to become an observer of ELSA, we have been working hard for their accomplishment.

We had a meeting of our Association **National Council** and it **unanimously decided:**

- 1. To fully support the aims and activities of ELSA;**
- 2. To represent the application/request to become observer of ELSA near International Board and International Council of ELSA in Lisbon meeting.**

We guarantee you that we will know to represent ELSA in Albania seriously and with dignity in case we become ELSA Albania.

We hope to have your support in order to make the Albanian Law Students dream to come true.

On behalf of the Law Students' Association in Albania,

Ledio SALI

President

Tirana, on 14.02.2008

Statutes**Chapter 1
Name and Domicile****Article 1
Name**

The name of the association is "ELSA" which stands for the "European Law Students' Association".

**Article 2
Domicile**

Elsa has its domicile in Tirana (The Faculty of Law) and operates her activity in all Albanian territory.

**Chapter 2
Aims and Activity****Article 3 Aims and Activities**

ELSA is non-political, independent, non-profit-making association the aims of which are to promote, establish and develop mutual understanding, co-operation and personal contacts between law students and young lawyers from Albania with their colleges in different states and legal systems, thereby equipping them for professional life in an international environment.

**Article 4
Fields of Activity**

In order to reach its aims Elsa is able to be active in all the fields that support this aims.

The axis field of activity will be the following without a priority of hierarchy:

- Seminars and conferences involving among others, the support and the organization of the law faculties and study visits.
- Academic Activities involving among others a legal research program and a bank for studies abroad.
- The integration of the law students and young lawyers in the Trainee Exchange Programme (STEP) and in all other academic activities of the related European Associations.

Chapter 3

LIII ICM Lisbon, Portugal
30th March – 6th April 2008

Membership

Article 5 Membership

The entrance in Elsa is open for all the law students and young lawyers that support the aims and activity of Elsa executing the statute and paying regularly a fee.

Article 6 Termination of Membership

Membership immediately ends if:

- give the resignation
- is expelled in accordance with article 7 of these Statutes

Article 7 Expulsion

A member can be expelled from Elsa on a two-third majority vote by the Council if that member has either:

- violated these Statutes, the Standing orders or the interests of Elsa
- cased to support the aims or activities of Elsa
- not paid the fee or any amount due to Elsa

Chapter 4 Organs

Article 8 Organs

The National Council and the National Board are the principal organs of Elsa.

Article 9
Other complement organs, if they are necessary will be determined by the Council.

Chapter 5 Council

Article 10 The supreme decision making

The council represents the members of Elsa and is the supreme decision-making body of Elsa the decisions of which are obligatory for the national board and for the Elsa membership. A Council decision may be abrogated only by a subsequent Council decision.

Article 11

In plenary sessions the council is fully competent only when there is participation in accordance with article 6 or 7 when at least one – half of the members are present and able to vote.

Article 12

The main duties of the council are:

- to discuss and decide on any questions or matters within the scope of the statutes and the standing orders
- to elect new members
- to determine on the means by the which ELSA-s activities will be financed including also the determining of membership fee as well as special activities fee
- to approve the accounts
- to approve the budget
- to elect the members of National Board
- to examine the activity of National Board members.

Article 13

Validity of Decisions

Unless these statutes specify the contrary, decisions by the council shall be determined by an absolute majority of the votes. Abstentions shall not be included in the number of votes.

Article 14

Only the member of Elsa can vote on council. Each member has 1 vote. A member will be not allowed to vote if he has not fully fulfilled its financial obligations toward Elsa.

Article 15

The council shall meet twice a year, in Spring and in Autumn, at a time fixed by National Board.

Article 16

The council shall be summoned by means of written invitations sent by the Presidents of the National Board to all the members and any person appointed by the Council at least 15 days before the opening of the National Board.

Article 17

Extraordinary meeting can be requested by the National Board or at least one-third of all the members.

Chapter 6 National Board

Article 18

The Supreme Executive Body

The national board is the supreme executive body of Elsa. Its tasks are to execute the council decisions, to promote and supervise Elsa's fields of activity, to advance the aims and efficiency of Elsa and to represent Elsa.

Article 19

The president of National Board or any other person of the Board who has the same competence has the right to subscribe agreement in name of Elsa.

Article 20

The national board consists of the president, the secretary general, treasure and 4 vice presidents.

Article 21

Responsibilities of National Board

The National Board is responsible for the general running and management as well as for the execution and implementation of the Council decisions related to ELSA activity field and will give account to the Council for the undertaken decisions and activities.

Article 22

The members of the National Board can appoint any person to do a specific work. The National Board will give accounts for this persons in front of the Council.

Article 23
Elections

The members of the National Board will be elected by the Council for a period of one year from the day of the election.

Article 24
Resignation

If a member of the National Board resigns, the Board will be responsible for the activity of the vacancy and can collectively appoint a temporary substitute to accomplish the duty up to the new elections.

