

LIX INTERNATIONAL COUNCIL MEETING

WORKING MATERIALS

Poznan, Poland

27th March - 3rd of April 2011

ELSA International partners:

Corporate Partner of ELSA International



LLM Partner



English Language Partner



The European Law Students' Association

GENERAL INFORMATION

FOREWORD

Dear ICM participants, dear ELSA family, dear friends,

The second International Council Meeting of our term is already in front of us. It has been a great term so far with so many different projects and events. During this term, we dealt with so many different projects that made our term special in our eyes; the new ELSA Online system, the Market Research, the new International Focus Programme, the Train the Trainers Week and of course the Anniversary celebrations.

We are proud to present you the Working Materials for the LIX International Council Meeting. Please read them carefully, and make sure you are prepared to provide good inputs during the discussions. There are several proposals that might change some important aspects of our beloved association, and it will be up to the National Groups to decide the directions we should take.

Besides all the Workshops and Plenaries, we will also celebrate our 30th Anniversary during this ICM with the day that has been dedicated only for these celebrations. Make sure that you are ready to represent your National Group, and to tell the others something about the history of ELSA in your country. The Anniversary celebrations are also the perfect place for you to meet our alumni and to learn from their stories.

Furthermore there is one more exciting thing that will happen during this ICM, it will be the elections for the International Board of ELSA 2011/2012. For me, it was one of the best decisions I made in my life, so I will like to encourage you all to do the same and wish you good luck.

The LIX ICM wouldn't happen without the amazing work of the Organizing Committee, so I would like to thank ELSA Poznan for all their efforts. And this amazing term couldn't be possible without all the officers in the Network, so thank you all, especially to the six hobbits that live with me, I couldn't make it without you.

On behalf of ELSA International 2010/2011



Filipe Manuel Cavaco Bismarck
Secretary General
ELSA International

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REMINDERS

General Reminders

If you really want to enjoy this ICM,

DO NOT FORGET THE FOLLOWING:

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

To be prepared for the workshops...

- Read these Working Materials from cover to cover;
- Read the minutes of at least the two previous ICMs (ICM Malta and ICM Alanya)
- Read the Statutes and Standing Orders of ELSA International carefully;
- Read and bring with you a copy of the 31st edition of the Decision Book;
- Bring your marketing materials so you can promote your events;
- Bring the One Year Operational Plan of the International Board of ELSA (OYOP 2010/2011)

You can ask the Secretary General of ELSA International for all these documents. Write an email to secgen@elsa.org

To be prepared for the stay...

- Check out the ICM Website at <http://www.elsaicm.pl/> and make sure you have taken note of all the Organising Committee's instructions;
- Bring smart clothes for the Plenary;
- Rehearse your performance for the ELSA VISION CONTEST!

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

- Consider being a workshop secretary;
- Consider being a Plenary secretary;
- Consider hosting the IPM in Winter 2012;
- Consider hosting the ICM Spring 2012 or the ICM Autumn 2012;
- Consider running for the International Board 2011/2012;
- Consider running for the Auditor of ELSA International 2011/2012.

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

- Bring your NATIONAL DRINKS!
- Bring good mood and happy smiles!

- Bring all your **ELSA Spirit!**

Deadlines for nominations

The deadline for nominations for:
**INTERNATIONAL BOARD 2011/2012,
TWO AUDITORS AND VICE-AUDITOR OF ELSA INTERNATIONAL
2011/2012**

is Monday 28th of March at 23:59 (CET)

and

The deadline for nominations for:
**INTERNATIONAL PRESIDENTS' MEETING HOST WINTER 2012,
COUNCIL MEETING HOST ICM SPRING 2012 OR ICM AUTUMN 2012**

is Tuesday 29th of March at 23:59 (CET)

and

for the deadline for nominations for:
COUNCIL GUESTS TO ICM PALERMO 2011

is Friday 1st of April at 23:59 (CET)

The Council Meeting Guide for fresh and experienced participants**What is a Council Meeting?**

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

What is a workshop?

The workshops are for debate and discussion to allow more expedient decision-making in the plenary.

In each ICM there are seven workshops: one for each 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 Presidents.

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

Financial Management (FM) – supervised by the Treasurer of ELSA International and attended by National Treasurers.

Marketing (MKT) – supervised by the Vice President for Marketing of ELSA International and attended by National Marketing officers.

What is a Workshop officer?

There are *four* Workshop officers: the *Chair*, the *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 or her absence.

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

If you would like to be a Workshop officer, please contact the relevant member of ELSA International as soon as possible to volunteer. You are expected to attend a training provided by ELSA International on Sunday evening to acknowledge the detailed guidelines for your task.

What is a Council Meeting officer?

There are from seven to nine Plenary officers: the Chair, the Vice Chair, two to four Secretaries, two Tellers, and three members of the nominations committee. The ICM officers ensure that some of the most important tasks in an ICM are carried out.

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 procedures of the Council Meeting. The role of the Vice Chair is to assist the Chair and stand in for the Chair in case of his or her absence.

What is the role of the Secretaries?

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

What is the role of the Tellers?

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

What is the role of the Nominations Committee?

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

Obligations of the National Groups

Important Information!

In accordance with the article 11.5 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. Please be sure that the SotN Inquiry on behalf of your National Group is submitted in 7(seven) days before the ICM. If you need any clarifications regarding the SotN, please contact to Secretary General of ELSA International at secgen@elsa.org.

Call for the International Board 2011/2012



The European Law Students' Association

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

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

Ever dreamt of living in the ELSA House?

This is your opportunity:
“Use the Force within you!”

MAKE A DIFFERENCE FOR ELSA:

**RUN FOR THE
INTERNATIONAL BOARD
2011/2012!!!**

What is the role of the International Board?

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

Vice President for Academic Activities

The Vice President for Academic Activities is responsible for the key area of Academic Activities. This responsibility includes Legal Writing; coordinating Essay Competitions, Bridging Theory and Practice; Lawyers at Work events, Legal Debates, Moot Court Competitions as well as the overall responsibility of the organising of the ELSA Moot Court Competition on WTO Law, EMC². The Vice President for Academic Activities is also responsible, when called upon, to support and assist Local and National Groups in organising AA events in the Network as well as implementing Legal Education, Human Rights and the International Focus Programme in the activities of the key area Academic Activities.

Vice President for Seminars and Conferences

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

Vice President for the Student Trainee Exchange Programme

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

President

The President is in charge of the overall co-ordination of the work of the International Board, 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 the flow of information to other students' associations and other organisations (NGOs and international institutions). The President shall also have the overview of all contacts to sponsors and supporters of ELSA International.

Secretary General

The Secretary General is responsible for directing, organising and maintaining the internal structure of the Association and shall consequently be responsible for ensuring that decisions to this effect are implemented and respected by all ELSA Groups. The Secretary General shall also be responsible for identifying any non-observance in this field, and shall make all the 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 as well as the main responsible for the development of Human Resources and informational systems in the ELSA 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, accounting, bookkeeping and preparation of both interim accounts and final accounts of ELSA International. The Treasurer is the chairman in the Executive Committee of the ELSA Development Foundation and additionally he or she is also working actively in the field of grants.

Vice President for Marketing

The Vice President for Marketing is responsible for the supporting area of Marketing. The tasks include amongst others, the coordination of advertisement hunting for various brochures and publications and for the website, the overall responsibility of production and editing of Synergy, to produce internal presentation and marketing materials for the key areas, and to represent ELSA towards externals. One of the Vice President for Marketing's main responsibilities is also to co-ordinate and conduct market analysis and to define marketing strategies for all matters related to ELSA and its activities.

Procedure of the 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 unless the Council decides to prolong the deadline.

The nominee shall prepare a personal presentation in writing and distribute this to the National Groups before midnight on the day before the 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 and their candidature 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 2011/2012 has to be present in the ELSA House in Brussels from the 1st of July 2011 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 2011/2012 will be taught the work on the international level, such as ICM preparations, day-to-day work for ELSA, responsibilities of the International Board, and of course how it is to live in Brussels for 13 months. However the transition will also be filled with social events, team-building sessions and sightseeing-trips in Belgium.

Call for the Auditors of ELSA International 2011/2012



The European Law Students' Association

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

Do you have special interest in financial matters as well as advanced knowledge on accounting and auditing?

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

**AUDITOR OR
VICE AUDITOR
OF
ELSA INTERNATIONAL
2011/2012**

What is the role of the Auditors of ELSA International?

The auditors are two to three persons neutral and independent, proofing the accounts of ELSA International.

The auditors are elected by the Council during the spring International Council Meeting. The auditors' team consists of two auditors and one vice-auditor. The two auditors are mainly responsible for controlling the Interim Accounts and the Final Accounts of their respective year they have 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 headquarters in Brussels twice a year, once 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?

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

What are the references/qualifications to become an Auditor?

- Knowledge in accounting;
- Knowledge in auditing;
- Interest in financial matters;
- An impartial person not involved in ELSA International.

Call for the International Council Meeting host, Spring 2012, Autumn 2012 and the International Presidents' Meeting host, Winter 2012



The European Law Students' Association

**SPRING ICM 2012
WINTER IPM 2012
AUTUMN ICM 2012**

Do you want to have your name written in the ELSA History?

Imagine the **best ELSA experience ever!**

Everything at one place - law students, perfectly organised workshops and trainings!

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

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

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!!**

**SEE THE DRAFT CONTRACTS ANNEXED TO THESE WORKING
MATERIALS**

Call for ELSA Moot Court Competition Final Oral Round 2012



FACE THE GLOBAL CHALLENGE

The **10th** edition of the ELSA Moot Court
Competition on WTO law (EMC²)
2011/2012

The Largest Moot Court on WTO law

**HOST THE FINAL ORAL ROUND IN
MAY 2012!!**

Send your application to vpaa@elsa.org before
15th April 2011.

More information can be found at
www.elsamootcourt.org

Call for IFP Evaluation Conference 2012



HEALTH LAW
International Focus Programme

**IFP EVALUATION
CONFERENCE**
on
Health Law

Spring 2012

**Host the biggest IFP event in the
Network!**

The applications should be sent to elsa@elsa.org
at the latest on

1st May 2011 23.59 CET

Memento

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

i. You have fully filled in the **State of the Network Enquiries** 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 Enquiries 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 authorisation** to the Secretary General of ELSA International. Please complete the letter of authorization that was sent to all National Boards together with the ICM Working Materials.

This letter must include:

- The contact details of your National Group;
- The names of the delegates of your National Group who are allowed to raise the voting cards during 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 (if needed, 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 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

Please be ready to prepare an act and/or 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 and appoint one person from your delegation to be your voting delegate in the respective workshops.

Election of hosts for the International Council Meeting Spring 2012 and Autumn 2012

The host for the next upcoming ICM has been appointed. The Autumn ICM 2011 will take place in Palermo, organised by ELSA Palermo. If you are thinking about organising an ICM in your National Group in Spring 2012 or Autumn 2012, this is the right moment to apply! Prepare a proposal containing a draft programme and a draft budget, present it to the International Board and sign the contract that you can find annexed to these Working Materials before the ICM, and you will have the opportunity to have a nice presentation in plenary. The Council will then decide.

So, do not hesitate – APPLY!

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

Nominations and Election of Council Guests

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

Plenary Presentations

In order to bring efficiency to the work at the Plenary, we hereby present some rules for National Groups that want to give Presentations during Plenaries:

- The demonstration 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 *5 minutes*;
2. Be in accordance with *ELSA's Principles*;
3. Be given to the Chair or the Vice Chair before *6 p.m.* of the day before they are to be shown

- The priority of acceptance will be as follows:

1. Statutory Meetings' Presentations;
2. International Area Meetings (non-statutory);
3. Training events;
4. ELSA Core Activities events;
5. Social events;
6. Others.

DRAFT AGENDAS AND TIMETABLES**ICM TIMETABLE**

ICM Poznan										
Draft Agenda										
Time	Sun 27th	Mon 28th	Tue 29th	Wed 30th	Thu 31st	Fri 1st	Sat 2nd	Sun 3rd		
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
08:30										
09:00										
09:30		Departure of the participants	Workshop	Workshop	Workshop	Conference	Sightseeing	Final Plenary		
10:00										
10:30										
11:00										
11:30										
12:00			Lunch	Lunch	Lunch	Lunch	Lunch	Lunch		Lunch
12:30										
13:00										
13:30	Opening Plenary		Workshop	Mid Plenary	Workshop	Workshop	Opening Celebration	Final Plenary		
14:00										
14:30										
15:00		Introductory WS	Reporting Time	Reporting Time	Reporting Time	Anniversary Debate	Final Plenary			
15:30										
16:00										
16:30		Officers & Freshers	Reporting Time	Reporting Time	Reporting Time	Dressing time	Final Plenary			
17:00										
17:30										
18:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner				
18:30										
19:00										
19:30	Party	Party	Party	Party	Party	Party				
20:00										
20:30										
21:00	Gala Ball	Party	Party	Party	Party	Party				
21:30										
22:00										
22:30	Party	Party	Party	Party	Party	Party				
23:00										
23:30										
00:00										

PLENARY**Draft Agenda****Opening Plenary, Sunday, 27th March 2011 (14.00 – 17.30)**

- Morning **Arrival and registration of the participants**
- 13.00 **Payments due to ELSA International, delivery of Letters of Authorization and the SotN Inquiry**
- 14.00 **Introduction of the members of the International Board 2010/2011**
Malwina Grzybowska, Head of the Organising Committee
- 14.15 **Opening of the Council Meeting by the President of ELSA International**
Óscar A. Lema Bouza
- 14.20 **Presentation of the Directors and Assistants of ELSA International**
Óscar A. Lema Bouza
- 14.30 **Welcoming of Council Guests and Externals**
Óscar A. Lema Bouza
- 14.40 **Presentation and Information by the Organising Committee of the Council Meeting**
Malwina Grzybowska, Head of the Organising Committee
- 14.55 **Presentation of the ICM Sponsors/Partners**
Malwina Grzybowska, Head of the Organising Committee
- 15.10 **Announcement of the list of votes by the Secretary General of ELSA International**
Filipe Bismarck
- 15.20 **Presentation of the Council Meeting Procedure**
Reading out of the agreement between ELSA Greece and ELSA

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- Republic of Macedonia (Council Decision PLE 01/99 II)**
Filipe Bismarck
- 15.35 **Election of the Chair of the Plenary**
Filipe Bismarck
- 15.45 **Election of the other plenary officers: Vice Chair, two to four Secretaries, two Tellers, three members of the nominations committee**
Chair
- 16.10 **Approval of the Council Meeting Agenda and presentation of the Council Meeting structure**
Chair
- 16.20 **Approval of the Minutes of the LVIII International Council Meeting in Alanya, Autumn 2010**
Chair
- 16.30 **Report from the International Presidents' Meeting in Tbilisi, Georgia**
Chair of the International Presidents' Meeting
- 16.45 **Presentation of the Workshops during the ICM by the members of ELSA International**
Chair and the International Board
- 17.10 **Information on the Officer's and Fresher's Training**
Filipe Bismarck
- 17.30 **End of the Plenary session**

Mid-Plenary, Tuesday, 29th of March (14.30-20.00)

- 14.30 **Revision of the List of Votes**
Filipe Bismarck
- 14.50 **Information from the Organising Committee**
Organising Committee
- 15.00 **Announcement of Nominations**
Nominations Committee
- 15.10 **Presentation of the Partners of ELSA International**
Óscar A. Lema Bouza
- 15.20 **Presentation and Voting of the AA Workshop related proposals**
Chair and Workshop Chair
- 15.40 **Presentation and Voting of the S&C Workshop related proposals**
Chair and Workshop Chair
- 16.00 **Presentation and Voting of the BEE Workshop related proposals**
Chair and Workshop Chair
- 16.15 **Presentation and Voting of the IM Workshop related proposals**
Chair and Workshop Chair
- 16.40 **Presentation and Voting of the FM Workshop related proposals**
Chair and Workshop Chair
- 17.10 **Presentation and Voting of the MKT Workshop related proposals**
Chair and Workshop Chair
- 17.30 **Membership Application of ELSA Albania**
Chair and Workshop Chair

- 17.50 **Demotion of ELSA Kazakhstan**
Chair and Workshop Chair
- 18.00 **Presentation by the Council of Europe**
- 18.20 **Presentation of International Events**
Organising Committees of respective events
- 18.50 **Q&A ELSA International**
Chair
- 19.50 **End of the Plenary Session**

Final Plenary, Saturday, 2nd of April 2010 (10.00 – 23.00)

- 10.00 **Revision of the List of Votes**
Filipe Bismarck
- 10.10 **Announcement of Nominations**
Nominations Committee
- 10.20 **Presentation and Approval of the AA Workshop Report and related proposals**
Chair and Workshop Chair
- 10.35 **Presentation and Approval of the S&C Workshop Report and related proposals**
Chair and Workshop Chair
- 10.50 **Presentation and Approval of the STEP Workshop Report and related proposals**
Chair and Workshop Chair
- 11.05 **Presentation and Approval of the BEE Workshop Report and related proposals**
Chair and Workshop Chair
- 11.20 **Presentation and Approval of the IM Workshop Report and related proposals**
Chair and Workshop Chair
- 11.35 **Presentation and Approval of the FM Workshop Report and related proposals and recommendations**
Chair and Workshop Chair

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- 11.50 **Presentation and Approval of the MKT Workshop Report and related proposals**
Chair and Workshop Chair
- 12.10 **Presentation and approval of the Interim Accounts 2010/2011 Auditors' Report**
Opinion of the Financial Management Workshop
Olga Sendetska, Auditors and the Financial Management Workshop Chair
- 12.30 **Presentation of ELSA Development Foundation Interim Accounts Auditors' Report**
Opinion of the Financial Management Workshop
Olga Sendetska, Auditors and the Financial Management Workshop Chair
- 12.40 **Presentation of ELS**
ELS Executive Committee and ELS members
- 12.50 **Presentation of the Train the Trainers Week (TTTW)**
Organizing Committee of TTTW
- 13.00 **Lunch Break**
- 15.00 **Revision of the list of votes**
Filipe Bismarck
- 15.10 **Presentation of Mazars**
Mazars representative
- 15.20 **Presentation by IPM Host Candidate(s), Winter 2012**
Chair and Candidates
- 15.30 **Questions and Answers to the IPM Host Candidate(s), Winter 2012**
Chair and the Council

- 15.45 **Presentation by ICM Host Candidate(s), Spring 2012**
Chair and Candidates
- 15.55 **Questions and Answers to the ICM Host Candidate(s), Spring 2012**
Chair and the Council
- 16.05 **Presentation by ICM Host Candidate(s), Autumn 2012**
Chair and Candidates
- 16.15 **Questions and Answers to the ICM Host Candidate(s), Autumn 2012**
Chair and the Council
- 16.25 **Presentation of the Council Guests for the Autumn ICM 2011**
Nomination Committee
- 16.30 **Presentation of Candidates for the International Board 2011/2012**
Chair
- 19.00 **Presentation of Candidates for the Auditors and the Vice Auditor of
ELSA International 2011/2012**
Chair
- 19.30 **Presentation of the voting procedure**
Chair
- 19.35 **Handing out ballot sheets**
Filipe Bismarck
- 19.55 **Casting of the votes**
- 20.00 **Dinner break**
- 21.30 **Presentation time**
- 21.30 **Presentation of the upcoming ICM Palermo, October 2011**
Organising Committee

21.50 **Presentation of the ELSA House Training Week, Summer 2011**

Organising Committee

22.00 **Presentation of the International Internal Meetings**

Organising Committees

22.30 **Announcement of the results of the elections**

Chair

22.45 **Miscellaneous**

23.00 **Closing of the LIX International Council Meeting**

Óscar A. Lema Bouza

ACADEMIC ACTIVITIES WORKSHOP**Timetable**

Time	Sun 27th	Mon 28th	Tue 29th	Wed 30th	Thu 31st
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast
08:30					
09:00					
09:30					
10:00		SotN	Joint S&C, STEP, AA: IFP	Training on Risk Management	Conference
10:30		DB Proposals			
11:00		Joint BEE & AA: HRMCC	Joint: S&C, STEP, AA: CoE		
11:30					
12:00		Lunch	Lunch	Lunch	Lunch
12:30					
13:00					
13:30					
14:00	Opening Plenary	Training on Transition	Mid Plenary	LRG with CoE	EOS
14:30				SPEL	Presentation of NGs
15:00					
15:30					
16:00		IFP Essay Competition		Candidates	
16:30					
17:00		EMC2 RRs		Miscellaneous Closing	
17:30					
18:00	Introductory WS & ARs	Reporting Time	Reporting Time	Reporting Time	
18:30	Officers & Freshers				
19:00	Reporting Time	Reporting Time	Reporting Time	Reporting Time	
19:30					

Preparations and reminders for the Academic Activities Workshop

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

- Statutes and Standing Orders, in force after the LVIII Council Meeting of ELSA
- Council Meeting Decision Book, 31st Edition
- One Year Operational Plan (OYOP) 2010/2011 of ELSA International
- Working Materials
- Minutes of the ICM Malta and ICM Alanya
- Please prepare a written Activity Report to distribute to the workshop on the introductory session

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

You can ask the Secretary General of ELSA International for all these documents. Write an email to secgen@elsa.org

Please prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 42 copies of your written Activity Report). Please send it also as an electronic copy to the Academic Activities mailing list. You should include both the things that you have worked on as a Vice President Academic Activities during your term in office and the major projects that are taking place in your National Group.

Please read this Draft agenda carefully; should you need any clarifications, please do not hesitate to contact the Vice President Academic Activities of ELSA International at vpaa@elsa.org.

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

Welcome to the AA Workshop!

Draft Agenda**Sunday, 27th March (18.00 – 20.00)**

18.00 - 19.00

Introductory Workshop and Activity Reports

Aim: To present the Agenda for the upcoming week and to approve it, to have a roundtable discussion in order to evaluate our own work, express our expectations for the upcoming week, to elect the Workshop officers and to get to know each other a bit better. To update the officers about the past and upcoming activities in the Network and to gain inputs from each other.

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: Activity Reports and expectations of the participants

Comments: During this session Academic Activities Workshop will summon for the first time in Poznan, gather all participants together, go through the Agenda and get everyone acquainted with the ICM-procedure.

Preparations: Please prepare the Activity Reports to be distributed during the Introductory Workshop and be prepared to present your own previous and upcoming activities. National representatives should include both their own activities and the activities taking place in the respective country.

19.00 - 20.00

Officers' Trainings

Aim: To train officers on their fundamental tasks and responsibilities during the ICM. Workshop Chairs and Secretaries will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19.00 - 20.00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, 28th March (10.00 – 13.00)

10.00 - 11.00

State of the Network Report

Aim: To present the results of the State of the Network enquiries filled in before the ICM Alanya and to inform the participants of the current status quo of the Network. To compare the results with the Strategic Goals of ELSA 2013.

Means:

- Presentation of the SotN report by ELSA International
- Questions and answers
- Open discussion on Strategic Goals

Comments: This session will be dedicated to provide knowledge to the participants, in order for them to understand what has been done in the past. The 9th SotN Report is drawn up based upon the information that's submitted by the National Groups.

Preparations: Please read the Strategic Goals section of the Decision Book.

11.00 – 12.00

Proposal for amending the AA part of the Decision Book

Aim: To present, discuss and vote on the proposal regarding EMC² made by ELSA International.

Means:

- Presentation of the proposal by ELSA International
- Questions and answers

- Voting

Comments: Please read the proposals from these Working Materials carefully.

12.00 - 13.00

Joint Workshop with BEE on Human Rights Moot Court Competition

Aim: To present a new possible of cooperation with the Council of Europe.

Means:

- Presentation of the project by ELSA International
- Presentation of the implementation process by ELSA International
- Open discussion
- Questions and answers

Comments: This session will be dedicated to a new project which is raised by the Council of Europe about the Human Rights Moot Court Competition. ELSA has gained its reputation in organising moot court competitions, thus is trusted on the matter. and stresses the importance of Human Rights, by working in the direction to raise awareness on the matter through its activities, as stated in the Philosophy Statement “*A just world in which there’s respect for human dignity and cultural diversity.*” Considering the stand of ELSA, a moot court competition on Human Rights and a simulation of the European Court of Human Rights will be nothing but the most prestigious event of the Network. ELSA International has been working on this MCC in cooperation with the Council of Europe. This kind of a big project would bring some changes to the current situation in regards to Board Management, thus the consequences shall be discussed as well.

Monday, 28th March (14.30 – 19.00)

14.30 – 19.00

Training session on Transition

Means:

- Training given by ITP Trainer

Comments: We have come to the second half of our term in the office and now it’s time to prepare the transition for the upcoming boards. This training will be helpful for you to plan your transition.

Tuesday, 29th March (10.00 – 13.00)

10.00 – 11.30

Joint S&C + AA + STEP: Council of Europe

Aim: To present the cooperation possibilities with the Council of Europe with regards to the new campaign “One in Five”, aimed at protecting children against violence.

Means:

- Presentation by ELSA International
- Presentation by the Polish Ombudsman for Children, Mr. Marek Michalak
- Q&A

Comments: The Polish Ombudsman for Children will be present, explaining the activities of the Council and National Focal Points in respect to the “One in Five” Campaign.

11.30 – 13.00

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

Aim: To present the officers with the possibilities of cooperation and subtopics to be covered under Health Law within IFP to promote the upcoming events on IFP.

Means:

- Presentation by ELSA International
- Presentation of upcoming international projects on IFP
- Open discussion

Comments: ELSA International will inform the participants about the developments in the negotiations for cooperation and projects related to the implementation of Health Law as the IFP Topic. The IFP Opening Conference (Prague, Czech Republic, 22nd – 27th February 2011) will be reported upon.

Preparations: Read the IFP Handbook. The Groups have the chance to present their IFP related projects during the workshop (max. 3 minutes, inform the VP S&C of ELSA International before the beginning of the ICM). Please report to the Director for IFP at ifp@elsa.org about the past and the planned IFP events and projects in your National Group before the 20th of March, 2011.

Wednesday, 30th March (10.00 – 13.00)

10.00 - 13.00

Training session on Risk Management**Means:**

- Training given by ITP Trainer

Comments: Risk Management is a very important skill to be owned by the National/Local Officers in order to carry out their projects under unstable circumstances. To deal with unforeseen situations during the planning or action phase of your event, officers should be prepared for how to deal with them.

Wednesday, 30th March (14.30 – 19.00)

14.30 - 16.00

LRG on the CoE Campaign - ELSA One In Five for Children (EofChildren)

Aim: To present the new project of the Network which is organized by ELSA International in cooperation with the Council of Europe on the campaign of “One in Five for Children”, to stop the sexual abuse against children.

Means:

- Presentation by ELSA International
- Q & A
- Discussion

Comments: Read the LRG section in the Decision Book and be prepared on the project area.

16.00 – 17.00

Selected Papers on European Law (SPEL)

Aim: To present the results of the Working Group which was created in the ICM Alanya, to discuss the proposal on AA- section about SPEL of the Decision Book.

Means:

- Presentation by the Working Group
- Discussion
- Presentation of the proposal by ELSA International

- Presentation of the proposal by ELSA Germany, ELSA The Netherlands and ELSA Portugal
- Q & A
- Discussion
- Voting

Preparations: Read the proposals and the input papers from the proposing countries and ELSA International, which you can find in this Working Materials, very carefully!

17.00 – 18.00

IFP Essay Competition

Aim: To present the 3rd edition of the IFP Essay Competition, this year related to Health Law.

Means:

- Presentation by ELSA International
- Questions and Answers

Comments: ELSA International is proud to launch the 3rd edition of the IFP Essay Competition. The competition will be launched during the ICM Poznan and the rules, the timeline and the prizes will be presented in the AA Workshop.

18.00 – 19.00

Regional Rounds of the ELSA Moot Court Competition on WTO Law

Aim: To update the AA officers on the Regional Rounds, which will take place in Vilnius, Lithuania and Cluj-Napoca, Romania in March 2011. The results of the Regional Rounds and the feedback from the events will be presented. The upcoming Regional Round Organisers will be introduced to the Network.

Means:

- Presentation by ELSA International
- Presentation from the RROs 2011-2012
- Questions and Answers
- Evaluation and open discussion

Preparations: Please read the Regional Round Organisers Manual carefully. The manual can be found in ELSA Online or requested from the VP AA of ELSA International.

Thursday, 31st March (14.30 – 19.00)

14.30 - 15.30

ELSA Organising Secretariat (EOS)

Aim: To raise awareness on one of the most important organs of the EMC² Team in the Network and to present the new Guideline for EOS members together with the marketing timeline of EMC².

Means:

- Presentation by the EOS
- Q & A
- Discussion

Comments: The work and the description of tasks have been evaluated by the current EOS and the VP AA of ELSA International. In conclusion we have gone beyond assisting the National Groups with answering their questions and prepared a timeline for the marketing of EMC², as well as the EOS Guidelines for the future EOS members. The tasks of the EOS members are not fully known by the AA officers and especially in which ways they can benefit from this help.

Preparations: Please go through the “EMC² Package for AA Officers” which can be found in ELSA Online or can be requested from the VP AA of ELSA International.

15.30 – 17.00

Presentations of National Groups

Aim: To receive and be informed about the ongoing and upcoming events in the Network which are related to the AA area.

Means:

- Presentation by AA Officers
- Q & A
- Open discussion

Comments: The information flow is very important in a team, to exchange new ideas, to brainstorm and to share good practices.

Preparations: Please prepare the presentation in advance and inform the VP AA of ELSA International by any kind of communication channel before the Introductory Workshop on Sunday, otherwise there might not be time allocated for your presentation.

17.00 – 18.00

Presentation of the Candidate(s) for the International Board 2011/2012

Aim: To present the candidate(s) for VP AA of ELSA International 2011/2012

Means:

- Presentation by Candidates
- Questions and answers

Comments: Good luck to all the candidates!

Preparations: Please read the candidature materials before the session.

18.00 - 19.00

Miscellaneous & Closing Workshop

Aim: To bring up and clarify any issue that has not been discussed throughout the week and also to share the presentations that was shown in the workshop. To sign minutes and finish the Academic Activities Workshop in the LIX ICM in Poznan

Means:

- Final words and notifications
- Finishing and signing of the Workshop Minutes
- Closing the Academic Activities Workshop

Preparations: Please bring a USB stick in order to receive materials and think about your questions during the week.

SEMINARS AND CONFERENCES WORKSHOP**Timetable**

Time	Sun 27th	Mon 28th	Tue 29th	Wed 30th	Thu 31st
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast
08:30					
09:00					
09:30					
10:00		Activity Reports	Joint w/ AA + STEP: Council of Europe	Project Planning	Conference
10:30					
11:00		Joint w/FM: Grants	Joint w/ AA + STEP: IFP	Joint w/MKT: Promotion of International Events	
11:30					
12:00					
12:30					
13:00	Lunch	Lunch	Lunch	Lunch	
13:30					
14:00	Opening Plenary	Delegations	Mid Plenary	Training on Transition	Study Visits
14:30					
15:00					DB Proposal
15:30					
16:00		SotN			Alumni
16:30					
17:00		Joint W/BEE: SG			Presentation candidate(s)
17:30					
18:00	Introductory WS	Joint W/BEE: IR	Evaluation and Closing		
18:30					
19:00	Officers & Freshers	Reporting Time	Reporting Time	Reporting Time	
19:30					

Preparations and reminders for the Seminars & Conferences Workshop

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

- Statutes and Standing Orders, in force after the LVIII Council Meeting of ELSA
- Council Meeting Decision Book, 31st Edition
- One Year Operational Plan (OYOP) 2010/2011 of ELSA International
- Working Materials
- Minutes of the ICM Alanya
- Please prepare a written Activity Report to distribute to the workshop on the introductory session

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

Please prepare an Activity Report for distribution to the National Groups and ELSA International. Please send it also as an electronic copy to vpsc@elsa.org or to the S&C mailing list. If you are a national representative at the Workshop, you should include both the things that you have worked on as an S&C officer during your term in office and the major projects that are taking place in your National Group.

Please read this Draft 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.

Another possibility is to use the S&C mailing list (ELSA-SC@LISTSERV.ELSA.ORG) and start a discussion before the LIX International Council Meeting in Poznan.

Welcome to the S&C Workshop!

Draft Agenda**Sunday, 27th 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 agree upon the Workshop rules, to express our expectations for the upcoming week, to elect the Workshop officers and to get to know each other.

Means:

- Introduction of the participants
- Voting upon the Workshop Chair and Vice Chair as well as the Secretaries
- Presentation of the Workshop rules
- Presentation of the Draft Agenda by ELSA International
- Approval of the Agenda
- Roundtable: expectations of the participants
- Distribution of Activity Reports

Preparations: Bring your written Activity Report to all the participants already to this first Workshop in order to give people some time to get familiar with the reports. National representatives should include both their own activities and the activities taking place in the respective country.

19.00 – 20.00

Officers' Trainings

Aim: To train the officers on their fundamental tasks and responsibilities during the ICM. Workshop Chairs and Secretaries will participate in these trainings.

Means:

- Chairperson training is delivered by Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19.00 – 20.00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA, the International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this Workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, 28th March (10.00 – 13.00)

10.00 – 11.00

Activity Reports

Aim: To explain the main role of a VP S&C of an ELSA board for freshers, and to remind more experienced officers of the realities and possibilities in concern to their role in a team. To update the officers about the past and upcoming activities in the Network and to gain inputs from each other.

Means:

- Presentation by ELSA International (Area Definition and Activity Report)
- Roundtable on the Activity Reports and upcoming activities
- Open discussion

Preparations: Please read the Seminars & Conferences Part of the Decision Book, the S&C Handbook and the Activity Reports that were distributed during the Introductory Workshop, be prepared to present your own past and upcoming activities. National representatives should include both their own activities and the activities taking place in the respective country.

11.00 – 13.00

Joint Workshop S&C + FM: Grants

Aim: To improve the quality of grant applications from ELSA groups and to provide tips on how to apply for grants from institutions, in particular European ones, foundations and what type of projects and events are usually financed by grants.

Means:

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

Comments: Grant fundraising has now become a regular practice for every officer in

ELSA. With the seemingly ever-increasing difficulty of fundraising through corporate sponsorships, institutional grants now offer a steady and more secure method of financing the association's existence.

This workshop intends to complement the knowledge of respective officers on grants procedures and share experiences on grant applications and financial reports procedure. The workshop also has a purpose of showing the respective officers ways and the importance of cooperation between FM and S&C in order to achieve the best result in grants applications.

Preparations: Please consult all of your Local Groups on information on their applications for grants as well as prepare a summary of the applications made by your National Groups. Be ready to interact and share your experience. Without your input the workshop will have no effect on your work as ELSA officers.

Monday, 28th October (14.30 – 19.00)

14.30 – 15.30

Delegations

Aim: To raise awareness about ELSA Delegations to international organizations and develop the concept.

Means:

- Presentation by ELSA International
- Open discussion
- Conclusions

Preparations: Read the Input Paper on Delegations by the International Board which can be found in the Working Materials.

15.30 – 16.00

Decision Book Proposal

Aim: To discuss the Decision Book Proposal about the abolition of the S&C Poster and the S&C Brochure which can be found in these Working Materials.

Means:

- Presentation by ELSA International
- Discussion and Q&A
- Conclusion
- Voting

Preparations: Read the proposal which can be found in the Working Materials.

16.00 – 16.30

State of the Network (SotN)

Aim: To present the results of the State of the Network enquiries filled in before the ICM in Alanya, and to inform the participants of the current status quo of S&C in the Network.

Means:

- Presentation by ELSA International
- Open discussion

Preparations: Read the part of the SotN Report related to the S&C area.

16.30 – 17.30

Joint Workshop S&C + BEE: Strategic Goals

Aim: To update about the current status of the reporting/analysis phase of the strategic planning cycle implementation, to discuss possible solutions to the lack of accurate data.

Means:

- Presentation by ELSA International
- Open discussion
- Conclusions
- Voting

Comments: The comparison between the data acquired through common knowledge (promotion, reporting, direct information of events) by the International Board, through the State of the Network enquiry, and through the Strategic Goals Questionnaire displays a significant discrepancy. Such situation is particularly concerning, considering that both from a logical and practical point of view, the possession of a clear knowledge of the status quo is a prerequisite for effective strategic action.

Preparations: Read the Strategic Goals and the Strategic Planning parts of the Decision Book. Read the Strategic Goals 2013 Report and the Guidelines to fill in the Strategic Goals 2013 Questionnaire. Read the proposal which can be found in these Working Materials.

17.30 – 19.00

Joint Workshop S&C + BEE: Institutional Relations

Aim: To give the officers an update on the Institutional Relations of ELSA, further development and strategy. To raise awareness about the current regulations and to discuss the proposal to modify the Institutional Relations part of the Decision Book.

Means:

- Presentation by ELSA International
- Open discussion
- Conclusions
- Voting

Comments: Institutional Relations are a very important area of activity of ELSA. They include the approaches to universities, state agencies, etc. In these past months, the current regulations have been violated by National Groups without any consequences. On the other hand, ELSA International by respecting them has found its work handicapped when it comes to academic cooperation, therefore creating a prejudice for the whole Network.

Preparations: Read the Institutional Relations part of the Decision Book. Read the proposal which can be found in these Working Materials.

Tuesday, 29th March (10.00 – 13.00)

10.00 – 11.30

Joint Workshop S&C + AA + STEP: Council of Europe

Aim: To present the cooperation possibilities with the Council of Europe with regard to the new campaign “One in Five”, aimed at protecting children against violence.

Means:

- Presentation by ELSA International
- Presentation by the Polish Ombudsman for Children, Mr. Marek Michalak
- Q&A

Comments: The Polish Ombudsman for Children will be present, explaining the activities of the Council and national focal points in respect to the “One in Five” campaign.

11.30 – 13.00

Joint S&C + AA + STEP: International Focus Programme

Aim: To present the officers with the possibilities of cooperation and the subtopics to be covered under Health Law within IFP. To promote the upcoming events on IFP.

Means:

- Presentation by ELSA International
- Presentation of upcoming international projects on IFP
- Open discussion

Comments: ELSA International will inform the participants about the developments in the negotiations for cooperation and projects related to the implementation of Health Law as IFP topic. The IFP Opening Conference (Prague, Czech Republic, 22nd – 27th February 2011) will be reported upon.

Preparations: Read the IFP Handbook. The groups have the chance to present their IFP related projects during the workshop (max 3 minutes, inform the VP S&C of ELSA International before the beginning of the ICM). Please report to the Director for IFP at ifp@elsa.org about the past and the planned IFP events and projects in your National Group before 20th of March.

Wednesday, 30th October (10.00 – 13.00)

10.00 – 11.00

Project Planning

Aim: To discuss and share best practices about the planning and organization of international events.

Means:

- Presentation by ELSA International
- Discussion and Q&A

Comments: Also recently, notwithstanding the focus put on proper project planning in the last ICMs in the S&C workshops, events of very valuable content were not completely successful because of basic mistakes in the timeline for organization or in fundamental tasks such as requests for speakers and patronages. Therefore, there is urgent need for an adjustment in respect of such an issue.

11.00 – 13.00

Joint Workshop S&C + MKT: Promotion of International Events

Aim: To discuss and share ideas about how to improve the promotion of international events.

Means:

- Presentation by ELSA International
- Working groups and presentations
- Discussion and evaluation

Comments: Some valuable events have been suffering lack of participants, because of not proper promotion, especially with regard to its timeline. This session aims to give the officers tools to avoid this situation.

Wednesday, 30th March (14.30 – 19.00)

14.30 – 19.00

Training: Transition

Aim: To give the S&C officers means for properly passing knowledge and prepare their successors to take over their position.

Comments: Transition ensures that a certain level of quality is maintained during the instruction of the new board members and that no information gets lost due to the change of the people in charge. In fact it guarantees an ongoing development within the ELSA Network. The training will be held by an ITP Trainer.

Thursday, 31st March (14.30 – 19.00)

14.30 - 15.30

Study Visits

Aim: To discuss the current status of Study Visits and Institutional Study Visits in the Network. To match groups for future Study Visits.

Means:

- Presentation by ELSA International
- Roundtable discussion

Preparations: Be ready to report about the organized and planned Study Visits and Institutional Study Visits in you National Group. Be informed about the Local Groups in your National Groups who are searching for a Study Visit partner and their preferences.

15.30 - 17.00

Alumni

Aim: To provide the S&C officers with inspiration on how to involve Alumni in their projects.

Means:

- Presentation by Pierangelo Graziani
- Q&A and discussion

Comments: Pierangelo Graziani, member of the Executive Committee of ELS and former VP STEP of ELSA International will present his experience and provide with ideas about the cooperation with Alumni.

Preparations: Be ready to share your experiences or make questions about project cooperation with Alumni.

17.00 - 18.00

Presentation of the Candidate(s) for the International Board 2011/2012

Aim: To present the Candidate(s) for VP S&C of ELSA International 2011/2012.

Means:

- Presentation by the Candidate(s)
- Q&A

Comments: Good luck to the Candidate(s)!

Preparations: Please read the candidature materials before the session.

18.00 – 19.00

Evaluation and closing of the workshop

Aim: To give feedback on the Workshops and evaluate the issues discussed.

Means:

- Roundtable discussion
- Filling in the Evaluation form

Preparations: Attend the Workshops during the week and think about your opinion for the evaluation.