Article 25
Dismissal

A national board member may be dismissed by the council by a majority of two-thirds of the votes cast if:

- the national board member doesn't do his job in a satisfactory way
- the national board member violates these Statutes, the standing orders and the interests of Elsa.

Chapter 7
Finance**Article 26**
Source of funding

The cost of running the activities of Elsa are to be funded by annual membership fees, special activity fees, sales and advertisement revenues, fundraising from private and public bodies and organisations, public subsidies and donations whether in cash or in kind, provided however that such funds must not be accepted if they are tied to conditions contrary to the aims and principles of Elsa or if they are otherwise not in interests of Elsa.

Article 27
Membership fee

Each member of Elsa is obliged to pay an annual membership fee for each financial year membership to Elsa, the amount of which is decided by the council.

Article 28
Treasurer

Any fundraise of Elsa will be exactly calculated by the treasurer of the National Board.

Chapter 8 Audit

Article 29 Auditors

Two Auditors shall be elected by the Council. Their takes are to:

- report a temporal account
- control the final account of Elsa in Council.

Chapter 9 Rules

Article 30 Rules

The Council will further regulate affairs of Elsa, the rights and obligations of the Members towards Elsa and such other affairs that may appear to the Council in its discretion to require further regulation in its Standing Orders. In the event of conflict, these Statutes shall take precedence over the Standing Orders.

Chapter 10 Amendments

Article 31

Any amendments of the statutes may be made if supported by two-third of the votes cast by the council.

Article 32

Any amendments to the standing orders may be made if supported by two-third of the votes cast.

Chapter 11 Dissolution and Liquidation

Article 33**Dissolution**

Elsa may be dissolved by unanimous decision of the council.

Article 34**Liquidation**

The council shall upon a decision to dissolve Elsa elect 2 liquidators and shall subsequently decide about the destination of the net assets and property of Elsa, if any.

Recognition

REPUBLIC OF ALBANIA
TIRANA DISTRICT COURT
No. 13

DECREE**FOR ASSOCIATION REGISTRATION**

Today on 9.11.1994, I, the judge of Tirana District Court Marjana Dedi, oater examining the request of the demanders Ravik Gurra, Artur Metani, Genc Gjonca, Gent Xholi, Eugen Papandile, Oriola Shurdha, Renis Hackaj, who demand the registration as judicial person of ELSA and:

CERTIFIED:

The demands request the registration of ELSA as a judicial person with its domicile in Tirana, with President Mr Ravik Gurra, Faculty of Justice ELSA is a non-political. Independent, non-profit-making association the aims of which are to promote, establish and develop mutual understanding , co-operation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

His request is a right request and as such according to the law is accepted

FOR THESE REASONS:

Based on Law No 7512 Date 10.08.1991

DECIDED:

The registration of ELSA as judicial person, with its domicile in Tirana, with President Mr. Ravik Gurra , Tirana, with Justice Faculty. ELSA is a non-political, independent, non-profit-making

association the aims of which are to promote, establish and develop mutual understanding , co-operation and personal contacts between law students and young lawyers from different states and legal systems, thereby equipping them for professional life in an international environment.

This decree may be appealed to the Court of Appeal.

JUDGE
Marjana Dedi

FINANCIAL MANAGEMENT ANNEXES

Profit and Loss A/C of ELSA International as at 31/01/08

	31.01.2008	Budget	Difference
General Income			
Externals	35.000,00	63.000,00	- 28.000,00
Membership Fee/ Admin. Fee	18.050,03	18.050,00	0,03
ELSA ONLINE Fee	0,00	10.000,00	-10.000,00
EDF Fee	0,00	0,00	0,00
Synergy Advertisements	27.770,00	3.000,00	24.770,00
Links Project	3.200,00	11.000,00	-7.800,00
EMC ² Sponsorships	37.000,00	0,00	37.000,00
EMC ² Advertising	1.980,00	0,00	1.980,00
EMC ² Registration	8.552,88	0,00	8.552,88
GLSE Sponsorship	5.000,00	0,00	5.000,00
Bank Interest	324,77	0,00	324,77
Miscellaneous	312,84	0,00	312,84
Write Off	(3,945.02)	0,00	-3,969.02
Repayments of Debts	0,00	1.000,00	-1.000,00
Deferred Revenue 06/07	10.011,00	0,00	10.011,00
General Income total	143.256,50	106.050,00	36.606,50
Overheads			
ELSA House Rent	12.746,10	25.950,00	13.203,90
Heating	1.348,98	2.000,00	651.02
Electricity	2.221,48	2.500,00	278.52
Water	306,25	1.900,00	1.593,75
Repairs	0,00	500,00	500,00
Day to day office supplies	1.110,32	3.000,00	1.889,68
Printing & Stationery	208,42	0,00	-208,42
Upgrade office facilities	124,89	500,00	375,11
Cleaning costs	0,00	200,00	200,00
Phone & Fax	1.806,06	4.000,00	2.193,94
Internet & E-mail	341,77	600,00	258,23
Post	157,25	1.800,00	1.642,75
Altnet Server	2.117,50	3.700,00	1.582,50
New ELSA ONLINE System	0,00	15.000,00	-15.000,00
Bank Charges	160,14	700,00	539,86
ICM Reggio (Travel costs)	569,08	2.000,00	1.430,92
ICM Reggio (Accommodation)	1.800,00	700,00	-1.100,00
ICM Lisbon (Travel costs)	0,00	1.800,00	1.800,00
ICM Lisbon (Accommodation)	0,00	700,00	700,00
IPM Warsaw 2007	4,80	350,00	345,20
IPM Ohrid 2008	255,50	300,00	44,50
ISM Vilnius 2008	103,72	250,00	146,28
Meetings with Externals	1.770,38	3.000,00	1.229,62
Meetings within the Network	1.654,59	5.760,00	4.105,41
Allowance	8.400,00	16.800,00	8.400,00
Representation	285,22	800,00	514,78
Travel of ELSA Int. Directors	605,60	2.000,00	1.394,40
ITP Refreshment Meeting	0,00	0,00	0,00
Auditing (ICM travels)	254,49	1.000,00	745,51