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP**Timetable**

Time	Sun 27th	Mon 28th	Tue 29th	Wed 30th	Thu 31st	
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	
08:30						
09:00						
09:30						
10:00		SotN	Joint Key Areas: CoE	Training: Negotiation Skills	Conference	
10:30		Activity Reports				
11:00		Statistics	Joint Key Areas: IFP			
11:30						
12:00		Lunch	Lunch	Lunch	Lunch	
12:30						
13:00						
13:30						
14:00	Opening Plenary	Training: Teambuilding & Communication	Mid Plenary	Evaluation of the STEP Calendar	AIESEC	
14:30				Joint STEP & BEE: External Relations	Evaluation of Traineeships	
15:00					Presentation of the Candidates	
15:30				ELS/Alumni		Misc & Closing of the WS
16:00						
16:30				Reporting Time	Reporting Time	Reporting Time
17:00						
17:30						
18:00	Introductory WS	Reporting Time	Reporting Time	Reporting Time		
18:30	Officers & Freshers					
19:00						
19:30						

Preparations and reminders for the Student Trainee Exchange Programme Workshop

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

- Statutes and Standing Orders, in force after the LVIII Council Meeting of ELSA
- Council Meeting Decision Book, 31st Edition
- One Year Operational Plan (OYOP) 2010/2011 of ELSA International
- Working Materials of ICM Poznan
- Minutes of the ICM Malta and ICM Alanya
- Please prepare a written **Activity Report** to distribute to the workshop on the introductory session

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

You can ask the Secretary General of ELSA International for all these documents. Write an email to secgen@elsa.org

Please prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 42 copies of your written Activity Report). Please send it also as an electronic copy to the Student Trainee Exchange Programme Mailing List. You should include both the things that you have worked on as a STEP Officer during your term in office and the major projects that are taking place in your National Group.

Please read this Draft agenda carefully; should you need any clarifications, please do not hesitate to contact the VP STEP of ELSA International at vpstep@elsa.org.

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

Welcome to the STEP Workshop! ☺

Draft Agenda**Sunday, 27th March (18.00 – 20.00)**

18.00 - 19.00

Introductory Workshop

Aim: To elect the workshop officers and approve the draft agenda; to try to get to know each other and to have a roundtable about our expectations.

Means:

- Presentation of the officers
- 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

Preparations: Please also bring your written activity report to all participants already to this first workshop in order to give people some time to get familiar with the reports.

19.00 - 20.00

Officers' Trainings

Aim: To train officers on their fundamental tasks and responsibilities during the ICM. Workshop chairs and secretaries will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19.00 - 20.00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity

- To get answers to the questions arising

Monday, 28th March (10.00 – 13.00)

10.00 - 11.00

State of the Network

Aim: To present the 9th State of the Network Report and discuss the status quo of the Network.

Means:

- Presentation of the SotN Report by ELSA International
- Q&A

Comments: This session will be for updating the officers about the latest results from the Network.

11.00-12.00

Activity Reports

Aim: To update officers about the activities which have been done by the National Groups regarding STEP.

Means:

- Presentation of the Activity Report of ELSA International
- Presentation of the Activity Reports of National Groups
- Q&A

Comments: This workshop is for sharing information from each National Group. It is also important to gain inputs from each other.

Preparations: Please read the Activity Reports that were distributed during the Introductory Workshop and be prepared.

12.00 – 13.00

Statistics

Aim: To present the statistics of the terms ever since the Strategic Goals have been approved by the Council.

Means:

- Presentation of the statistics by ELSA International
- Q&A

Comments: With this session ELSA International will provide information to the officers about the statistics of the terms 08/09, 09/10 and 10/11, and to compare them with Strategic Goals 2013.

Monday, 28th March (14.30 – 19.00)

14.30 – 19.00

Training session on Teambuilding & Communication

Aims: To gain soft skills about Teambuilding & Communication.

Means:

- Training given by an ITP Trainer

Comments: STEP Officers has to communicate in multi-ways, internally and externally. Teams can also structured better with the good communication within. With this training we will try to understand the best ways of communication in both ways.

Tuesday, 29th March (10.00 – 13.00)

10.00 – 11.30

Joint S&C + AA + STEP: Council of Europe

Aim: To present the cooperation possibilities with the Council of Europe with regards to the new campaign “One in Five”, aimed at protecting children against violence.

Means:

- Presentation by ELSA International
- Presentation by the Polish Ombudsman for Children, Mr. Marek Michalak
- Q&A

Comments: The Polish Ombudsman for Children will be present, explaining the activities of the Council and National Focal Points in respect to the “One in Five” Campaign.

11.30 – 13.00

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

Aim: To present the officers with the possibilities of cooperation and subtopics to be covered under Health Law within IFP to promote the upcoming events on IFP.

Means:

- Presentation by ELSA International
- Presentation of upcoming international projects on IFP
- Open discussion

Comments: ELSA International will inform the participants about the developments in the negotiations for cooperation and projects related to the implementation of Health Law as the IFP Topic. The IFP Opening Conference (Prague, Czech Republic, 22nd – 27th February 2011) will be reported upon.

Preparations: Read the IFP Handbook. The Groups have the chance to present their IFP related projects during the workshop (max. 3 minutes, inform the VP S&C of ELSA International before the beginning of the ICM). Please report to the Director for IFP at ifp@elsa.org about the past and the planned IFP events and projects in your National Group before the 20th of March, 2011.

Wednesday, 30th March (10.00 – 13.00)

10.00 - 13.00

Training session on Negotiation Skills

Means:

- Training given by ITP Trainer

Comments: In order to present STEP better for the potential employers, negotiation skills are very important for a STEP officer to gain.

Wednesday, 30th March (14.30 – 19.00)

14.30 - 16.00

Evaluation of the STEP Cycle

Aim: To go through the STEP Cycle and identify the problems of every stage.

Means:

- Presentation of the STEP Cycle by ELSA International
- Discussion

Comments: Within this session, EI will present the STEP Cycle and we will try to discuss the problems arisen within every stage. We will try to find solutions with the help of our knowledge and experiences.

Preparations: Please bring your STEP-related marketing materials.

16.00 - 18.00

Joint Workshop BEE + STEP: External Relations in STEP

Aim: To discuss the role of the Presidents in the implementation of STEP. To raise the cooperation between Presidents and Vice Presidents for STEP. To discuss and vote the proposal by ELSA International about Presidents' responsibilities.

Means:

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

Comments: STEP is currently the weakest of the three key areas in ELSA. This situation could be reverted by increasing the Presidents' cooperation with the responsible Vice Presidents for the area, especially by sharing contacts and the knowledge in external relations.

Preparations: Read the the draft proposal by ELSA International in these Working Materials.

18.00 - 19.00

ELS/Alumni

Aim: To discuss the ways of approaching alumni; to present the project that has been developed by ELSA International.

Means:

- Presentation by ELSA International
- Presentation by ELS representatives
- Q&A
- Discussion

Comments: Unfortunately, most of the STEP Traineeships are provided by externals that have never been involved in ELSA. We believe that ELS and our alumni can fulfil the needs of an ELSA trainee much better. Therefore ELSA International will launch a project which will include ELS and our alumni. Within this session, we will discuss this project and how to approach alumni with the help of representatives of ELS.

Thursday, 31st March (14.30 – 19.00)

14.30 - 15.30

AIESEC

Aim: To evaluate the AIESEC co-operation so far and to update the officers about the new possible agreement.

Means:

- Presentation by ELSA International
- Q & A
- Discussion

Comments: In this session, EI will give updates about the new dimension of the co-operation and get the inputs of the officers.

15.30 - 17.00

Evaluation of Traineeships

Aim: To discuss the report of the Working Group and vote upon the proposals from ELSA Germany, ELSA Italy and ELSA Estonia to the STEP-part of the Council Meeting Decision Book, regarding the Evaluation of Traineeships.

Means:

- Presentation by the Working Group
- Q & A
- Discussion
- Voting

Preparations: Please read the respective Input Paper and the Proposals in the following pages of these Working Materials.

17.00 - 18.00

Presentation of the Candidate(s) for the International Board 2011/2012

Aim: To present the Candidate(s) for VP STEP of ELSA International 2011/2012

Means:

- Presentation by the Candidate(s)
- Q & A

Comments: Good luck to candidate(s)!

Preparations: Please read the candidature materials before the session!

18.00 - 19.00

Miscellaneous & Closing of the Workshop

Aim: To evaluate the week and approve the minutes.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION WORKSHOP

Timetable

Time	Sun 27th	Mon 28th	Tue 29th	Wed 30th	Thu 31st	
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	
08:30						
09:00						
09:30						
10:00		Activity Reports	BEE&IM&FM Demotion	Approaching Alumni	Conference	
10:30		Cooperation NGOs	BEE&IM&FM Membership			
11:00		BEE & AA - HRMCC	BEE & MKT - MResearch			
11:30						
12:00						
12:30						
13:00		Lunch	Lunch	Lunch	Lunch	
13:30						
14:00	Opening Plenary	BEE & FM - Budget	Mid Plenary	BEE & FM - Audit	ELSA Online	
14:30						
15:00						
15:30		BEE & S&C - SG2013		BEE & STEP External Relations and STEP	BEE & FM - EDF	
16:00						
16:30		BEE & S&C - Institutional Relations				
17:00						
17:30	Introductory WS		BEE & FM - Fundraising	Evaluation, Closing WS		
18:00						
18:30						
19:00	Officers & Freshers	Reporting Time		Reporting Time	Reporting Time	
19:30						

Preparations and reminders for the BEE Workshop

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

- Statutes and Standing Orders, in force after the LVIII Council Meeting of ELSA
- Council Meeting Decision Book, 31st Edition
- One Year Operational Plan (OYOP) 2010/2011 of ELSA International
- One Year Operational Plan (OYOP) 2010/2011 of your National Group
- Working Materials
- Minutes of the ICM Alanya
- Minutes of the IPM Tbilisi
- Fundraising materials from your National Group

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

You can ask the Secretary General of ELSA International for all these documents. Write an email to secgen@elsa.org

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

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

Welcome to the BEE Workshop!

Draft Agenda**Sunday, 27th 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 have a roundtable discussion in order to evaluate our own work, express our expectations for the upcoming week, to elect the Workshop officers and to get to know each other a bit better.

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

Comments: During this session BEE Workshop will summon for the first time, gather all of the participants together, go through the Agenda and get everyone acquainted with the ICM procedure.

19.00 – 20.00

Officers' Trainings

Aim: To train officers on their fundamental tasks and responsibilities during the ICM. Workshop chairs and secretaries will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19.00 – 20.00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA

- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, 28th March (10.00 – 13.00)

10.00 – 11.00

Activity Reports

Aim: To get an impression of the status of the board management, expansion and external relations at the international and national level.

Means:

- Presentation of the Activity Report from ELSA International
- Q&A
- Presentation of Activity Reports from the participants
- Q&A

Comments: Please, read the Activity Report of the President of ELSA International and prepare your activity report to be presented to the other participants in the workshop. Bring enough copies of it for all the participants.

11.00 – 12.00

Cooperation with other Non-Governmental Organizations

Aim: To update the current status of cooperation with other NGOs. To listen to the inputs by the representatives of other organizations present in the workshop. To discuss the different ways of working in different associations. To debate potential cooperations. To debate and vote the proposal from ELSA International.

Means:

- Presentation by ELSA International
- Presentation by representatives of other NGOs
- Discussion

Comments: As discussed during the International Presidents' Meeting, it is very important to establish links with other organizations in order to improve the work of ELSA and achieve our vision. ELSA can learn from others' good practices, and we should not close our eyes to inputs from the outside, which can help in improving the quality of our management and our events.

Preparations: Please, prepare a report on the current cooperations with other NGOs in your National Groups, including your Local Groups. Read the proposal from ELSA International which can be found in these Working Materials.

12.00 – 13.00

Joint Workshop AA + BEE: Human Rights Moot Court Competition

Aim: To present a possible new project in cooperation with the Council of Europe.

Means:

- Presentation by ELSA International
- Open discussion
- Questions and answers

Comments: This session will be dedicated to a new project which is raised by the Council of Europe, a Human Rights Moot Court Competition. ELSA has gained its reputation in organising moot court competitions, thus is trusted on the matter, and stresses the importance of Human Rights, by working in the direction to raise awareness on the matter through its activities, as stated in the Philosophy Statement “*A just world in which there’s respect for human dignity and cultural diversity.*” Considering the stand of ELSA, a moot court competition on Human Rights and a simulation of the European Court of Human Rights will be nothing but the most prestigious event in the Network. ELSA International has been working on this MCC in cooperation with the Council of Europe. This kind of a big project will bring some changes to the current situation in regards to Board Management, thus the consequences shall be discussed as well.

Preparations: Read the input paper by ELSA International on the Human Rights Moot Court Competition, which can be found in these Working Materials.

Monday, 28th March (14.30 – 19.00)

14.30 – 16.30

Joint Workshop BEE + FM: Budget

Aims: To revise the current budget of ELSA International 2010/2011 according to the updated financial situation. To approve the budget of ELSA International 2011/2012.

Means:

- Presentation of the proposal on the revision of the budget of ELSA International 2010/2011 by ELSA International

- Presentation of the proposal of the budget of ELSA International 2011/2012 by ELSA International
- Discussion and Q & A
- Amendments
- Voting

Comments: The finances of ELSA International are an ever-changing reality. Therefore, there is the need to update the budget for the term in office 2010/2011. The details of the changes can be seen in these Working Materials. During the workshop all the changes will be explained in details.

It is common practice to approve the budget for the next term in office of ELSA International at the spring ICM; therefore, the proposal on the budget of ELSA International for the term 2011/2012 will be presented to the workshop, discussed, amended and voted upon.

Preparations: Please read the proposal for the revision of the budget of ELSA International 2010/2011. Read the proposal for the budget of ELSA International 2011/2012.

16.30 – 17.30

Joint Workshop BEE + S&C: Strategic Goals

Aim: To update about the current status of the reporting/analysis phase of the strategic planning cycle implementation, to discuss possible solutions to the lack of accurate data.

Means:

- Presentation by ELSA International
- Open discussion
- Conclusions
- Voting

Comments: The comparison between the data acquired through common knowledge (promotion, reporting, direct information of events) by the International Board, through the State of the Network enquiry, and through the Strategic Goals Questionnaire displays a significant discrepancy. Such a situation is particularly concerning, considering that both from a logical and practical point of view the possession of a clear knowledge of the status quo is a prerequisite for effective strategic action.

Preparations: Please, read the Strategic Goals and the Strategic Planning parts of the Decision Book. Read the Strategic Goals 2013 Report and the Guidelines to fill in the Strategic Goals 2013 Questionnaire. Read the proposal which can be found in these Working Materials.

17.30 – 19.00

Joint Workshop BEE + S&C: Institutional Relations

Aim: To give the officers an update on the Institutional Relations of ELSA, further development and strategy. To raise awareness about the current regulations and to discuss the proposal to modify the Institutional Relations part of the Decision Book.

Means:

- Presentation by ELSA International
- Open discussion
- Conclusions
- Voting

Comments: Institutional Relations are a very important area of activity of ELSA. They include the approaches to universities, state agencies, etc. In these past months, the current regulations have been violated by National Groups without any consequences. On the other hand, ELSA International by respecting them has found its work handicapped when it comes to academic cooperation, therefore creating a prejudice for the whole Network.

Preparations: Please, read the Institutional Relations part of the Decision Book. Read the proposal which can be found in these Working Materials.

Tuesday, 29th March (10.00 – 13.00)

10.00 – 11.00

Joint Workshop BEE, IM & FM: Demotion

Aim: To discuss the state of ELSA in Kazakhstan and to decide whether we should take some measures as a Network concerning their status as a full member of ELSA. To vote on the demotion of ELSA Kazakhstan.

Means:

- Presentation of demotion as a tool in the Statutes and Standing Orders of ELSA
- Presentation of financial arguments for demoting ELSA Kazakhstan
- Presentation of substantial arguments for demoting ELSA Kazakhstan
- Questions and answers
- Voting for the demotion of ELSA Kazakhstan;

Comments: Demotion is a tool that can be used for National Groups that fail to succeed as a full member of ELSA. By using this tool, the Council will demote proposed countries

from the status of Member described in article 6 of the Statutes of ELSA International to the status of Observer described in article 5 of the Statutes of ELSA International.

Preparations: Read the proposal of ELSA International concerning the demotion of ELSA Kazakhstan. Read and make yourself aware of the demotion tool in article 7 of the Statutes of ELSA International and article 3 of the Standing Orders of ELSA International.

11.00 – 12.00

Joint Workshop BEE, IM & FM: Membership application of ELSA Albania

Aim: In this workshop the membership application of ELSA Albania will be presented.

Means:

- Opening words and procedure – ELSA International
- Presentation of membership application by ELSA Albania
- Questions and answers to ELSA Albania
- Voting on the application
- Final comments and conclusion – chair

Preparations: Read carefully the part “Applications” from these Working Materials.

12.00 – 13.00

Joint Workshop BEE + MKT: Market Research

Aim: To inform about the current status and future development of the market research. To discuss and vote upon the proposal on Amendments of ELSA International to the MKT part of the Council Meeting Decision Book.

Means:

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

Comments: Please, read the regulations concerning the Market Research. Read the input paper on the market research, which can be found in these Working Materials. Read the proposal regarding the Market Research in these Working Materials.

Wednesday, 30th March (10.00 – 13.00)

10.00 – 13.00

Approaching alumni

Aim: To raise awareness and skills concerning good quality transition and underline the importance of good administration and management of transition. To ensure good quality transitions throughout the Network.

Means:

- Session held in cooperation with ELS.

Comments: Alumni play a big role in any organization. In ELSA, alumni can be a source of funding, as well as speakers, academic supervisors, etc. However, and depending on their professional position, they are to be approached accordingly. In this session, and together with ELS, we will instruct the participants in how to contact different kinds of alumni.

Preparations: Please, be familiar with the ELS Directory, which you can access on <http://www.elslawyer.org/members/> (username: elsa@elslawyer.org password: everywhere); think about the different ways you cooperate with alumni in your country and about projects that could be carried out in cooperation with them.

Wednesday, 30th March (14.30 – 19.00)

14.30 – 16.00

Joint Workshop BEE + FM: Audit

Aim: To discuss the input paper by ELSA International on audit. To prepare a proposal based on the opinion of the workshop, the internal, and the external auditors, and propose it for the consideration of the Chair of the ICM Plenary, if the workshop finds the proposal necessary for adoption.

Means:

- Presentation of the input paper and draft proposal by ELSA International
- Q&A
- Discussion
- Voting
- Conclusion

Preparations: Please, read the input paper and draft proposal by ELSA International in these Working Materials. Prepare the inputs and opinion of your National Group and be ready for discussion.

16.00 – 18.00

Joint Workshop BEE + STEP: External Relations in STEP

Aim: To discuss the role of the Presidents in the implementation of STEP. To raise the cooperation between Presidents and Vice Presidents for STEP. To discuss and vote the proposal by ELSA International about Presidents' responsibilities.

Means:

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

Comments: STEP is currently the weakest of the three key areas in ELSA. This situation could be reverted by increasing the Presidents' cooperation with the responsible Vice Presidents for the area, especially by sharing contacts and the knowledge in external relations.

Preparations: Read the draft proposal by ELSA International in these Working Materials.

18.00 – 19.00

Joint Workshop BEE + FM: Fundraising regulations

Aim: To evaluate the implementation of the fundraising regulations introduced at the ICM in Alanya. To discuss and vote upon the proposal by ELSA International.

Means:

- Presentation by ELSA International
- Discussion
- Presentation of the Proposal by ELSA International
- Q&A and discussion
- Voting

Comments: The fundraising regulations were updated at the ICM in Alanya, introducing more simplicity, that should result clearer for the national officers. Now, after five months of their introduction, it is time to evaluate their implementation, as well as clarify some aspects that may remain unclear.

Preparations: Please, be familiar with the current fundraising regulations. Read the minutes from the fundraising regulations session at the ICM in Alanya. Read through the proposal on the fundraising regulations by ELSA International, which can be found in these Working Materials.

Thursday, 31st March (14.30 – 19.00)

14.30 – 15.30

ELSA Online

Aim: To update the officers on the current status and the development of the ELSA Online system.

Means:

- Presentation by ELSA International
- Presentation by National Groups
- Brain storming and discussions
- Q & A

Comments:

As discussed during the IPM in Tbilisi, the new ELSA Online (EO) system is in the final stage of development and will soon be launched for ELSA members to register and use its many features. During the IPM, the system was presented to the presidents and the implementation stage was discussed. Most of the attendees showed the wish to follow-up on the session during the ICM. As the launching approaches, it is crucial that the National Groups start preparing for the introduction of EO to their members.

Preparations:

Please, prepare a short oral presentation of the efforts and plans made in your National Group since the last IPM on the implementations of the new ELSA Online system.

Please, try out the different features of the new online system at <https://elsa.linuxdev.solverlabs.com> with the login details (EI Officer):

- Username: uIIIb
- Password: 1

Be aware the system is still in a stage of development and errors might occur.

15.30 – 17.00

Joint Workshop BEE + FM: ELSA Development Foundation

Aim: To discuss and vote upon the proposal by ELSA International on the ELSA Development Foundation.

Means:

- Presentation of the proposal by ELSA International
- Discussions and Q & A
- Voting
- Conclusion

Preparations: Please read through the proposal on the ELSA Development Foundation regulations by ELSA International, as well as the input paper, which can be found in these Working Materials.

17.00 – 18.00

Presentation of the candidate(s) for President of ELSA International 2011/2012

Aim: To present the candidate(s) for President of ELSA International 2011/2012. To give the Presidents the possibility to ask questions to the candidate(s) for the International Board.

Means:

- Presentation by the candidate(s)
- Q&A

Comments: At the Spring ICM every year, elections are held for the International Board of the upcoming term. The questions that may be of interest to evaluate the preparation and capability of the candidate(s) for the different positions must be discussed at the workshop, in order to prepare for the plenary presentation and Q&A, where time will be much more limited.

Preparations: Please, read the action plan and motivation of the candidate(s) for President of ELSA International 2011/2012. Prepare questions to ask the candidate.

18.00 – 19.00

Evaluation and closing of the workshop

Aim: To gather feedback from the participants, to thank the officers, to settle the issues unresolved during other Workshop sessions, to approve the minutes, and to finish the Board Management, External Relations and Expansion workshop of the LIX ICM in Poznan

Means:

- Roundtable: evaluation from the participants
- Final words and notifications
- Approval and signing of the Workshop Minutes
- Closing of the workshop

Preparations: Prepare to bring up issues that were not discussed during the other workshop sessions.

INTERNAL MANAGEMENT WORKSHOP**Timetable**

Time	Sun 27th	Mon 28th	Tue 29th	Wed 30th	Thu 31st
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast
08:30					
09:00					
09:30		SotN, Activity Reports	BEE&IM&FM Demotion	Training in Transition part I	Conference
10:00					
10:30					
11:00					
11:30		Anniversary	BEE&IM&FM Membership	IM & FM Fees	Lunch
12:00		NSS			
12:30					
13:00	Opening Plenary	Lunch	Lunch	Lunch	Lunch
13:30					
14:00					
14:30		IM & MKT Recruitment	Mid Plenary	Training in Transition part II	Alumni
15:00					
15:30					
16:00					
16:30		Human Resources	IM & FM Registration	Candidates	Miscellaneous
17:00					
17:30					
18:00	Introductory WS	Reporting Time	Reporting Time	Reporting Time	
18:30					
19:00	Officers & Freshers	Reporting Time	Reporting Time	Reporting Time	
19:30					

Preparations and reminders for the Internal Management Workshop

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

- Statutes and Standing Orders, in force after the LVIII Council Meeting of ELSA
- Council Meeting Decision Book, 31st Edition
- One Year Operational Plan (OYOP) 2010/2011 of ELSA International
- Working Materials
- Minutes of the ICM Malta and ICM Alanya
- Please prepare a written Activity Report to distribute to the workshop on the introductory session

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

You can ask the Secretary General of ELSA International for all these documents. Write an email to secgen@elsa.org

Please prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 40 copies of your written Activity Report). Please send it also as an electronic copy to the Internal Management mailing list. You should include both the things that you have worked on as a Secretary General during your term in office and the major projects that are taking place in your National Group.

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

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

Welcome to the IM Workshop!

Draft Agenda**Sunday, 27th 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 have a roundtable discussion in order to evaluate our own work, express our expectations for the upcoming week, to elect the Workshop officers and to get to know each other a bit better.

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

Comments: During this session Internal Management Workshop will summon for the first time, gather all participants together, go through the Agenda and get everyone acquainted with the ICM-procedure.

19.00 - 20.00

Officers' Trainings

Aim: To train officers on their fundamental tasks and responsibilities during the ICM. Workshop chairs and secretaries will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19.00 - 20.00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA

- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, 28th March (10.00 – 13.00)

10.00 - 11.00

SotN & Activity Reports

Aim: To highlight some statistics from the 9th State of the Network Report conducted before ICM Alanya and to give some statistics from the current status of our Network. To get an impression of the status of Internal Management in member countries through activity reports presented in the workshop.

Means:

- Presentation of the State of the Network Report by ELSA International
- Presentation of the Activity Report from ELSA International
- Presentation of Activity Reports from the participants

Comments: All the participants should bring 40 copies of their activity reports to distribute to the other participants. This session is important for the participants in order for them to acquire a general over view of the IM in other member countries.

11.00-12.00

Anniversary

Aim: To present the current plan for the celebrations of the 30th Anniversary of ELSA and to inform the National Officers about the possibilities they have to embrace the celebrations.

Means:

- Presentation of the Anniversary by ELSA International
- Questions and answers
- Discussion on the possibilities for National Groups

Comments: With this session ELSA International expects to provide information to the officers about the Anniversary celebrations, and to involve them in the plan for the year 2011.

Preparations: If your group is already planning an Anniversary event, please bring all the materials you have to show to the other participants.

12.00 – 13.00

Network Support System

Aim: To present the current status of the NSS pilot projects, and to discuss and vote on the proposal to amend the NSS part of the Decision Book.

Means:

- Presentation of the NSS pilot projects by the working group
- Questions and answers
- Presentation of the proposal by the working group
- Q & A
- Voting

Comments: With this session ELSA International expects to provide information to the officers about the Network Support System, and to discuss the current regulations.

Preparations: Read the proposal regarding The Network Support System on these Working Materials.

Monday, 28th March (14.30 – 19.00)

14.30 – 16.00

Joint Workshop IM and MKT: Recruitment

Aim: To expand upon the workshop that was held during the ICM Alanya, and help local and national groups with their recruitment endeavours.

Means:

- Presentation by ELSA International
- Working groups
- Roundtable and discussion

Comments: Human Resources and recruitment is always an issue, with this workshop we will be discussing both the recruitment of members and potential officers/directors, for the upcoming year of 2011/2012.

16.00 – 17.30

Evaluation of the Human Resources Strategy

Aim: To evaluate the implementation and usage of the Human Resources Strategy.

Means:

- Presentation by ELSA International
- Open discussion on the four main areas of the Human Resources Strategy
- Conclusions

Preparations: Please read the Human Resources Strategy from the Decision Book and prepare your analysis regarding the four main areas of the strategy as well as your suggestions.

17.30 – 19.00

Joint Workshop IM & FM: Registration of Local Groups

Aim: To discuss the proposal from ELSA International regarding the registration of Local Groups.

Means:

- Presentation by ELSA International
- Discussion of the proposal
- Voting on the proposal
- Conclusions

Preparations: Please read the Proposal from ELSA International about Local Groups in these Working Materials.

Tuesday, 29th March (10.00 – 13.00)

10.00 – 11.00

Joint Workshop BEE, IM & FM: Demotion

Aim: To discuss the state of ELSA in Kazakhstan and to decide whether we should take some measures as a network concerning their status as a full member of ELSA. To vote on the proposal to demote ELSA Kazakhstan.

Means:

- Presentation of demotion as a tool in the Statutes and Standing Orders of ELSA
- Presentation of financial arguments for demoting ELSA Kazakhstan

- Presentation of substantial arguments for demoting ELSA Kazakhstan
- Questions and answers
- Voting for the demotion of ELSA Kazakhstan;

Comments: Demotion is a tool that can be used for countries that fail to succeed as a full member of ELSA. By using this tool the Council will demote proposed countries from the status of Member described in the article 6 in the Statutes of ELSA International to the status of Observer described in the article 5 in the Statutes of ELSA International.

Preparations: Read the proposal of ELSA International concerning demotion of ELSA Kazakhstan. Read and make yourself aware of the tool demotion in the article 7 in the Statutes of ELSA International and article 3 in the Standing Orders of ELSA International.

11.00 - 12.00

Joint Workshop BEE, IM & FM: Membership application of ELSA Albania

Aim: In this workshop the membership application of ELSA Albania will be presented.

Means:

- Opening words and procedure – ELSA International
- Presentation of membership application by ELSA Albania
- Questions and answers to ELSA Albania
- Voting on the application
- Final comments and conclusion

Preparations: Read carefully the part “Applications” from these Working Materials.

12.00 – 13.00

Joint Workshop IM & FM: Fees

Aims: To discuss the proposal to amend the Decision Book on Fees regulations proposed by ELSA International.

Means:

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

Preparations: Please read the Decision Book proposal by ELSA International on Fees regulations in these Working Materials and the part of the Decision Book related to the proposal. As this proposal is strongly connected to the Decision Book proposal on Registration of Local Groups by ELSA International make sure you are aware of the aforementioned proposal as well as of the discussion on the proposal in the joint workshop of IM&FM on Registration of Local Groups.

Wednesday, 30th March (10.00 – 13.00)

10.00 - 13.00

Training in Transition, part I

Aim: To raise awareness and skills concerning good quality transition and underline the importance of good administration and management of transition. To ensure good quality transitions throughout the Network.

Means:

- Training given by an ITP trainer.

Comments: Transition is of a great importance as a tool of continuity. Giving and receiving a good transition in all three levels of ELSA guarantees continuity to the association. It is important that we acquire tools to deliver a good transition to be able to continue the high quality work of ELSA in the 21st Century.

Preparations: Try to recall your transition and bring some evaluation/inputs concerning your transition to this training. Which parts of your transition did you find particularly helpful? Which elements did you miss? How has a good/ rather poor transition affected your term of office?

Wednesday, 30th March (14.30 – 19.00)

14.30 - 19.00

Training in Transition, part II

Aim: To raise awareness and skills concerning good quality transition and underline the importance of good administration and management of transition. To ensure good quality transitions throughout the Network.

Means:

- Training given by an ITP trainer.

Comments: Transition is of a great importance as a tool of continuity. Giving and receiving a good transition in all three levels of ELSA guarantees continuity to the association. It is important that we acquire tools to deliver a good transition to be able to continue the high quality work of ELSA in the 21st Century.

Preparations: Try to recall your transition and bring some evaluation/inputs concerning your transition to this training. Which parts of your transition did you find particularly helpful? Which elements did you miss? How has a good/ rather poor transition affected your term of office?

Thursday, 31st March (14.30 – 19.00)

14.30 - 16.00

Alumni

Aim: To provide the participants ideas and tips on how to keep their alumni connected to the association.

Means:

- Presentation by Alumni
- Q & A
- Discussion
- Conclusions

Comments: During this workshop there will be alumni present and they will explain the participants how they can keep former ELSA members dedicated to the association, and how the officers can use this people to help and support their groups. Case examples of both successful and unsuccessful ways of cooperation will be presented and discussed. Possibilities offered by ELS, national and local ELSA Alumni associations, Facebook and other groups will be discussed.

16.00 – 17.00

ELSA Online

Aim: To update the officers on the current status and the development of the ELSA Online system.

Means:

- Presentation by ELSA International
- Presentation by National Groups

- Brain storming and discussions on joint strategies
- Q & A

Comments:

The new ELSA Online (EO) system is in the final stage of development and will soon be launched for ELSA members to register and use its many features. During the last ICM, the system was presented to the presidents and the implementation stage was discussed. As the launching approaches, it is crucial that the National Groups start preparing for the introduction of EO to their members. At the same time it is important for the entire ELSA Network to have a joint implementation strategy with several milestones.

Preparations:

Please, prepare a short oral presentation of the efforts and plans made in your National Group since the last ICM on the implementations of the new ELSA Online system.

Please, try out the different features of the new online system at <https://elsa.linuxdev.solverlabs.com> with the login details (EI Officer):

- Username: uIIIb
- Password: 1

Be aware the system is still in a stage of development and errors might occur.

17.00 – 18.00

Presentation of the candidate (s) for the position of Secretary General of ELSA International 2011/2012

Aim: To receive a presentation and to interview candidates for the position of Secretary General of ELSA International.

Means:

- Presentation of the candidate (s);
- Questions and answers to the candidate (s).

Comments: Like in every Spring ICM, also at the end of LIX ICM Poznan the new International Board is elected. During this workshop Secretaries General in the Network are given an opportunity to interview candidate for the position of Secretary General exclusively before the final plenary.

Preparations: Read the candidature materials of the respective candidates and be prepared to ask questions.

18.00 – 18.30

Miscellaneous and Q&A

Aim: To discuss all postponed and outstanding items of agenda.

Means:

- Discussion led by chair of the workshop.

Comments: Did we run out of time with some issues? Were there any topics that rose during the week and are in need of immediate follow up? This session gives workshop a possibility to finish postponed discussions. Chair of the workshop decides final content of this workshop.

18.30 – 19.00

Closing the Internal Management Workshop

Aim: To sign minutes and finish IM-workshop in the LIX ICM Poznan.

Means:

- Final Words and notifications;
- Finishing and signing of workshop minutes;
- Closing the Internal Management workshop.

FINANCIAL MANAGEMENT WORKSHOP**Timetable**

Time	Sun 27th	Mon 28th	Tue 29th	Wed 30th	Thu 31st	
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast	
08:30						
09:00						
09:30						
10:00		Activity Reports	BEE&IM& FM Demotion	Mazars session	Conference	
10:30		FM&SC Grants	BEE&IM& FM Membership			
11:00			FM&IM Fees			
11:30						
12:00						
12:30						
13:00		Lunch	Lunch	Lunch	Lunch	
13:30						
14:00	Opening Plenary	FM&BEE Budget	Mid Plenary	FM&BEE Audit	Debts	
14:30						
15:00						
15:30						FM&BEE EDF
16:00		SotN			Interim accounts	Candidates
16:30						
17:00						
17:30						
18:00	Introductory WS	FM&IM Registration		FM&BEE Fundraising	Evaluation, Closing the WS	
18:30						
19:00	Officers & Freshers	Reporting Time		Reporting Time	Reporting Time	
19:30						

Preparations and reminders for the Financial Management Workshop

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

- Statutes and Standing Orders, in force after the LVIII Council Meeting of ELSA
- Council Meeting Decision Book, 31st Edition
- One Year Operational Plan (OYOP) 2010/2011 of ELSA International
- Working Materials
- Minutes of the ICM Malta and ICM Alanya
- Proposal for revision of the budget of ELSA International 2010/2011
- Proposed budget of ELSA International 2011/2012
- Interim accounts of ELSA International 2010/2011
- Interim accounts of ELSA Development Foundation 2010/2011
- Please prepare a written Activity Report to distribute to the workshop on the introductory session

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

Remember to bring your laptops with you to the workshops and have all the documents downloaded on your computer.

All documents/materials will be sent to the Financial Management mailing list following the Working Materials for ICM Poznan or can also be obtained upon request to the Treasurer of ELSA International at treasurer@elsa.org

Please send the activity report in advance to the as an electronic copy to the Financial Management mailing list. You should include both the things that you have worked on as a Treasurer during your term in office and the major projects that are taking place in your National Group.

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

Please use the FM mailing list (ELSA-FM@LISTSERV.ELSA.ORG) and start a discussion before the International Council Meeting in Poznan. This is very important as we have a lot of important proposals to discuss!

Welcome to the FM Workshop!

Draft Agenda**Sunday, 27th 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 have a roundtable discussion in order to evaluate our own work, express our expectations for the upcoming week, to elect the Workshop officers and to get to know each other better.

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

Comments: During this session the Financial Management Workshop will summon for the first time, gather all participants together, go through the Agenda and get everyone acquainted with the ICM-procedure, proposals to be discussed and sessions to be held during the week.

19.00 - 20.00

Officers' Trainings

Aim: To train officers on their fundamental tasks and responsibilities during the ICM. Workshop chairs and secretaries will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19.00 - 20.00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity
- To get answers to the questions arising

Monday, 28th March (10.00 – 13.00)

10.00 - 11.00

Activity Reports

Aim: To get an impression of the state of financial management in member countries through activity reports presented in the workshop. To find common elements in the work of the National Treasurers, share experiences and knowledge.

Means:

- Presentation of the Activity Report from ELSA International
- Presentation of Activity Reports from the participants
- Discussion, Q&A

Comments: All the participants should send their activity reports to the FM mailing list before the beginning of the ICM. This session is important for the participants in order for them to acquire a general over view of the FM in other member countries.

11.00 -13.00

Joint Workshop FM&SC: Grants

Aim: To improve the quality of grant applications from ELSA groups and to provide tips on how to apply for grants from institutions, in particular European ones, foundations, and what type of projects and events are usually financed by grants.

Means:

- Presentation by ELSA International
- Discussion, Q&A

Comments: Grant fundraising has now become a regular practice for every officer in ELSA. With the seemingly ever-increasing difficulty of fundraising through corporate sponsorships, institutional grants now offer a steady and more secure method of financing the association's existence.

This workshop intends to complement the knowledge of respective officers on grants procedures and share experiences on grant applications and financial reports procedure. The workshop also has a purpose of showing the respective officers ways and the

importance of cooperation between FM and S&C in order to achieve the best result in grants applications.

Preparations: Please consult all of your Local Groups on information on their applications for grants as well as prepare a summary of the applications made by your National Groups. Be ready to interact and share your experience. Without your input the workshop will have no effect on your work as ELSA-officers!

Monday, 28th March (14.30 – 19.00)

14.30 – 16.30

Joint Workshop FM&BEE: Budget

Aims: To revise the current budget of ELSA International 2010/2011 according to the updated financial situation as well as approve the budget of ELSA International 2011/2012.

Means:

- Presentation of the proposal on the revision of the budget of ELSA International 2010/2011 by ELSA International
- Presentation of the proposal of the budget of ELSA International 2011/2012 by ELSA International
- Discussions and Q & A
- Amendments
- Voting

Comments: The financial reality of ELSA International is changing constantly. ELSA International is therefore proposing a revised budget for the term in office 2010/2011. The details of the changes can be seen in these Working Materials. During the workshop all the changes will be explained in details.

It is common practice to approve the budget for the next term in office of ELSA International at the spring ICM, therefore the proposal on the budget of ELSA International for the term 2011/2012 will be presented to the joint workshop, discussed, amended and voted upon.

Preparations: Please read the proposal for revision of the budget for ELSA International 2010/2011 as well as the proposal for the budget of ELSA International 2011/2012.

16.30 – 17.30

State of the Network report

Aim: To present the FM part of the State of the Network Report after the ICM in Malta and ICM in Alanya, as well as the preliminary results of the State of the Network Report conducted before the ICM in Poznan, and to inform the participants of the workshop on the current status quo of FM in the Network. The aim of the workshop is also to discuss the importance of the SotN enquiry in FM as well as the questions that are best to be placed in the inquiry to retrieve statistics and trace the development of Financial Management in ELSA.

Means:

- Presentation of SotN by ELSA International
- Discussion, Q&A

Comments: Following the ICM in Malta, the International Board 2009/2010 has conducted the 8th SotN report based on the information submitted to it by the National Groups before the ICM Malta. Following the ICM in Alanya the International Board 2010/2011 has conducted the 9th SotN report based on the information submitted to it by the National Groups before the ICM Alanya.

Preparations: Please read the SotN report no.8 and no.9 in the part related to the FM area. Be prepared for discussion, remember, that your inputs will be take into account when conducting the State of the Network enquiry before autumn ICM in Palermo.

17.30 – 19.00

Joint Workshop FM&IM: Registration of Local Groups

Aim: To discuss the proposal from ELSA International regarding registration of Local Groups.

Means:

- Presentation by ELSA International
- Discussion of the proposal
- Voting on the proposal
- Conclusions

Preparations: Please read the proposal from ELSA International about Local Groups on these Working Materials.

Tuesday, 29th March (10.00 – 13.00)

10.00 – 11.00

Joint Workshop FM&IM&BEE: Demotion

Aim: To discuss the state of ELSA in Kazakhstan and to decide whether we should take some measures as a network concerning their status as a full member of ELSA.

Means:

- Presentation of demotion as a tool in the Statutes and Standing Orders of ELSA
- Presentation of financial arguments for demoting ELSA Kazakhstan
- Presentation of substantial arguments for demoting ELSA Kazakhstan
- Questions and answers
- Voting for the demotion of ELSA Kazakhstan;

Comments: Demotion is a tool that can be used for countries that fail to succeed as a full member of ELSA. By using this tool the Council will demote proposed countries from the status of full member described in the article 6 in the Statutes of ELSA International to the status of observer described in the article 5 in the Statutes of ELSA International.

Preparations: Read the proposals of ELSA International concerning demotion of ELSA Kazakhstan. Read and make yourself aware of the tool demotion in the article 7 in the Statutes of ELSA International and article 3 in the Standing Orders of ELSA International.

11.00 – 12.00

Joint Workshop FM&IM&BEE: Membership application of ELSA Albania

Aim: In this workshop the membership application of ELSA Albania will be presented.

Means:

- Opening words and procedure – ELSA International
- Presentation of membership application by ELSA Albania
- Questions and answers to ELSA Albania
- Voting on the application
- Final comments and conclusion

Preparations: Read carefully the part “Applications” from these Working Materials.

12.00 – 13.00

Joint Workshop FM&IM: Fees

Aims: To discuss the proposal for the Decision Book on Fees regulations proposed by ELSA International.

Means:

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

Preparations: Please read the Decision Book proposal by ELSA International on Fees regulations in the Working Materials and the part of the Decision Book related to the proposal. As this proposal is strongly connected to the Decision Book proposal on the Registration of Local Groups by ELSA International make sure you are aware of the aforementioned proposal as well as of the discussion on the proposal in the joint workshop of FM&IM on Registration of Local Groups.

Wednesday, 30th March (10.00 – 13.00)

10.00 - 13.00

A session provided by a representative of ELSA International's Auditing Partner – Mazars

Aims: This session is aimed at providing the officers in the field of Financial Management with professional opinion and specific knowledge on the area of financial control given by a representative of ELSA International's Auditing Partner – Mazars.