Auditing Weekends	120,71	800,00	679,29
Auditing (Miscellaneous)	35,60	100,00	64,40
EDF Contribution 2006	0,00	2.940,00	2.940,00
Synergy Design & Printing	17.368,42	0,00	-17.368,42
EMC ² Design & Printing	3.305,04	0,00	-3.305,04
EMC ² Travel	510,91	0,00	-510,91
GLSE Allowance	1.200,00	0,00	-1.200,00
GLSE Rent	3.000,00	0,00	-3.000,00
GLSE Travel & Accommodation	232,63	0,00	-232,63
Annual Report 06/07	0,00	500,00	500,00
Del Credere	0,00	2.000,00	2.000,00
Miscellaneous	444,98	900,00	505,02
Savings	0,00	1.000,00	1.000,00
Prepayments 06/07	2.004,44	0,00	-2.004,44
Expenditures total	66.575,27	106.650,00	40.074,73
Net Profit/ Net Loss	76.681,23	0,00	76.681,23

Auditors report for the Interim Accounts 2007/2008

Hamburg, 29th of February 2008

We, Filippo Siciliano and Steffen Hagen, Auditors of ELSA-International for the operational year 2007-2008, have audited the financial papers presented to us by Daniel Azzopardi, Treasurer of ELSA-International, in particular bank statements, claim forms, invoices sent and received, petty cash statements and VISA forms, including the ELSA Development Fund, as well as the according bookkeeping materials. We submit the following conclusions to the Council's attention.

1 - General assessment of the quality of the financial management

We have to split up the general assessment, as its quality differs by large margins over the board. On the one hand, some documents were perfectly in order, bank statements for instance. We were also thoroughly impressed by Daniel's ability to seemingly memorize every single transaction and have clarifications for every questionable point at the ready. Overall, except for one point we will mention later, the finances of ELSA-International seemed very much in order. Specifically, Daniel impressed us again by his strict way of managing the expenditures; there was no money spent for dubious expenditures and claim forms supplied by insufficient receipts were only paid to the specifiable amount. On the same occasion, all the needed documents were available and stored well.

However, to come to these conclusions, we had to perform an unnecessary amount of work. It should once again be noted that the two-day auditing period is sufficient only if the required documents are prepared in a way that the auditors can exercise their functions as efficiently as possible. As was the case, we had to spend the whole first day to compare bank statements with verifications and bookkeeping materials since the latter two were more or less disorganized, or organized in a way that simply didn't match with the bank statements. That on several occasions one bank transaction actually encompassed several payments did not help. This has to be improved definitely.

2 - Bookkeeping

To give outsiders an overview of the financial situation as well as to allocate all the money correctly, a lot of bookkeeping has to be done. Regrettably, we have to apply a second major point of criticism here. While perusing the bookkeeping materials, we encountered mismatched bookings, bookings with no counterpart in the bank statements and so on. While all of this could be clarified during the audit, we couldn't help but notice that this area has not been treated with the demanded caution and precision.

Not all failures can be blamed on the treasurer, though. Partly, this needs to be attributed to the use of a new bookkeeping program, the employment of which was necessary because Windows Vista would not accept the previous software. Even more irritating, several mistakes have their reason in the previous operational year, even after the numbers have been approved! This is something we still have our eye on. But still, there's a lot of room for improvement for this treasurer as well.