Means:

- Presentation by Mazars
- Discussions and Q & A

Comments: Mazars is an international, integrated and independent organisation, specialising in audit, accounting, tax and advisory services. Mazars can rely on the skills of 12,500 professionals in the 56 countries which make up its integrated partnership on the five continents. Mazars also has correspondents and joint ventures in 10 additional countries. Mazars is also one of the founding members of the Praxity alliance, which gathers 109 independent organisations and 25,000 professionals in 72 countries.

Preparations: Be prepared to ask questions, this session is a unique opportunity for every FM officer to receive answers to any queries or difficulties they face in the field of audit and organization of financial control in their National or Local Group.

Wednesday, 30th March (14.30 – 19.00)

14.30 – 16.00

Joint Workshop BEE + FM: Audit

Aim: To discuss the input paper by ELSA International on audit. To prepare a proposal based on the opinion of the workshop, the internal, and the external auditors, and propose it for the consideration of the Chair of the ICM Plenary, if the workshop finds the proposal necessary for adoption.

Means:

- Presentation of the input paper and draft proposal by ELSA International
- Q&A
- Discussion
- Voting
- Conclusion

Preparations: Please, read the input paper and draft proposal by ELSA International in these Working Materials. Prepare the inputs and opinion of your National Group and be ready for discussion.

16.00 – 18.00

Interim Accounts ELSA International 2010/2011 and ELSA Development Foundation 2010/2011

Aims: To present the Interim Accounts of ELSA International as well as ELSA Development Foundation for the financial year of 2010/2011.

Means:

- Presentation of the interim accounts of ELSA International by ELSA International
- Presentation of the interim accounts of ELSA Development Foundation by ELSA International
- Presentation by the Auditors of ELSA International 2010/2011
- Q&A
- Voting
- Conclusion

Preparations: Please read through the Interim Accounts of ELSA International as well as ELSA Development Foundation for the financial year of 2010/2011 as well as the Auditors Report in the working materials.

18.00 – 19.00

Joint Workshop FM&BEE: Fundraising regulations

Aim: To evaluate the implementation of the fundraising regulations introduced at the ICM in Alanya. To discuss and vote upon the proposal by ELSA International.

Means:

- Presentation by ELSA International
- Discussion
- Presentation of the Proposal by ELSA International
- Q&A and discussion
- Voting

Comments: The fundraising regulations were updated at the ICM in Alanya, introducing more simplicity that should result clearer for the national officers. Now, after five months of their introduction, it is time to evaluate their implementation, as well as clarify some aspects that may remain unclear.

Preparations: Please, be familiar with the current fundraising regulations. Read the minutes from the fundraising regulations session at the ICM in Alanya. Read through the proposal on the fundraising regulations by ELSA International, which can be found in these Working Materials.

Thursday, 31st March (14.30 – 19.00)

14.30 - 15.30

Debts

Aims: To present and discuss the debts situation in the Network.

Means:

- Presentation by ELSA International on debts situation
- Discussions and Q & A

Preparations: Please read through the Interim Accounts of ELSA International as well as ELSA Development Foundation for the financial year of 2010/2011 for reference on debts situation of National Groups towards ELSA International.

15.30 - 17.00

Joint Workshop FM&BEE: ELSA Development Foundation

Aim: The aim of the workshop is to discuss and vote upon the proposal by ELSA International on ELSA Development Foundation.

Means:

- Presentation of the proposal by ELSA International
- Discussions and Q & A
- Voting
- Conclusion

Preparations: Please read through the proposal on ELSA Development Foundation regulations by ELSA International as well as the input paper on ELSA Development Foundation by ELSA International.

17.00 - 18.00

Candidates

Aim: To receive presentations and to interview candidates for the position of Treasurer of ELSA International 2011/2012, two Auditors of ELSA International 2011/2012 and a Vice Auditor of ELSA International 2011/2012.

Means:

- Presentation of the candidates
- Questions and Answers to the candidates

Comments: During this workshop Treasurers in the Network are given an opportunity to interview candidates for the position of Treasurer, Auditors and Vice Auditor of ELSA International 2011/2012 exclusively before the final plenary.

Preparations: Read the candidature materials of the respective candidates and be prepared to ask questions. The material is normally distributed among the National Groups during the ICM week.

18.00 - 19.00

Miscellaneous, evaluation, Q&A, closing of the workshop

Aim: To raise any questions by National Groups not yet answered during the week, and to discuss any questions left unanswered relating to any topics, to evaluate the FM workshop the International Council Meeting in general as well as close the FM workshop.

Means:

- Questions and Answers
- Miscellaneous
- Evaluation
- Closing of the workshop

Comments: The floor is open for all participants to ask questions to ELSA International or the other participants regarding unsolved matters.

MARKETING WORKSHOP**Timetable**

Time	Sun 27th	Mon 28th	Tue 29th	Wed 30th	Thu 31st
08:00	Arrival of the participants	Breakfast	Breakfast	Breakfast	Breakfast
08:30					
09:00					
09:30					
10:00		Activity Reports	Vista Print Partnership	MKT. Handbook	Conference
10:30		General Marketing Theory	Business Cards	Joint: Promoting International Events	
11:00			BEE & MKT M Research		
11:30					
12:00		Lunch	Lunch	Lunch	Lunch
12:30					
13:00					
13:30					
14:00	Opening Plenary	Joint: Recruitment	Mid Plenary	Training: Communication	Marketing Programs
14:30					
15:00					
15:30					
16:00		Marketing Material			
16:30		Newsletter			
17:00		Proposal: Synergy			Evaluation and closing
17:30	Synergy				
18:00	Introductory WS	Reporting Time	Reporting Time	Reporting Time	
18:30					
19:00	Officers & Freshers				
19:30					

Preparations and reminders for the Marketing Workshop

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

- Statutes and Standing Orders, in force after 58th Council Meeting of ELSA
- Council Meeting Decision Book, 31st Edition
- One Year Operational Plan (OYOP) 2010/2011 of ELSA International
- Working Materials
- Minutes of the ICM Malta and ICM Alanya
- Please prepare a written Activity Report to distribute to the workshop on the introductory session
- Bring the marketing materials that you have prepared since last ICM

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

You can ask the Secretary General of ELSA International for all these documents. Write an email to secgen@elsa.org

Please prepare an Activity Report for distribution to the National Groups and ELSA International (meaning 40 copies of your written Activity Report). Please send it also as an electronic copy to the Marketing mailing list. You should include both the things that you have worked on as a Marketer during your term in office and the major projects that are taking place in your National Group.

Bring all of your materials on a USB flash drive or printed to the workshops.

Please read this Draft agenda carefully; should you need any clarifications, please do not hesitate to contact the VP Marketing of ELSA International at vpmarketing@elsa.org.

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

Welcome to the MKT. Workshop!

Draft Agenda**Sunday, 27th 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 have a roundtable discussion in order to evaluate our own work, express our expectations for the upcoming week, to elect the Workshop officers and to get to know each other a bit better.

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

Comments: Please write down your questions and comments for the final session on Thursday with evaluation and Q&A, during the week.

19.00 - 20.00

Officers' Trainings

Aim: To train officers on their fundamental tasks and responsibilities during the ICM. Workshop chairs and secretaries will participate in these trainings.

Means:

- Chairperson training is delivered by the Chair and Vice Chair of the Plenary
- Secretary training is delivered by the Secretary General of ELSA International

19.00 - 20.00

Introductory Workshop for Freshers

Aim: To give a general overview of ELSA, The International Board and the ICM to the freshers at the ICM. All the participants that are in their first ICM will participate in this workshop that will be delivered by the International Board.

Means:

- To give an understanding of the main functions of ELSA
- To foster mutual understanding and cultural diversity

- To get answers to the questions arising

Monday, 28th March (10.00 – 13.00)

10.00 - 11.00

Activity Reports

Aim: To get an impression of the status of Marketing in member countries through activity reports presented in the workshop. To find common elements in the work of the National Marketers to define what is Marketing.

Means:

- Presentation of the Activity Report from ELSA International
- Presentation of Activity Reports from the participants
- Roundtable about what is the MKT. area

Comments: All the participants should bring 40 copies of their activity reports to distribute to the other participants. This session is important for the participants in order for them to acquire a general over view of the MKT. in other member countries.

11.00-13.00

General Marketing Theory

Aim: To provide the officers an overview of how marketing is defined as a profession, and what tools is used to do successful marketing in a professional environment.

Means:

- Presentation by ELSA International
- Questions and answers
- Working Groups
- Roundtable

Comments: This session will be dedicated to provide knowledge to the participants, to give tools for further marketing development and strategies.

Monday, 28th March (14.30 – 19.00)

14.30-16.00

Joint Workshop IM and MKT: Recruitment

Aim: To expand upon the workshop that was in ICM Alanya, and help local and national groups with their recruitment endeavours.

Means:

- Presentation by ELSA International
- Working groups
- Roundtable And Discussion

Comments: Human Resources and recruitment is always an issue, with this workshop we will be discussing both recruitment of members and potential officers/directors, for the upcoming year of 2011/2012.

16.00-17.00

Marketing Materials

Aim: To present the marketing materials made by the present national groups since ICM Alanya, so that marketers can discuss and get inspiration from each other.

Means:

- Presentations by the national groups and ELSA International
- Questions and answers

Comments: Please bring your materials in printed version and on a USB key for presentation in the workshop.

17.00-17.30

Newsletter

Aim: To discuss which groups currently have newsletters, what it contains, and what is a good way to cooperate between groups on the matter.

Means:

- Introduction by ELSA International
- Roundtable discussion

Comments: Newsletters and magazines is a great way to reach potential members, and cover activities from the local and national level, as well as a good promotion tool to partners and members.

17.30-18.30

Proposal for Amending the MKT-section of Synergy in the Decision Book

Aim: To discuss and vote upon the proposal on Amendments of ELSA International to the MKT-part of the Council Meeting Decision Book, regarding Synergy.

Means:

- Presentation ELSA International
- Q & A
- Discussion
- Voting

Comments: Read the Proposal regarding Synergy on these Working Materials.

18.30-19.00

Synergy

Aim: To discuss the current edition of Synergy, and how to improve the publication.

Means:

- Presentation by ELSA International
- Roundtable And Discussion

Comments: Synergy is an important promotion tool for ELSA, as such evaluating each edition is important to uphold a high level of quality.

Tuesday, 29th March (10.00 – 13.00)

10.00-11.00

Vista Print Partnership

Aim: For ELSA International to inform the marketers on the upcoming cooperation with Vista Print.

Means:

- Presentation ELSA International
- Q & A
- Discussion

Comments: This cooperation holds valuable possibilities for the national and local marketers, as it will open further the possibility of printing own materials for a reasonable price.

11.00 – 12.00

Proposal for Amending the MKT-section of Uniformity – Business Cards in the Decision Book

Aim: To discuss and vote upon the proposal on Amendments of ELSA International to the MKT-part of the Council Meeting Decision Book, regarding Uniformity – Business Cards.

Means:

- Presentation ELSA International
- Q & A
- Discussion
- Voting

Comments: Read the Proposal regarding Uniformity on these Working Materials.

12.00 – 13.00

Joint BEE and MKT: Status of Market Research, and Proposal for Amending the Mkt-section of Market Research in the Decision Book

Aim: To discuss and vote upon the proposal on Amendments of ELSA International to the MKT-part of the Council Meeting Decision Book, regarding Market Research and to inform about the current status and future development of the Market. Research.

Means:

- Presentation ELSA International
- Q & A
- Discussion
- Voting

Comments: Read the Proposal regarding Market Research on these Working Materials.

Wednesday, 30th March (10.00 – 13.00)

10.00 – 11.00

Marketing Handbook

Aim: To check the status of the marketing handbook group and give inputs and work together towards its completion.

Means:

- Presentation by representatives of the working group
- Roundtable And Discussion

Comments: The marketing handbook would be an important tool for new marketers in the network, as well as experienced. The goal is to have it finished by August 2011.

11.00 – 13.00

Joint S&C + MKT: Promotion of International Events

Aim: To discuss and share ideas about how to improve the promotion of international events

Means:

- Presentation by ELSA International
- Working Groups and Presentations
- Discussion and Evaluation

Comments: Some valuable events have been suffering lack of participants, because of not proper promotion, especially with regard to its timeline. This session aim to give the officers tools to avoid this situation.

Wednesday, 30th March (14.30 – 19.00)

14.30 – 19.00

Training session on Communication

Means:

- Training given by ITP Trainer

Thursday, 31st March (14.30 – 19.00)

14.30 – 17.00

Marketing Programs

Aim: To improve the marketers knowledge of how to use different programs useful for their area.

Means:

- Presentation by ELSA International

- Q&A
- Discussion
- Roundtable

Comment: Not every marketer is aware of the different programs you can use and the opportunities they offer, ranging from freeware to paid programs such as InDesign to Freeware such as Scribus.

17.00 – 18.00

Presentation of Candidates

Aim: To present the candidates for Vice President Marketing of ELSA International 2011/2012

Means:

- Presentation of the candidates
- Q&A

Comment: Good luck to all the candidates!

Preparations: Please read the candidature materials before the session and prepare questions.

18.00 - 19.00

Questions and Answers, Evaluation and Closing of the Workshop

Aim: To answer any question that could remain, and evaluate upon the workshop as it was during the week, and in the end closing the Marketing workshop of the 59th International Council Meeting.

Means:

- Roundtable
- Q&A
- Closing of the Workshop

ACTIVITY REPORTS

THE INTERNATIONAL BOARD 2010/2011

Ezgi Kılınç, Vice President Academic Activities

General

Passing by the 7th month of our term, I can truly say that this has been the experience of a life time. As months pass by without even realizing, I am glad to say that we have achieved most of the points that we focused on in our OYOP in the half year of our term in Office. This brings me to the conclusion that all of these achievements has been the result of a team work, thus I would like to express my gratitude and my sincere trust in my fellow board members. I think we have taken difficult but strong and well grounded decisions for the best interest of this amazing association. I would also like to thank the Director for EMC², Marje Mülder, for dedicating more than her free time in EMC² and supports my work in the best way possible. Afterwards I definitely owe thanks to the Assistant for SPEL, Sonia Vigdorovits, for her patience during hours of online meetings and brainstorming. Last but not least I would like to express my sincere gratitude and respect to the Academic Supervisors of EMC², for their unlimited dedication in EMC² for 9 years by now. ELSA and EMC² has gained so much from their efforts and trust in the competition over the years.

Coaching Countries

As an IB member, according to our Coaching Country System I have been working closely together with ELSA Albania, ELSA Romania, ELSA Hungary, ELSA Switzerland, ELSA Portugal and ELSA Poland. Each NG has different needs and different way of communication, thus it has also been very interesting for me to get close to particular cultures and National Groups. I have attended the NCM of ELSA Portugal, where I have provided a presentation on International Project Planning and the NCM of ELSA Switzerland, with a presentation of the 30th year of ELSA, where ELSA Switzerland has elected a new board. Unfortunately some ELSA Poland had their Autumn NCM at the same weekend with ELSA Portugal, therefore I was not able to attend the NCM. The President of ELSA International, Oscar A. Lema Bouza represented ELSA International instead of me and supported the National Group throughout the changes that they have gone through. ELSA Poland has changed their term in Office in accordance with the term of the International Board. The new board of ELSA Poland was elected in the Autumn NCM for the upcoming 7 months and since then I have been in a good communication with them. I will attend the Spring NCM of ELSA Poland with the requested presentations by the National Board. Due to the fact that the Regional Rounds of EMC² are going to be held in the same week of the NCM of ELSA Hungary, Elif Yıldırım will represent ELSA International instead of me. I have provided necessary background for her knowledge on ELSA Hungary and she's in contact with the President of ELSA Hungary concerning the presentations during the NCM.

ELSA Romania has gone through a difficult phase with the resignation of their President, however the rest of the NB handled the situation professionally and after calling for a director for the President position with no application, they can divided the tasks of the President. So far the work has been done smoothly to my knowing.

On the other hand after several months of no communication, I was contacted by the appointed Secretary General of ELSA Albania, Nevin Alija, at the time. She was in contact with the last President of ELSA Albania, however the last board didn't put much effort on transition nor human resources, thus a very quick transmission of Boards has occurred and Nevin Alija was elected as the new President of ELSA Albania. In my opinion with Nevin's motivation and qualifications ELSA Albania has gone through a big change and settled itself in its nation. The board of ELSA Albania are mostly 3rd year law students. They are aware of the responsibility on their shoulders and facing the fact that they should raise a new generation in ELSA Albania. I have visited the National Group in January, where I met the entire NB and a huge number of new members. I have given General ELSA Knowledge presentation to the members and worked with the NB on the ELSA Knowledge on an advanced level. As the coach of ELSA Albania, I have my full trust in their work and motivation and I think they will ensure the best for the future of their NG.

I would like to thank all of my Coaching Countries for their amazing cooperation and and communication. Each of them have been working with enthusiasm and ELSA Spirit! I wish the best for the rest of their term in Office.

EMC2

The deadline for Teams to be registered in the 9th edition of EMC2 was the 6th of December, however due to high interest and many requests ELSA International has extended the deadline of registration. By the end of registration there were 71 Teams registered in the 9th edition. Due to the disqualifies teams which didn't send their Written Submissions this number has been reduced. As the Head of the EMC2, I have been working together with the Regional Round Organisers and Academic Supervisors on the Regional Rounds of the EMC2 in order to ensure very well prepared, smooth Selection Rounds. For that purpose I have visited ELSA Lithuania for a pre-RR Meeting. The Teams had submitted their Written Submissions, which are dispatched to the appointed Panellists. According to the consultations of Prof. Laura Nielsen, the Academic Supervisor for Europe, Middle-East and Africa, I have invited certain panellists for each ELSA Regional Round and was informed about the invited Panellists in each Non-ELSA Regional Round. The Organisers ensured the necessary arrangements for the Teams and distinguished Panellists. By the end of December the Teams submitted their Written Submissions in the online system, afterwards I have arranged the division of those Written Submissions division for each Written Submission Panellist to score. The deadline for the scores to be sent by each Panellist was the 28th of February 2011. In the meantime, I have applied the Penalties for each Written Submission of ELSA Regional Round Teams, according to the Rules of EMC². My cooperative work with the Organisers of the Regional Rounds and the Final Oral Round is still in progress, as the Regional Rounds will take place throughout March and the Final Oral Round will take place at the end of May 2011. The call for the hosts of

the Regional Rounds of the 10th edition of EMC2 was sent to the Network, only ELSA Maastricht applied for the call. The application of ELSA Maastricht was more than sufficient, and extremely satisfactory. ELSA International has appointed ELSA Maastricht as one of the Regional Round hosts in 2011-2012 and we are still seeking for one of the Regional Round Organisers. The call for hosting the Final Oral Round in 2011-2012 for the 10th edition of EMC² can be found in the Working Materials as well.

The external relations part of the EMC² is also handled by the VP AA of ELSA International. For this purpose I have contacted several law firms as well as Institutions and major past supporters of EMC². So far we have signed the agreements with the World Trade Institute with an increase in the financial support, University of Barcelona's Master Programme – IELPO, Maastricht University, Trade Law Guide, Appleton Luff International Lawyers. My approaches will continue until the Final Oral Round in May 2011 and hopefully the number of supporters will increase by the time.

SPEL

After several meetings and brainstorming session with the Assistant for SPEL, ELSA International suggested changing the concept of SPEL from an online space to an online law blog in ICM Alanya. The idea was not supported by the National AA Officers, thus a Working Group was created on SPEL to be finalised until ICM Poznan. The Working Group met twice and no continues meetings occurred, which leads to a point where there's not enough interest in improvement of SPEL. After discussions in the International Board, we propose to abolish SPEL for the time being from our activities as defined in the Decision Book, please read the Input Paper regarding the proposal on SPEL that's in the Working Materials.

Council of Europe

After the announcement of the winners of the "Our Rights Our Freedoms" Essay and Photo Competition in ICM Alanya, an Award Ceremony took place in Strasbourg, Council of Europe as well where the International Board had several meetings with different departments of the Institutions with regards to new cooperations. Consequently ELSA International presents an International Legal Research Group focusing on the Rights of the Children, specifically the campaign "One in Five: Stop to Child Abusement". Also the intention of cooperating in a Europe wide Moot Court Competition on Human Rights was expressed to the International Board by the Council of Europe. ELSA International is very positive about the opportunity and we believe that this opportunity can expand our cooperation with Council of Europe and widen the focus on Human Rights in ELSA, thus I have been in communication with the responsible departments for these two new projects and establishing the frame of them to be presented in ICM Poznan.

IFP

Since ICM Alanya ELSA International has established a good contact with World Health Organisation (WHO). Oscar has been providing WHO with the information in general about the IFP in the Network and the structure of ELSA, I hereby thank and congratulate

him for the amazing work he has been doing. When it comes the specific areas, each of the Key Areas are informing the WHO on the topics that we would like to cooperate in. Essay Competition has been one of these projects and our main goal is to have the competition “in cooperation with WHO”, the articles judged by academics and experts in the field. Other companies have been contacted with regards to the financial side of the IFP Essay Competition and the media coverage of the IFP Essay Competition.

Paolo Amorosa, Vice President for Seminars & Conferences**Communication with and support to the National Officers**

After ICM Alanya, I created a skype chat for the S&C officers to have one more channel of communication with me and between them. I promoted communication also by keeping the exchange of information in the S&C mailing list active, suggesting topics of discussion and providing useful information. I have been taking care of requests of support for international speakers and patronages and advised the national officers on S&C related issues.

Cooperation with the Board

I fulfilled my obligations as an International Board member by, for instance, participating in board meetings and helping out my fellow board members.

Study Visits and Institutional Study Visits

I have been supporting the S&C officers with advice and information on the organization of international Study Visits and Institutional Study Visits. Together with the Assistant for Study Visits, Anna Kolloch, I have been encouraging the officers to send in the evaluation forms in order to have a clearer overview of the current status of SVs and ISVs in the Network. I have been the contact person for the ELSA groups visiting the ELSA House in Brussels. At the moment of writing, 8 groups, for a total of 164 people, have been hosted by the International Board and more groups have already confirmed their visit for the months to come.

External Relations

I have been the main contact person in the International Board for the Council of Europe (see point below) and INTA. In the framework of the cooperation with European Voice, I have been coordinating the ELSA participation to the EU studies fair, held in Brussels on 11th and 12th of February 2011. In addition, I have been supporting the President of ELSA International, Oscar Lema Bouza, for the negotiations and cooperations related to the implementation of the International Focus Programme (see point below).

Council of Europe

I have been the main contact person for the relations with the Council of Europe. Together with other 4 members of the International Board, I have been on the 10th of December 2010 to the prize ceremony for the competition “Our Rights, Our Freedoms”, held in the CoE Headquarters in Strasbourg. On the same date, we had the chance to meet the Deputy Secretary General of the CoE, Maud De Boer-Buquicchio, Marraine of ELSA, and representatives of the Directorate for Communication to discuss further cooperation.

International Focus Programme

My task is to be the main coordinator of all the activities under the International Focus Programme, with the precious support of the Director for IFP, Sofia Kallio. From an operational point of view, I have been primarily cooperating with our President Oscar, in assuring the necessary cooperations for the implementation of Health Law as the IFP topic. At the moment of writing, WHO has already agreed to cooperate for the IFP essay competition and to offer STEP traineeships, moreover they contributed with an article to Synergy and with a speaker to the IFP Opening Conference. Negotiations that will most likely result in a Memorandum of Understanding have been started with the European Medical Students' Association, while our VP STEP, Elif, is working on a common project in the framework of STEP with the International Pharmaceutical Students' Federation. I will also be representing ELSA International, together with Oscar and Sofia, at the IFP Opening Conference in Prague.

Delegations

Thanks to the support of the Assistant for Delegations, Simin Yalçıntaş, and the Academic Coordinators, Oleksandr Bulayenko, Adam Dampc, Serife Gocmen and Olga Terefenko, the planned expansion of ELSA Delegations is reality already at this moment of the term. When I am writing 24 calls have been sent out and 19 Delegations have been appointed. For the first time, ELSA has been represented at the United Nations Human Rights Council. Very much likely, more calls will be sent before ICM Poznan, bringing the final number of calls for the term 2010/2011 to approximately 30.

Coaching countries and travels

I have been in contact with my coaching countries, ELSA Bulgaria, ELSA France, ELSA Estonia, ELSA Slovakia, ELSA Spain and ELSA Sweden, and supported them with advice and information. After ICM Alanya, I have been to the NCM of ELSA Spain in November 2010, the one of ELSA France in the end of January 2011 and visited ELSA Sweden in occasion of the Nordic Presidents' Meeting in January 2011. I have also been present to the NCMs of ELSA Czech Republic and ELSA Italy during the month of November 2010. Before ICM Poznan I will be at the second NCM of ELSA Spain in the beginning of March. I am currently making arrangements for other visits, such as one to the International Seminar on International Humanitarian Law of ELSA Estonia.

Other

I would like to thank the S&C officers for their work and their eagerness to learn and share, encompassing the true ELSA Spirit, and the Academic Coordinators for ELSA Delegations, without whose outstanding work, the impressive achievements of this term with regard to Delegations could have never been reached. A big thank you goes to my Assistants Anna and Simin for their hard work and to the Director for IFP Sofia, not only for her job but also for having been such a great friend and always being there for me. *Dulcis in fundo*, my thought goes to the people who I am sharing my life with for some months now. Ezgi, Elif, Oscar, Filipe, Olia, Laurits, thank you for all the moments, good and bad, we have been

through till now together. I am looking forward to the time and the experiences we still have in front of us, knowing that this year will be with me for a lifetime.

A. Elif Yıldırım, Vice President for Student Trainee Exchange Programme

ICM Alanya

It was a great pleasure to meet all my colleagues within the Network during ICM which has been held in my home country. I believe we had very fruitful workshops and trainings that will be helpful for STEP officers during their term. I would like to thank once more to our Chair Boris Inderbtizin and our Vice-chair Tornike Revishili, and our secretary Raiza Soraya Alberto for the great minutes and great time management. During this ICM we made some positive changes in the Decision Book, concerning the period of the traineeships and unpaid traineeships.

Job Hunting

According to OYOP of ELSA International 2010/2011, the goal for the number of the traineeships at the end of this year is 120. Unfortunately, according to the statistics the number of the traineeships by the 15th of February is only 31 which is less than the previous year.

In order to help the groups with Job Hunting, I provided the National Groups with the contacts of the old employers and I sent out some tips about Job Hunting to the Mailing List. I also tried to answer all the questions I received via emails and tried to encourage all the officers.

As ELSA International, I approached some of our old employers, containing Butzel Long in the USA. Butzel Long provided us with 2 more traineeships for this term. There are also some appointments with possible employers before ICM.

Moreover, Handbook has been updated and sent to the Network with more information about the STEP Cycle, STEP Calendar and further necessary information with the help of our precious Directors Malin and Sofia.

AIESEC Co-Operation

Right before ICM Alanya, I had the honour to attend the European Congress of AIESEC in Fürstenfeld, Austria. In this congress, I tried to promote the co-operation and received many good feedbacks and many emails from the participants however we couldn't get any results.

As the contract has been terminated on the 15th of December 2010 without any success, we went to Rotterdam, to meet AIESEC Representatives and evaluate the co-operation and what has been gone wrong. In the end we both agreed that the communication between national and local groups of both associations were not as good as we wanted it to be. Besides, the focused countries within the agreement were not very co-operative and it was hard to follow them up.

As a result, it has been decided to focus on only two countries, Italy and Poland as National Groups of the both associations were interested in the co-operation. It has also been decided that the International Boards will do joint Job Hunting. A new agreement will be signed after the negotiations.

Council of Europe Traineeships and other Institutional Relations

On 10th of December, we had the meetings with the Council of Europe for the evaluation of the co-operation. The Council is very satisfied with the applications so far (We received around 150 applications for all the terms of the traineeships) and eager to go on with the co-operation. It was very nice to hear that they selected more students than the agreement to do traineeships within the Council. It was also very nice to meet our Marraine.

Besides, we decided to focus mainly on institutions this year, I have been in contact with several international institutions about STEP. I was following up with some institutions from last year also news ones. I am happy that we started a pilot project with World Health Organisation, about STEP which will hopefully turn into a long term agreement.

As I also attended one of the United Nations Working Groups as a delegate, I also made some contacts with the representatives of Institutions which I am currently following up.

ELS/Alumni

Sadly, the contribution of ELS and Alumni to STEP is very low. Thus, together with the Director for Alumni, Laura Schmitt, we drafted a project outline which will raise awareness of STEP within the networks of Alumnus. This project will be launched before ICM and go on during ICM. There will be a workshop dedicated to this project where more information will be shared with the Network.

IFP

IFP topic has a huge potential within STEP area as well. For this reason, I encouraged the officers to use IFP as a marketing tool.

Together with the International Pharmaceutical Students' Federation (IPSF), we also drafted a project for students of both associations which will combine legal research and STEP and IFP. Currently this project is on negotiations phase, however we are very positive about it.

New STEP Forms have also been introduced with "Health Law" option, in order to differentiate the IFP related jobs.

Marketing Materials and Website

To promote STEP more, I updated the STEP Brochure and STEP Media Card with more information about IFP, procedure and promotion changes of the employer. Both of the Marketing Materials have been distributed to the Network via Mailing List.

In order to attract more employers, I also updated the website with more visuals and new marketing materials. There has been a new sub-menu added called "How can I get a trainee" for employers with the new STEP Media Card and information.

According to our agreement, STEP has been promoted in INTA's facebook page and there will be also a one-page advert in the INTA Bulletin in order to attract advocacy companies which are working in the field of Intellectual Property Law.

Evaluation

It is also important not only to increase the quantity of the traineeships we have but also the quality, which raises the importance of the evaluation process. In order to receive more evaluation forms from the trainees, I made a list of all selected students within the year 2009/2010 and sent it to the National Groups to receive the evaluation forms. I was very happy to receive the help of the officers regarding collecting the evaluation forms. However, there still are some traineeships that have been not evaluated.

As this process is very important, I made a call for a working group on this issue. This working group had regular meetings under the supervision of the International Board and they have been finalised an input paper and proposal which can be found at the following pages of this Working Materials. I would like to thank once more to Claudio, Kati and Anna for their precious inputs.

Coaching Countries and Representation of ELSA International in National and International Events

Right after ICM Alanya, I had the chance to visit my coaching countries, ELSA Czech Republic and ELSA Slovenia. Beside my coaching countries, I was also present in NCM ELSA The Netherlands and NCM ELSA Switzerland. I also had the chance to visit ELSA Slovakia for their conference and some board members of ELSA Austria during my visit to Vienna. I want to thank once more for all of these countries for their enthusiasm, hard work and hospitality.

I am also in regular communication with ELSA Iceland and ELSA Bosnia & Herzegovina.

I have also attended to AIESEC European Congress that I mentioned above.

The upcoming events that I will be present is NCM ELSA Hungary, IFISO meeting in Krakow and NCM ELSA Finland.

Other

I would like to thank to my National and Local STEPers for their amazing work so far, but we should keep in mind that we still have a long way to go. ☺ I also would like to my coaching countries for their patient answers to my endless questions. Another big thanks go to all the countries I visited and all the hospitality I received in return. My predecessor and endless advisor Mirko, my amazing director Malin, just want to remind you again, you are the best!

Last but not least, I would like to “worship” to my fellow board members, my colleagues, my family, my friends for this amazing 6 months so far. I really don’t know what was I doing without you in my life. ☺ Yet for the newcomers, I wish very good luck with the elections!

Óscar A. Lema Bouza, President**Board Management**

I have been responsible for coordinating the work of the International Board for this year, which has meant a lot of my time, but has resulted in a higher level of activities organized by ELSA International, as well as a big output in terms of projects.

This coordination has had its regular manifestation in board meetings, conducted regularly on Wednesdays, and for which I, as President, and according to the regulations of ELSA, have been responsible to prepare the agenda for these meetings, as well as making sure that there was a chair and a secretary for each of the meetings, a duty which has been shared by all of the members of the board.

Furthermore, I have worked as a facilitator and mediator within the board. Communication has been improved also with the help of a training conducted by ITP trainer Tiago Moreira Alves, held at the beginning of January, which has led to a better understanding of each other as well as an improved working environment.

External Relations

In the field of external relations, I have been dealing with three aspects, which relate to different areas in which externals to the association are involved: partnerships and project sponsorships, institutional relations and cooperation with other Non-Governmental Organizations.

With regards to our current partnerships, I have been keeping in touch with most of our general partners, with the exception of European Voice, with whom communication was handled by our Vice President for Seminars and Conferences, Paolo Amorosa, and our Vice President for Marketing, Laurits Ketscher; and C5 Group, whose contact person is also Mr. Ketscher. In this regard, I have given continuous updates to all of our partners, and have had meetings in Frankfurt, London and Strasbourg, in order to discuss the current status of cooperation and the possibilities for the future. Furthermore, we have renewed and extended our partnership with CBL International for two summer law schools, one in Shanghai and one in Dubai, in order to offer our members more and more international possibilities.

I have dedicated a big part of my work to research and develop new possibilities for partnerships with ELSA, which have lead to the current negotiations with Vistaprint to become our printing partner, in a deal which would benefit greatly all of our National and Local Groups, as well as a deep research and the initiation of the approaches to find a training partner, as well as investigating other categories, such as travelling, social media, banking, etc. I have also realized more than 70 approaches with relation to the anniversary celebrations, unfortunately with no results so far.

In the field of institutional relations, I have been in touch with different kinds of organizations, mainly in relation to the introduction of the new International Focus Programme topic, health law. Out of them, the most notable is the World Health Organization, with whom we have been in touch since a meeting in Geneva in October 2010, and which has resulted in a cooperation that ranges from speakers to STEP

placements, as well as an article in issue 49 of the Synergy magazine. Furthermore, the Centre for Reproductive Rights, as well as the Erasmus Observatory on Health Law from the University of Rotterdam, with whom we have met at the IFP Opening Conference in Prague, are other of the contacted institutions in relation to this implementation.

The cooperation with other NGOs was one of the points to be included in the BEE part of the One Year Operational Plan of ELSA International 2010/2011, and, as such, I have focused on it, having contact with different professional and student NGOs. These efforts have crystallized in an improved cooperation with AEGEE, ALSA (The Australian Law Students' Association), ILSA, BEST, EMSA, IFMSA, EPSA, and an increased participation in the Informal Forum of International Students' Associations (IFISO), including the attendance of one member of the IB to the Meeting held in Krakow in March 2011.

Furthermore, cooperation with our current partners, ALSA and AIESEC, has been improved. This is shown by the fact of having an ELSA representative at the Asian Conference in Singapore, in January 2011 or the attendance of seven members of ALSA to the International Council Meeting in Poznan. The cooperation with AIESEC was evaluated in a meeting in Rotterdam, on January 2011, in which we discussed the problems with the previous agreement, and we decided to evaluate the possibility of setting up a different strategy, focused on the international cooperation as well as in only two especially interested countries. With this new sight, we hope to achieve a greater number of STEP jobs and increase our knowledge by taking into account AIESEC's inputs.

Moreover, I have suggested the creation of a Working Group in order to update the current external relations manual, which has started its work after the ICM in Alanya, and in which I have also taken part. The new handbook is expected to be presented at the ICM in Poznan, and it is our hope that it will contribute to spreading knowledge.

Expansion

As the responsible for expansion within the International Board, and since the past ICM, I have been in contact with students from Belarus, Cyprus and Moldova, in order to help with establishing ELSA in these countries. So far, the biggest interest comes from Belarus, from where we have received up to five different approaches in order to establish ELSA. In the cases of Cyprus and Moldova, I have taken a more active approach, by sending information about ELSA to the universities on those countries, with a positive response.

I have dealt with approaches from Canada, India, Moldova and Tanzania, in which the possibility of establishing ELSA does not exist, according to our current regulations, but cooperation could be established with similar organizations there.

I have also, as in the case of the external relations manual, brought up the need to update the expansion handbook, for which a Working Group has been created in Alanya. I have also taken part in it, and we expect to present the results of its work at the ICM in Poznan.

Alumni

As the responsible for alumni in the International Board of ELSA, and together with the Director for Alumni, Laura Schmitt, I have been working in improving the communication

with the ELSA Lawyers' Society (ELS), also helping in the promotion and recruitment, according to the agreement from January 2009.

We have managed to increase membership and update the directory, as well as have a bigger awareness of the important role that alumni can play for ELSA in the National and Local Groups. For this reason, we have insisted on the use of the ELS Directory, as well as provided the Groups with contacts of their former members. Moreover, we have agreed on different ways of promotion and cooperation for the anniversary, as well as for the ICM.

Coaching countries

As the coach of ELSA Austria, ELSA Azerbaijan, ELSA Denmark, ELSA Greece, ELSA Ireland and ELSA Serbia, I have been in continuous contact with the officers of these Groups. I have tried to assist them with their questions and requests, as well as helping them in issues such as communication with the IB or finding ICM spots. I have attended the NCMs of ELSA Austria, ELSA Azerbaijan and ELSA Serbia, and I was magnificently hosted in the three of them. It is my intention to visit all of the Groups before the end of my term, and keep on being their link to the association in the International Board.

Furthermore, I have also attended the NCM of ELSA Poland, for which I must be grateful to the former and current National Board, as well as the Organizing Committee, who did an extraordinary job; and the Nordic Presidents' Meeting in Stockholm, where I had the pleasure to meet Presidents from Denmark, Finland and Sweden, and where the OC did, as well, a superb labour.

Final words

I cannot end my report without thanking some very important people. My family: Ez, Elif, Oliya, Baolo, Fil and Lau. You are all one of a kind, indeed, but my imagination is not enough to imagine this wonderful year without you. You know that Başkan is always there...and watching! And, although sometimes I annoy you, I enjoy seeing your joy and laughter, and I suffer with your tears. Laura, my Director, for helping me in the long sleepless working nights from the other side of the pond, and being not only a co-worker, but also a friend. A big thank you also goes to all of the Presidents in the Network. And, of course, I have to thank my pillar, my companion, my love, szeretlek, Réka.

Filipe Bismarck, Secretary General

Almost in the end of my term in office, and after being almost six years in the Network, I have to admit that ELSA still amazes me. We are a huge Network composed mainly by students that work hard to achieve our vision. So I would like to start this report by thanking all the members of ELSA that aim to achieve “A just world in which there is respect for human dignity and cultural diversity.” Following you can read about some of the main tasks I performed in the past months:

ICM Alanya

The International Council Meeting in Alanya was a challenge for me and my team since it was our first ICM as members of the International Board, it was a unique experience and I believe it was a great Council Meeting for our Network. I was in charge of the Internal Management Workshop and the Plenary. In both the discussions were fruitful and we manage to improve some aspects of ELSA. After the meeting was over, I did some evaluation meetings with the OC, and they were also satisfied with the event.

During November and December I did all the post ICM work, update on regulations and compilation of the minutes, as well as archiving the documents produces in the event.

ICM Poznan

I have been in contact with the Organizing Committee of the LIX ICM since I started my term in office. We have been working together to provide a magnificent event to the Network. At the moment, I'm working to produce the Working Materials for the meeting, as well as helping the National Groups in different areas related to the ICM.

Training

I have been working with Mr. Arvind Rattan to restructure the International Trainers' Pool, some of the trainers resigned their membership status, and we are evaluating all the others. With this we aim to have active and qualified trainers in our Pool, to ensure good quality of the trainings they provide to the Network.

Refreshment Weekend

In the weekend before the ICM in Alanya, ELSA International organised the Refreshment Weekend with the help of the OC for the ICM. We allocated a lot of resources to ensure the success of the event, and in the end the feedback was extremely positive. I'm glad that we manage to do it, however there were only six trainers present even though ELSA International covered the majority of the expenses.

TTTW

This year ELSA International will organise the Train the Trainers Week between the 3rd and the 9th of July in Frankfurt, Germany. We are working on the final details before sending a call to the Network. This event is aimed to recruit new trainers for the International Trainers' Pool, and our goal is to recruit motivated and qualified trainers to

ensure a good quality of the trainings provided by the ITP. I would like to thank to the trainers that are working with me and Mr. Arvind Rattan in this project, and I'm sure that in the end this event will improve our trainers' pool.

Anniversary

As you all know ELSA will celebrate 30 years of history this year. To ensure a proper celebration the International Board appointed a Director for Anniversary, Miss Kim-Julia Zamljen and an Anniversary team. All together we are working in different projects to make sure that we reach as many members of ELSA as possible. During the upcoming ICM, we will have some celebrations related to the 30th Anniversary of ELSA; and we hope that all our National and Local Groups will join the celebrations with more events.

ELSA Online

Since the beginning of August, ELSA International has been working to establish the new online system. We are glad to have Peter working with us as our Assistant for ELSA Online. After the first testing period, many of the features were correct, and we are currently performing the second testing period. We believe that the system will improve the communication inside the Network, and that will offer our National and Local officers great tools for their daily ELSA work. ELSA Germany is a great help to this system, and I would like to thank them for all their efforts.

Coaching Countries

The National Groups that I'm responsible for are ELSA Armenia, ELSA Germany, ELSA Kazakhstan, ELSA Lithuania, ELSA Norway and ELSA The Netherlands. I have been in good communication with the majority of them, and I try to help and support them as much as I can.

I had the pleasure to be present in the NCM of ELSA Lithuania in November. I provide them with presentations about Marketing, Internal Management and ELSA general knowledge. It was a successful event, and I was glad to see so many members present.

I was also present in the NCM of ELSA Germany in Jena, during January. I provide them with a presentation on Board Management and one other about the International Board. I believe that the first session helped the Local Presidents in their work, and that they learned something new about the topic. There were many National participants and some International guests.

The last NCM I attended was the NCM of ELSA The Netherlands. During that event, I was present in the BEE, IM and FM workshop, participating in the discussions about external relations, NSS and Human Resources. I also gave them a presentation in the Plenary about ELSA and International events.

I would like to thank all of them for hosting and for taking good care of me.