3 - Handling of specific transactions

As mentioned above, on sometimes one bank transaction was used for several payments at once, presumably to save transaction fees. While the effort to reduce costs has been noted and approved, this should not happen again. It does not serve transparency, especially if payments to several receivers are combined into one transaction to only one of those receivers or perhaps

even a completely different person. Again, while this may save fees, it is definitely not the proper way to handle this. On the same side, it gets even more difficult for outsiders to follow what's happening if payments are lumped together and performed through the petty cash, since this presumably will throw the according bookings completely off balance. This has only happened on one occasion, though, and the auditors are confident that they do not have to criticize this again come final accounts.

4 - Overall financial situation

As is (sadly) usual with ELSA-International, invoices to the members have been sent out, some have paid, some not. At least the auditors have noted with approval that the treasurer has those items on his agenda and has been busy invoicing money from other sponsors as well. Since those have paid pretty accurately, ELSA-International is currently in positive cash flow and profit/loss situations. We definitely appreciate this.

5 - EDF

While the EDF has been handled, as was demanded during the last operational year, on a separate account and all the bookings and transactions during the current operational year have been taken care of in an accurate manner, the auditors noticed that, irritatingly, last year's closing balance and this year's opening balance do not match up. Consulting all resources, we were not able to find the reason for this, so an error in the amount of ca. 850,00 € has remained up to now. This is quite possibly again a result of bookings happening after the finalized accounts of the previous operational year. It may or may not be worked out come the final accounts.

Conclusion

The result of all those happenings is, as might be imagined, a balance sheet with a sum of mistakes, the source of which are the previous incorrect bookings and balances. This might be considered a "bureaucratic" error, but it is this balance sheet and the resulting budget which outsiders will care to see and on which the council votes. Naturally, it was tried to take all of this into account and revise bookings and balances in a way that the result could be approved. But since the majority of the time was taken up by us sifting the documents because of their insufficient ordering, there was not enough time left over to perform all necessary corrections. A last-minute version was sent to us by mail, but as it still contained errors and it was not possible for us to double-check on it in a proper way without the basic documents, we cannot give a proper recommendation to the council. This does not mean that we recommend disapproving of the accounts, especially as there were definitely positive sides to what we saw. Rather, it means that the auditors give no recommendation in one way or the other.

This case has found precedence in the operational year 2006 / 2007, where the auditors did not give a specific recommendation concerning the approval as well. It should also be noted that the auditors were prevented from assisting the treasurer in correcting the noted errors, since this is not only not our task but it would be a definite violation of accounting principles, as in the end we would be revising accounts we ourselves had created.

Be aware that by the time this document is edited, the treasurer is still working on the numbers. It is quite possible that final, corrected versions of balance sheet and profit and loss accounting will be sent before the ICM is taking place. Should this happen, there is a definite possibility that we can recommend approval.

Best regards to the council,



Filippo Siciliano

Steffen Hagen

Steffen Hagen

ELSA INTERNATIONAL

Balance Sheet

31.01.2008

Assets	31.01.2008	31.07.2007	Liabilities	31.01.2008	31.07.2007
	EUR	EUR		EUR	EUR
<i>Fixed Assets</i>			<i>Capital</i>		
Office Equipment	229,77	229,77	Ordinary Capital	40.630,58	40.630,58
Total Fixed Assets	<u>229,77</u>	<u>229,77</u>	Retained Profit/Loss	(18.563,51)	(18.618,83)
			Profit/Loss	76.681,23	55,32
<i>Current Assets</i>				<u>98.748,30</u>	<u>22.067,07</u>
Debtors Control Account			<i>Reserves</i>		
Receivables from Members	11.679,23	16.300,50	ELSA Development Fund	11.315,30	17.606,99
				<u>11.315,30</u>	<u>17.606,99</u>
Accounts Receivable	56.944,52	8.712,72			
	<u>68.623,75</u>	<u>25.013,22</u>	Total Capital & Reserves	110.063,60	39.674,06
<i>Deposits and Cash</i>					
General Current Account - EUR	23.448,93	6.094,82	<i>Liabilities</i>		
General Savings Account - EUR	24,74	6,81	Creditors Control Account		
EMC ² Current Account - EUR	7.864,31	45,00	Accounts Payable	<u>6.079,12</u>	<u>4.331,75</u>
Rent Deposit Bank Account	13.373,84	13.150,32			
Petty Cash	9,38	3,90	Total Liabilities	6.079,12	32.020,22
EDF Current Account	352,65	80,33			
EDF Saving Account	2.223,93	7.011,94	Total Capital & Liabilities	<u>116.142,72</u>	<u>64.155,27</u>
	<u>47.297,78</u>	<u>26.393,12</u>			
<i>Prepayments</i>	0,00	2.004,44			
Total Current Assets	115.921,53	63.925,50			
Total Assets	<u>116.151,30</u>	<u>64.155,27</u>			