Working Groups

We had so far three working groups. Two were established in JIF, for the IM Manual and for the Human Resources strategy of ELSA. At the moment the IM Manual is being updated,

and we will have the new version before the ICM, the Human Resources finalized their work during the ICM in Alanya, after the Council approved our new strategy. The third group started working after the same ICM on the Network Support System. We manage to start three pilot projects, and there is a proposal to change our regulations that we will discuss during the ICM in Poznan. I will like to thank Aleksandra, Amandine, Jaana, Joana, Jorian and Susann for all their hard work.

Transition

The International Board already started to plan the transition for our successors, we are extremely motivated to provide them all the information and knowledge that we have, to ensure they will have the tools they need to perform their tasks. July will be a busy month in the ELSA House, and I hope to see many of our members present for the transition barbeque.

I would like to finish this report the way I started, by thanking, but this time, to my fellow board members for all their efforts and contributions to our work. It's a pleasure and an honour to work and live with you.

Olga Sendetska, Treasurer**General Financial Administration**

Everyday tasks of an FM officer consist of ensuring financial stability, optimization of the cash flow, accounting, bookkeeping, budgeting, providing updates on financial matters to every member of the team as well as organization of life in the ELSA House and office, all of which have been conducted by me in due time and appropriate manner.

Accounting/Budgeting/Bookkeeping

Part of the routine work of the Treasurer is also accounting for all financial transactions and expenditures made according to the budget of ELSA International and based on the decisions taken by the International Board. Following the approval of the Final Accounts of 2009/2010 by the International Council Meeting in Alanya it has been my job to bring the changes made by the Council to the bookkeeping system as well as follow drafting the Interim accounts for the first six months of the term in office of 2010/2011, which are presented for the consideration of ICM in Poznan.

Furthermore, from 8th till 10th of February 2011 internal auditors of ELSA International have visited the office to carry out an audit on the Interim accounts, where I have been assisting them with any questions or queries that were brought to my attention during the session. I have also, since then started implementing the advice given by them into the accounts of ELSA International and the financial management archive.

On the 10th of February 2011 an external audit session was carried out by a representative of the Auditing Partner of ELSA International – Mazars, which was also attended by me and internal auditors. I have as well assisted with answers to the questions that arose while analyzing the accounts of ELSA International.

ELSA Development Foundation

Being a Chairman of the Board of Directors of ELSA Development Foundation a big part of my everyday work takes up communication with interested applicants for EDF support as well as communication regarding granted applications and the follow-up procedures of reporting for the grants provided to the Network.

I have also taken care of bookkeeping and accounting for the activities of the Foundation as well as drawn up the Interim accounts for the first six months of the term 2010/2011.

Although at first we have received a positive confirmation from the bank on opening the accounts for the Foundation we have further on faced problems with carrying out the registration of the Board of Directors of EDF according to Belgian legislation and therefore registering the new board as the legal representatives of the Foundation. We are provided with a lot of help on the matter by Jean-Marc Lauwers, former Treasurer of ELSA International 2008/2009, who is assisting us in drawing up the necessary documents for registration and explaining the procedure in order to be able to pass the knowledge to the successors and take a further step on establishing the routine procedures for the Foundation. I would like to take a chance to thank Jean-Marc his ELSA Spirit even 2 years after his term in office.

Grants

Seeing grant possibilities as one of the priorities for this ELSA year I have engaged into work on the Youth in Action 4.1 operational grant application for the year of 2011, which was submitted to the Commission thanks to all the contributions submitted by the National Groups which I would like to thank ELSA officers for.

Furthermore, ELSA International was granted on the application submitted with 28 000 Euro for the calendar year of 2011 which will enable ELSA to develop even further in its activities and support more projects as well as have more resources to further develop its external relations.

An important part of the work on grants is preparation of the financial report for the Youth in Action 4.1 operation grant ELSA International received for the year 2010, the work on which was started by me with closing the Interim accounts of 2010/2011.

External relations

Part of my responsibilities as an International Board member is also representation of ELSA International which has carried out by me by attending an evaluation meeting together with the President with our corporate partner CMS.

I have also attended a conference of European Law Faculties Association on development of law faculties' self-governance, autonomy and finance in Warsaw and presenting a paper on the topic from the point of view of students.

Coaching countries

According to the Coaching Countries system in ELSA International I am the coach of ELSA Belgium, ELSA Georgia, ELSA Italy, ELSA Luxembourg, ELSA Montenegro and ELSA Russia. We have established a good communication with all of the aforementioned groups and I am helping them in any questions that arise in their work.

Accept for this, I have also visited ELSA Estonia for their National Board teambuilding session, ELSA Bulgaria on their NCM, ELSA Italy during their NCM in Urbino and ELSA Germany at the NCM in Jena and provided sessions on financial management as well as other areas of activities and projects of ELSA International.

Laurits Ketscher, Vice President for Marketing

As I am writing this activity report, the time has come where I have been in the International Board for seven months. My board and I have really grown together during this time, they have become more than co-workers, they have become great friends and family. Working for ELSA in Brussels is an amazing experience, and looking back at how my time has been, I can safely say that I am truly grateful the Council gave me this opportunity.

Marketing Materials

Part of my job has been to make marketing materials, including helping out with the layout for different handbooks and making adverts for websites and newspapers. Also I am currently working on flyers and folders printed by ELSA International, to help increase awareness and fundraising. The flyers will be distributed at the ELSA house at visits, ICM's, Study Fairs and hopefully we will manage to make a delegation package for the different delegations.

I have also worked on easier distribution of materials, for this I have used the program dropbox, where I have placed packages of useful materials to anyone who might request this. And I am planning to expand this for the upcoming half of my term.

I also created an ELSA account on YouTube, called ELSAinfo, <http://www.youtube.com/elsainfo>, where we plan to do more promotion in the upcoming half year.

External Relations

During my time, I have also helped out with external relations along side Oscar to help when it was relevant for what services I can perform in my area.

CBL International

Attending meeting in the ELSA house with Oscar, we decided to expand the cooperation, to now include law school in both China and Dubai, during this meeting we also discussed promotion possibilities, and it was agreed to have articles in both editions of Synergy, and more promotion to improve the partnership.

EU Studies Portal

Attended meeting with Oscar in relations to the EU studies portal initiative that have been running for almost a year, we are still discussing ways of cooperating, but basically it seems such a cooperation can give us massive exposure to students and faculties, so we are looking more into it.

London School of English

Attended evaluation meeting with Oscar leading up to the renewal of the contract, where we presented a new structure for the partnership that we currently have.

Board of European Students of Technology (BEST)

After ELSA International was invited to the Presidents Meeting of BEST in Krakow in November, it was decided that I should go and represent ELSA and see possible ways of

cooperation between the two organizations. The meeting was very successful, and we are currently in further contact on cooperation.

VistaPrint

We have been in contact with Vista Print about a possible printing partnership, we are quite excited with this partnership, it will bring a lot of opportunity too all the different levels in ELSA, and can bring a new level of promotion from the International Board.

Council of Europe

I attended meeting at the Council of Europe in Strasbourg in December, for the Our Rights Our Freedoms photo and essay competition awards ceremony. Where we had the honour of meeting the Mairaine of our association and attended several meetings about our cooperation and campaigns.

European Voice

For our media partner, European Voice, I am the main contact person. Together with Paolo, we promoted their EU studies fair in Brussels, where more than 50 ELSA members attended. Also we made sure to have mutual promotion and cooperation throughout the year.

I also attended the EU studies fair, and I saw great opportunities for this event, and we will be working on expanding the cooperation for renewal of the contract in regards to this.

Content5

I am also the main contact person for our marketing partner Content5, who amongst other things publish Synergy and did our website. This year we expanded the cooperation to also include materials for EMC2, and promotion material for the anniversary. And also providing more national and local groups with the international website solution.

Synergy

Synergy # 49 has been finished, and is currently with our partner, Content5 for finalizing and shipping, and will be out before ICM Poznan. I am working hard on reaching more students with Synergy, and making it easier for local and national groups to understand the concept, and importance of such a project. Sending Synergies to fairs, events and ICM's, to create more awareness.

Anniversary

To help the bringing awareness to the anniversary, I held a workshop in Poznan about promotion opportunities, and I dedicated Synergy 49 to the anniversary, being a special anniversary edition. Additionally each box of Synergy ships with 60 stickers of the anniversary logo, to help create awareness in the local groups to increase their anniversary related activities. Also I am currently working on making a strategy for the website of the anniversary, and providing with ideas and materials.

Advertisements

Together with Vilde, our Director for Advertisements, we have worked hard on creating and implementing a new advertisement strategy. We are happy to announce that it works, and that we currently have made more money on this edition of Synergy than the previous 4. The income for online links is also steadily increasing, and we plan to make a campaign shortly promoting links and Synergy opportunity.

Website and Promotion

I am also working hard on improving navigation and user friendliness of www.elsa.org, as it can sometimes appear like too much information. I have added a Synergy section, to improve visibility of the magazine and thereby increase awareness and advertisers. Also we are working on updating the website as much as possible with news and events, which we also put on facebook, which currently has more than 12.000 followers and rising. Due to this, we have also seen an increase in traffic of the website more than 15% since November of last year, for which we are quite happy. Also the amount of international events we are promoting there is increasing, meaning we are creating more visibility for the network. There have been some minor technical issues, and currently I am working on getting all of the materials for the website, so I can just hand a package to any group interested in putting it up themselves.

Market Research

Much to my dismay, the market research has been postponed, due to problems arising with the system we chose to use, and the company managing the system. Before the ICM, me and the assistant will sit down and find a solution to the problem, which we will present to the network.

Coaching Countries and meeting the Network

Being the coach of ELSA Turkey, ELSA Malta, ELSA Croatia, ELSA Republic of Macedonia, ELSA Ukraine and ELSA United Kingdom, I have kept a close eye on their activities, and have good contact with them. I have been present at the NCM of ELSA UK and ELSA Turkey, and I plan to visit the rest of my coaching countries for their NCM in spring.

Aside from this, I have a lot of ad hoc work, and projects that currently cannot be mentioned here.

DIRECTORS OF ELSA INTERNATIONAL 2010/2011

Viltė Kristina Steponėnaitė, Director for Advertisements

Elected on the 24th of August, 2010 Viltė Kristina Steponėnaitė started her term on the 25th of August by with contacting, mind sharing and strategising with previous Director for Advertisements (Stephanie Denowell) and Vice-President Marketing (Laurits Ketscher).

On the **2 – 4th of October, 2010** (during the transition weekend) as Stephanie Denowell was unable to attend the transition, strategising for the term of 2010 – 2011 was successfully done in cooperation with Laurits Ketscher. The job during transition consisted of:

- 1) Analysing the old Media Card of 2009 - 2010;
- 2) Discussing about the possible improvements for the Media Card 2010 – 2011;
- 3) Analysing the autumn edition of Synergy (#48) in relation to the advertising;
- 4) Creating strategy and content for emailing with potential advertisers;
- 5) Discussing discounts system

5th of October, 2010 – 14th of December, 2010:

- 1) Successful contacting with previous advertisers
 - a. Consulting and communicating;
 - b. Sending out Media Cards;
 - c. Preparation of advertisement confirmation sheets;
 - d. Cooperating with Treasurer of ELSA International (Olga Sendetska) concerning invoicing and financial questions);
- 2) Dealing with the inquiries;
- 3) Creating detailed strategy for the first mass emailing in December;
- 4) Updating the database of contacts;
creating new mailing lists for easier usage of
- 5) Outlook mailing system in future

During November - December, 2010 was also the period of testing ELSA Online and reporting the results for Assistant for ELSA Online ELSA International (4th of December).

The **14th of December, 2010** was the day of mass emailing for the previous and potential (non advertised before) advertisers:

- a. Sending out about 400 emails including the Media Card inviting to advertise via anniversary Synergy magazine
- b. Reminding about the opportunity to advertise via our website

From **15th of December, 2010 to 16th of January, 2011** the main points were:

- 1) Dealing with the results of the successful emailing – starting sales of advertisements

Consulting and communicating;
Preparation of advertisement confirmation sheets;
Cooperating with Treasurer of ELSA International (Olga Sendetska) concerning invoicing and financial questions)
2) Preparing strategy for the reminding letters

On the 17th of January, 2011 the reminders were sent out adding the offer of *favourable discount possible from 2011*.

From the 18th of January, 2011 to February, 2011 the main job was dealing with the successful results of the previous work – selling advertisements both for Synergy magazine and for the website.

Consulting and communicating;
Preparation of advertisement confirmation sheets;
Cooperating with Treasurer of ELSA International (Olga Sendetska) concerning invoicing and financial questions)

Additional comments on the 20th of February:

All the work is successfully being done in cooperation with my colleagues Laurits Ketscher (marketing matters) and Olga Sendetska (financial matters).

I am glad to inform you that the first part of the term was extremely successful making #49 Synergy magazine fully booked and for the first time after a long period a full page advertisement was sold. With an overall income of 22 750 euros the results of the job became higher than expected making the amount of money the highest since the #45 Synergy magazine and the third highest ever.

Kim-Julia Zamljen, Director for Anniversary

Like you all know this year will be a special year for ELSA. Our beloved association is going to celebrate its 30th year Anniversary on May. To make this year unforgettable the current board of ELSA International decided to appoint a Director for Anniversary to take care of the Anniversary during the whole year, starting at 1.1.2011. I, Kim-Julia Zamljen, got appointed on 1st of September 2009. After getting appointed I spend a weekend in Brussels for transition and to create an OYOP together with the Secretary General of ELSA International, Filipe Bismarck, who is the responsible IB member for the Anniversary year. After setting up the OYOP and preparing the upcoming month we appointed the Anniversary Team for the whole year. We chose six people from all over Europe to work for the Anniversary during the year. The members of the Anniversary Team are: Antti Husa, Ania Napierala, Martina Berger, Sara Lema Bouza, Tudor Bolgar and Zizi Chkhaidze. Together with the Anniversary Team we started to collect ideas and to brainstorm on how we could promote the Anniversary of ELSA and how to involve as many members as possible in the celebrations. Every team member has got a specific task and is responsible for a certain area. My main task is overall coordination of the Team working together with the other members, I also try to help the Local and National Groups organising anniversary related events and to make sure that the Anniversary Year will be full of projects and events in as many countries as possible.

During the International Council Meeting in Alanya we created a promotion video and I tried to involve the Network in the Anniversary year. I gave them a few examples how they can create an anniversary event, what they have to do and that I and the team will always try to help. I also promoted the Anniversary to ELS as they are celebrating their 20th Anniversary during this year.

After the ICM in Alanya the whole team created concrete projects for the year. We decided what we, as ELSA International, would like to realize and how we can do that. The first big project was the website. A special website for the anniversary year which shows all the events with a short description, the history of ELSA, photos from the past and the present and a good overview about what our association provides to our members.

Other big project will be: a photo competition, ICM Poznan, ICM Palermo and a final publication that will contain a part of our history and will focus on the activities related to Anniversary that will occur this year. The publication will be one of the biggest tasks and we hope to have many groups helping us with articles.

The ICM in Poznan will be one of the first official Anniversary events. I worked very close with the Director for Anniversary from ELS Johanna Kauppinen and we developed the Anniversary Debate for Poznan. My task for the upcoming days will be preparation for ICM.

After the ICM we will have a lot of other projects which have to be planned, organised and realized and I'm looking forward to work with my Team.

Thanks a lot Filipe Bismarck and the whole Anniversary Team as well as the Network for your ideas, help and support. It was a fantastic first half of my term and I can't wait to attend the opening celebration in Poznan.

I'm looking forward to the next half year, and to have many groups celebrating our Anniversary in their home towns.

Laura Schmitt, Director for Alumni

Dear Council,

My name is Laura Schmitt and I have over the past months had the pleasure to serve as Director for Alumni for the International Board 2010/2011.

Since the International Board 2010/2011 has dedicated itself to strengthening the links between ELSA and its alumni association, the ELSA Lawyers' Society (ELS), I have had the chance to get involved in this very important process. A core objective of this initiative is to support ELS in winning new members and creating a more attractive network of support, social and academic activities to reward alumni for their ongoing involvement in our network as well as providing opportunities for them to get involved in our work on local, national and international network. To kick-start this process Óscar, the Executive Committee of ELS and myself drafted a joint alumni strategy for ELSA and ELS which was presented during the ICM and the ELS General Assembly in Alanya, Turkey. I have also been in charge of drafting implementation plans.

My first major task was to update the ELS directory to allow effective member management and administration. I am proud to say, that to-date the directory has been fully-reviewed, all members and membership applicants have been contacted and invoiced, thereby ensuring that only ELS members are registered in the system and on the mailing list, which makes both a valuable tool for ELSA and ELS. For ELSA groups on national and local level it provides the unique opportunity to search for their own alumni in order to be able to contact them but also to search for potential speakers, STEP employers etc. We sincerely hope that in the future more national and local boards can benefit from using the database and the ELS mailing lists as research and promotion tools.

Subsequent to the updating of the database I have been in charge of administering ELS memberships, i.e. reviewing applications, registering payments, invoicing membership fees, updating mailing-lists. Generally my function could be described as bridging the gap between active ELSA members and alumni – a task that I find very full-filling because it proves to me that what ELSA really does is connecting students and legal professionals from all over Europe, regardless of how long their active ELSA careers have been over.

Additionally, I have been involved in the preparations of the anniversary celebrations of ELS and ELSA in 2011, especially in terms of promotion, accommodating alumni' needs, developing ideas for alumni involvement and communicating with ELS and their directors for alumni in particular. My hope is that we will be able to carry alumni participation to a new level during the upcoming ICM in Poznan and thereby lay a foundation for further in-depth cooperation between alumni and national and local officers.

Lastly, I want to thank the International Board 2010/2011 for confiding in me and giving me the chance to be a part of this extraordinary team. My special thanks belong to Óscar for being the best boss anyone could have, for being supportive, open and trusting - you are a great president and a great friend!

Marje Mülder, Director for ELSA Moot Court Competition**General**

After being appointed as Director for EMC² I had transition with my predecessor Morten Rydningen about the general tasks of the Director and with Koen Klootwijk about the website administration. I want to thank both for preparing this year's work and for always being there when questions occur.

At the same time I met with Ezgi Kılınc for a strategy meeting on this year's edition of the EMC².

Since the ICM Alanya I have been administrating the competition as the teams began to register themselves at <http://www.elsamootcourt.org>. I am very happy to see that the interest among European teams keeps on growing and the competition is known in more countries all over the world. Still, there is a lot more potential in Europe and especially within ELSA:

Therefore, the ELSA Organizing Secretariat was appointed and is doing its very best to spread the EMC² in the ELSA network. Together with Ezgi, I coordinate and support the work.

I have been in contact with the Organizers of the Regional Rounds and the Final Oral Round and support them whenever they need it. My work also consists of maintaining the webpage and staying in contact with Ezgi and the Academic Supervisors on administrative issues.

But the most important part is probably up to you. The EMC² can only continue being a high quality Moot Court when dedicated people promote it, involve in it, motivate others and themselves to participate in it. I am very happy to have the chance to be involved in the EMC². Both as the Head of OC of a Regional Round and as a Director for EMC², I can only recommend it to everyone: get involved. There are many possibilities to face the global challenge. Try one and you will not regret it.

Other

I want to thank Joelle, Henrike, Liisa, Aphroditi, Amanda and Zizi for their good work in the ELSA Organizing Secretariat. Thank you for your efforts, the weekly meetings and the thoughts you spent into the EMC².

Finally, I want to especially thank the International Board 2010/2011 for letting me have the chance to dedicate to the EMC². Ezgi, Paolo, Elif, Óscar, Filipe, Olia and Laurits, you are doing a great job and I am very happy to spend this year together with you being part of your team.

Sofia Kallio, Director for International Focus Programme (IFP)**IFP Handbook**

The updated IFP Handbook was presented already during the ICM Alanya and according to my knowledge the officers have found it a helpful tool for getting a first insight into the IFP. The IFP Handbook is available in the ELSA Online Archive together with the IFP Logo.

Partners

I have supported the International Board in the approaches for possible institutional and financial partners by giving information and helping with the presentations. The current situation with approaches will be given during the workshops at the ICM Poznan.

IFP Opening Conference

I have been in contact with the Organising Committee (OC) of the IFP Opening Conference that will be held in Prague, Czech Republic (22nd – 27th February 2011). The Conference will include presentations by Health Law professionals, among others a representative from the World Health Organization (WHO). When I am writing this, the Conference is approaching and the final preparations are being done. I would like to thank the Head of OC, Martina Kalapáčová and the Responsible for Academic Programme, Jiří Mačát for their wonderful work and devotion. In addition to myself, Paolo Amorosa and Óscar Lema Bouza will attend the Conference on behalf of ELSA International.

Final IFP Publication

Since the IFP topic changed in the beginning of August 2010, the Final IFP Publication will report about the events, projects and partnerships on Intellectual Property Law that took place during the three-year period 2007–2010. Due to financial reasons, the Publication will be launched primarily as an online publication and printed in a small amount of hard copies. I have been working on the Publication together with Laurits Ketscher.

ICM Poznan

During the ICM Poznan, the IFP will be discussed during workshops. Unfortunately, I will not be able to attend the ICM and join you in the Anniversary celebrations. However, I hope that there will be many emails and reports from the officers concerning IFP – I am looking forward to hear about the success stories that the AAers, S&Cers and STEPers have to tell! Please contact me in ifp@elsa.org for further information about the IFP, hints on topics related to Health Law and for reporting about the past projects.

Lastly, I would like to thank the International Board 2010/2011 for their great work and commitment to the Association – I am looking forward to work with you also during the coming spring and summer! I would especially like to thank Paolo Amorosa for saving my days and for keeping me in the rhythm of the Brussels life through Skype.

Malin Andréasson, Director for Student Trainee Exchange Programme**Transition**

Before I could begin my term in office, I obviously had to have a transition which took place 24-26th September in Brussels. I had a very intense and efficient weekend together with Elif Yıldırım, VP STEP ELSA International, and of course the rest of the International Board. My time during these three days was full of ELSA and STEP related information and work. We also had a session about the new ELSA Online, a helpful tool that will be up and running in a near future

Unfortunately, I have not had the opportunity to meet with my predecessor Annamari Männikkö face to face for a transition with her, but we have had meetings via Skype, which were very fruitful.

Student Hunting & Matching Procedure

The matching procedure so far has been the greatest part of my work with STEP, as I take care of all application for all traineeships, except the ones for Council of Europe. As stated above, ELSA online is soon to be reality and I expect this to be a huge help when doing matching. At the moment it is done manually, which basically is the only efficient way to deal with the procedure before we are able to use an automatic system.

I am really glad to see that the applications are constantly increasing and lately I have had the pleasure of sending some national officers a lot of suitable applicants that they will forward to the employers.

ELSA Online

As the reader might be aware of, ELSA Online was expected to be launched in December. Together with ELSA Germany and ELSA International, we did a test run of the STEP features in ELSA Online last year, where we found some errors that needed to be corrected before launching the system.

ICM Alanya

Unfortunately, I was only able to stay in Alanya for two nights during the autumn International Council Meeting. In spite of my very limited time there, I had a great stay and was really happy to meet so many devoted STEPers from all over Europe.

The preparations for ICM consisted mainly in giving Elif some inputs on the agenda and preparing the Student Hunting session, which I was in charge of.

Day-to-day work

Another main task I have is to take care of and update the statistics, which I do on regularly basis. These were sent out by Elif to the network in the beginning of the new year, just to update the national officers on the current situation.

In the beginning of the term, our useful Handbook was updated. Consequently, I got the opportunity to give some inputs in this process.

Of course, I also spend time answering e-mails and comments I receive from officers throughout the network. I really enjoy being in contact with the ELSA-network, so please continue sending me e-mails!

Others

As I am studying at the same time as being a director, Elif has been very understanding and a huge support to me. Therefore, I want to end this report by thanking her for being a great coach and a fantastic friend. Also, I want to thank the rest of the International board and the whole International team, for doing an extremely good job and contributing to keep the ELSA-spirit alive.

Arvind Rattan, Director for Training**Transition**

I had the pleasure to visit the ELSA House in Brussels from Friday 17th until Sunday 19th September 2010. Together with Filipe Bismarck, we set ourselves goals for 2010/2011, and we deeply discussed several matters about the International Trainers' Pool (ITP); the status quo of the ITP, the possible consequences of the ITP Regulations, a possible training partner, and so on. During that weekend, I gained loads of input and motivation to fulfil this position as best as possible, and I feel able to do so.

Refreshment Weekend and the 58th ICM Alanya 2010

My first big challenge was the realisation of the Refreshment Weekend (RW) 2010. RW's take place prior to the Autumn ICM. The goal of a RW is to refresh the training skills of the present ITP trainers, and to discuss several issues regarding training, the Network and the ITP. Initially, a professional, external, trainer was planned to take part of the RW 2010. Unfortunately, the professional trainer could not be present in Alanya during the RW.

The responsible persons for the academic part of the RW 2010 were the Hungarian ITP trainers Mr. Andras Perlaki and Mr. Andras Szilagyi. I'd like to thank them for their great efforts, the good cooperation and the follow up. The RW 2010 was heavily promoted amongst the ITP trainers, and ELSA International expected to have a high number of trainers present in Alanya. Due to the remote location of Alanya, and more importantly the relatively high travel expenses to get to Alanya, many trainers declined the invitation to take part of the RW 2010.

The results of the RW 2010 were from a high level, and gave me more input to think about the ITP. I'd like to thank all trainers that participated in the RW 2010, and especially Filipe for his support and efforts.

After the RW 2010, the 58th ICM took place. I had the pleasure to attend many training given by various ITP trainers, and to attend (partially) the IM Workshops. I had primarily the task to support the trainers when necessary, and to promote the ITP and training (especially conditions for having an ITP training) as much as possible. I can honestly say that both goals have been fulfilled.

Restructuring of the International Trainers' Pool

The second big challenge for me this year is to restructure the ITP together with the International Board. There are many reasons why it is needed to restructure the ITP, but mainly because the ITP Regulations 2008 allows ELSA International to do so. I started off this huge administrative operation by evaluating each and every trainer in our trainers' pool. I have been gathering as much information as possible of each trainer. This "trainer-archive" will surely benefit future ELSA International generations. After setting up this archive, I approached each and every trainer in the pool, and I inquired a lot of information. With this approach I managed to gather a lot of input for the ITP, but more importantly, all trainers thought critically about their ITP membership. With all of this information gathered, I believe that I have provided sufficient information to the

International Board, so that they will be able to decide carefully upon the ITP membership of each trainer in the International Trainers' Pool.

Train the Trainers Week 2011

The upcoming Train the Trainers Week (TTTW) will take place in the Frankfurt (am Main) area, Germany, from Saturday 2nd July until Saturday 9th July 2011. The invitation for this even has been sent out to the Network. You're leaving ELSA? But you still love ELSA? Now is the time, apply for the Train the Trainers Week 2011, to become an ITP trainer. You will be able to give something back to the Network that gave you so much. For more information, please contact training@elsa.org.

I'd like to thank Jochen Hörlin, Nina Klotz, Rudolf Reiet and Koen Klootwijk for their commitment to this event. I would like express my special thanks to Miss Katrien Willems, Director for Training 2008/2009, for giving me her experiences on the previous TTTW, that took place in July 2009. I am sure that 16 highly motivated, former ELSA members, will be added to the highly respected International Trainers' Pool after the TTTW 2011, providing the Network high quality trainings. Time is now, apply! And you will be able to prove your training skills at the ELSA House Training Week in Brussels, after the Transition-BBQ at the ELSA House on Sunday 10th July 2011.

Training and the Network

The core-activity is to coordinate the ITP and to distribute trainings from the ITP in the Network. The International Trainers' Pool has provided a number of 33 trainings in the Network (February 2011). This number of 33 trainings is considered as an accomplishment, since it can be concluded that the number of trainings in the Network is increasing each year, and therefore, the awareness of the ITP and its incentives is increasing at the same time. The ITP has been represented in various countries, and with proper proudness, the ITP had the pleasure to visit and train the youngest member of the ELSA Network: ELSA Azerbaijan.

The perspective for the rest of 2010/2011 is that the ITP will provide an equal number of trainings. Moreover, more occasions will find the need to apply for trainings. I like to take this opportunity that a training from the ITP could help the Network to realise several Anniversary projects. Do not be too reserved to apply for a training from the ITP; the ITP has highly motivated trainers willing to provide your group trainings, and ELSA International will support you in your efforts to have a training from the ITP; you can use any event to incorporate trainings, whether it be a National Council Meeting, or a specific Organisation Committee Meeting; everything is possible with the trainers of the ITP.

Misc.

To create more awareness about the ITP, and to take away possible thresholds, I tend to communicate a lot with the Network. I regularly update the IM Mailinglist about the activities of the ITP. Another way to promote the ITP is the Training Newsletter. These Newsletters will contain experiences from training; by the trainer and the requesting group. Due to several circumstances, the first edition has been published (much) later than

planned. I stay in touch with the Network, and recently, a mailinglist has been created for Training Coordinators from several students' NGO's like ELSA.

Last but not least; I'd like to thank everyone whom I had the pleasure to work with.

ASSISTANTS OF ELSA INTERNATIONAL 2010/2011**Simin Yalçintaş, Assistant for Delegations****General Activity**

After the decision taken at the 57th International Council Meeting, extension on the area of the Delegations has become an important target in the ELSA International's 2010/2011 working year. Therefore after my appointment and the start of my term in ELSA International as the Assistant for Delegations, with the cooperation with Vice President for Seminars & Conferences I have mainly engaged in the applications to the Delegations, the communication between appointed delegates, their requests and requirements regarding logistical and practical issues after the appointment of Delegations by the International Board. I have also prepared Letter of Recommendations addressed to International Board before the appointment of Delegation members and Head of Delegations in order to assist Vice President for Seminars & Conferences.

Expansion and Statistics

From the beginning of the term to February 2011 ELSA International has dealt with 24 calls for Delegations. From those 11 Delegations are already sent, 5 Delegations are cancelled due to the lack of sufficient number of application, 8 Delegations are consisted and waiting to be sent in March, April and May 2011. This year for the first time of the ELSA History, we sent Delegations to United Nations Human Rights Council and we enlarged the number of the working groups which ELSA attends as an observer organisation in United Nations Commission on International Trade Law.

Accreditation and Communication

I have also become concerned with the accreditation of the Delegations and the registration forms of the delegates to the United Nations Economic and Social Council. Another task of me has been to provide the communication between Academic Coordinators and to prepare them in order for them to consult the Delegations in academic, logistic and practical issues. Besides that I have collected information from every delegation which can be helpful for the next terms therefore I have kept statistics about the Delegations and their members. Finally I collected reports from the Delegations which already finalized their missions in the related institution.

Peter Christian Binau-Hansen, Assistant for ELSA Online**The ELSA Online specifications**

I have as Assistant under ELSA International been working on clarifying and explaining the meaning behind the specifications of the 144 features of ELSA Online 2 (EO2). My main tasks have been communication with the developing company, Bmotion, and coordination of the development and testing phases.

Contact with externals

The daily contact with Bmotion has been done using e-mails, Skype and Facebook and has mainly been concerning the interpretation and the detailed development of each feature all the way down to comma corrections. The communication has also involved producing graphic charts, images and other marketing material. In the development phases several Skype meetings were held with participants from ELSA International, ELSA Germany and Bmotion.

Testing of the system

As responsible for EO2 I have been coordinating the testing phases of the new system. Special teams have been set up with related members of ELSA Germany and ELSA International who have tested the features, which are in relation with the current positions. The testing has included all 144 features, the design of the system and the different system outputs, ex. the STEP Newsletter.

Presentations at Internal Meetings**- ICM Alanya**

During the ICM Alanya I presented the development of the new system and its advantages compared to the previous version of ELSA Online. I gave a workshop to the SecGens with focus on member management through EO2, a workshop to the marketers with focus on how we can promote the new system to all ELSA members and how we can use the system to further expand the knowledge about ELSA. Finally I gave a presentation in the STEP workshop with main focus on the innovative STEP system in EO2.

- NCM ELSA Sweden and NCM ELSA Denmark

Sweden: Gave a presentation to the SecGen workshop with focus on member management and implementation, and to the STEP workshop with focus on how to use the system to improve the quality in STEP in Sweden.

Denmark: Gave a general presentation to the plenary with focus on different key features.

- IPM Tbilisi

Had an interactive workshop for the presidents with focus on overall coordination of the implementation in national and local groups. The presidents brainstormed on implementation ideas and presented them.

Angelica Bertino, Assistant for Grants**ICM Alanya**

I started my term in office close to the ICM. I was able to help Olga, by giving some inputs to the agenda and preparing the workshop on Grants, which included a theoretical part as well as a practical part on applying for grants

Handbook

Before ICM Alanya, Olga and me discussed about the possibility of updating the Grants Handbook. I started to work on it trying to implement the old one and to find actual contact for the Institutions, the Foundation and the Associations .

However, to guarantee the quality of the Handbook and to go through the huge amount of materials that I found, the work has taken more time than expected. Nevertheless, the time and consideration that has been put into it will be seen in the results, which I hope you'll see soon.

Others

During this month's I tried to implement the communication with the national officers, trying to give them advices, about where to find grants and how to apply, and being always reachable for them.

Katarzyna Stecko, Assistant for Market Research**Transition**

As ELSA International's previous board did not have any Assistant for Market Research I was informed about my tasks by Laurits Ketscher. He sent me all the materials concerning the previous research (conducted in 2007) and explained the situation with the new one as there were already some things done before I started my position. As well, he provided me with log-in data to the web solution we are going to use, Textalk and I learned how to use it.

Working with Textalk – the online survey

I am currently administrating the online survey system. Moreover, I corrected some questions, introducing some changes (in according to comments from the ISMM and JIF participants). The current status of the survey is final and ready to start, although we still have some technical issues which cannot be resolved without cooperation with Anders who administrates the system as its owner. I and Laurits were trying to contact with him many times and rarely with success. He was not answering our emails and phones so currently the IB is discussing the matter and it is possible we will have to finish the contract with Textalk and find another web survey provider. I prepared a SWOT analysis for the IB regarding the problem of the change.

Communication with IB and Network

I usually use emails and had some Skype voice meetings with Laurits. I daily check my ELSA mailbox. Moreover I send some updates concerning the research to three mailing list so everyone can stay in touch with the matter. The good thing is that people still remember about it and have great expectations about its results.

Plans

As soon as the decision of International Board is taken about what should be done with the faily service provider I will be able to start up the survey and present the results in a clear and useful way.

Sonia Vigdorovits, Assistant for Selected Papers on European Law (SPEL)**An overlook**

As an Assistant for SPEL, my main task was to help the VP AA of ELSA International restructure and relaunch SPEL. Our collaboration was truly good and we were both confident about the project in the beginning. We worked on the main ideas for changing SPEL and these were presented during the AA workshops at ICM Alanya. Afterwards, a SPEL Working Group was created and we had two meetings, which were unfortunately not very fruitful. SPEL has never been a strong point of ELSA's activity, and our main goal was to transform it into a defining point for ELSA and not just an additional, second-hand paper.

Plan

Initially, we discussed the idea of a law blog, which would have been easily accessible, costless and simple to put in practice. However, following the discussions with the other WG members, we realized that what ELSA needs is a prestigious law magazine and this can only be achieved through hard-copy prints. At the moment however, ELSA has no publisher for SPEL and it would be hard to find a publisher willing to print so few copy of a magazine at an affordable price.

Students do not want to post articles on law blogs, but what they strive for is to achieve recognition by being published in prestigious journals. The initial action plan compressed the idea of a law blog, but this was not supported by the network. The past years have shown that SPEL implies great costs and given the current financial situation, it is virtually impossible to continue the project without making compromises. It is better for ELSA's image and reputation to save the project for later and not resort to an unprofessional law blog. Articles about ELSA can already be written in Synergy and the essay competitions give ELSAnians a good opportunity to practice their legal writing.

Outcome

After a discussion with VP AA International, we agreed that we cannot take this project to a new level and decided to take SPEL out of the sphere of ELSA publications. Our reasons were that ELSA's image would suffer as long as we present articles in an unprofessional manner and that it is better to drop a project which is not fully supported and trusted by the network.

Finally, I would like to thank the International Board and especially Ezgi for teaching me so many things and all the patience shown during the past semester. I did not work at an international level before and I must say I truly regret not being able to restructure SPEL. Perhaps a better replacement for this will be found and I have trust that in the future, there will be brighter ideas about ELSA's law magazine.

Anna Elżbieta Kolloch, Assistant for Study Visit

1st September 2010 was my first day on the post of Assistant for Study Visit in ELSA International.

Since then I was staying in contact with my direct boss – the Vice-president for Seminars and Conferences – Paolo Amorosa and I was giving support to National and Local Groups by providing them with information related to the Study Visit & Institutional Study Visit subject.

Collecting information about Study Visits and Institutional Study Visits and gathering of Evaluation Forms belong to my basic tasks. First I requested them on the International S&C mailing list. Since only few National Groups answered me, I decided to contact personally almost all of the National Groups (because of lack of contact details to some of them). As a result, I gained into contact with more than 20 National S&C Officers and through the materials obtained for them I am able to make an overview over the Study Visit situation in the Network. Moreover, a lot of National and Local Group received useful knowledge and materials, which are irreplaceable by organizing, running and evaluating this kind of events.

As the administrator of Study Visit Group on Facebook I managed to activate a bit National and Local Officers on a Study Visit Forum. It is a platform on which they can exchange information, post offers and look for Study Visit partner. In the group there are now more than 300 registered members.

A revision of Study Visit Handbook was another thing I focused myself on. It consists not only current guide of Study Visit and Institutional Study Visit, but also a complete collection of basic documents demanded by organizing of SV or ISV. However it is still waiting for the approval and as soon as it is done, it will be published and distributed to all National Groups of the Network.

The next step was participating in the International Council Meeting in Alanya, Turkey. During this stay I ran a session in the S&C workshop with the topic *ELSA MATCHMAKER how can I find a partner?* (Main aim of it was encouraging S&C Officers to organize SV and ISV and giving them basic knowledge about one of the first step in the organizing of Study Visits – choosing a partner).

Moreover I took part in workshops and trainings and gained into contact with lot of National and Local Officers.

In parallel I became a part of the Working Group on topic *Reporting and evaluation of events*. The Group started to operate in February.

PROPOSALS

THE INTERNATIONAL BOARD

Decision Book amendment to the Board Management section of the BEE-part (BEE 01/11 I)

ELSA International proposes the following to the Council:

2. Responsibilities of the President

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

2.2 President bears an overall responsibility for:

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

Comments:

Presidents, as the overall responsible for the coordination of the board members' activities, should also be involved in supporting the key areas, in order to improve the way these activities are carried out.

This has a special meaning in those with a big load of external relations, as the President is also responsible for the communication of the board with externals, and the area in which this is manifested in a more standout way is, at this moment, STEP. STEP is the weaker area of the Network in terms of activity, due, partly, to the lack of knowledge in external relations of the Vice Presidents for STEP, especially in the Local Groups.

Therefore, in order to involve the Presidents more in the activities of the key areas, and especially in STEP, ELSA International proposes to add this as a general responsibility of the Presidents, emphasizing that without this kind of cooperation there will be little results.

Decision Book amendment to the Strategic Planning section of the BEE-part (BEE 01/11 II)**ELSA International proposes the following to the Council:****2. Monitoring**

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

The Strategic Goals Questionnaire shall include questions concerning the achieved goals during the previous year and goals for the next year. It shall be sent out to the Presidents of the National Groups by ELSA International in July and shall be filled in and returned by the Presidents of the National Groups to ELSA International before July 31st ~~September 15th~~ each year.

The Strategic Plan Yearly Report shall be prepared by ELSA International and presented at the autumn International Council Meeting. It shall include general information as well as statistics reflecting the state of the fulfilment of the Strategic Plan.

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

Comments:

The Strategic Goals Questionnaire is one of the most important tools that ELSA International has in order to monitor the implementation of the Strategic Goals, and provide the Network with the required information on the areas that need a bigger effort and those in which we must improve, whether on the local, national, or international level.

As the Questionnaire has been sent in July over the past years, and since most of the National Groups have a term equal to that of the International Board, ELSA International believes that, by setting the deadline for the return of the Questionnaires on July 31st, we will have an improved response and more accurate answers, as the outgoing Presidents are more likely to have better information on the projects undertaken during their term, while, by involving the incoming Presidents, they will not only use this as a way to raise their awareness about the Strategic Goals during transition, but will also have reliable data on the plans for the upcoming year.

Decision Book amendment to the External Relations section of the BEE-part (BEE 01/11 III)

ELSA International proposes the following to the Council:

External Relations

Fundraising Regulations

1. Definitions

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

2. ~~General Sponsorship~~—Procedures

- 2.1. Only ELSA International has the right to approach international contacts. National Groups may also approach international contacts under the conditions of 2.5.
- 2.2. Only National Groups have the right to approach national contacts. ELSA International may also approach national contacts under the conditions of 2.4.
- 2.3. A National Group shall not approach an external contact situated in a country different from its own. Within the country the National Group shall regulate the approaches.
- 2.4. ELSA International approaching an external contact classified as national
 - 2.4.1. Before approaching an external contact that is classified as national, ELSA International shall inform the person in charge of external relations of the respective National Group of the location of the office it intends to contact by e-mail.
 - 2.4.2. The National Group shall respond within two weeks from time of receiving the e-mail, whether or not one of the following reasons would exclude the approach.
 - (i) The National Group gives a concrete reason why the approach would jeopardise the National Group's current sponsorship with the external contact.
 - (ii) The National Group gives a concrete reason why the approach would jeopardise the National Group's pending approach with the external contact.

- (iii) The National Group shows a concrete plan to approach the external contact within the following two months.
- 2.4.3. The National Group must provide ELSA International with all the available information about the contact that is being approached, including refusals within the last six months.
- 2.4.4. ELSA International can proceed once the National Group agrees to the approach, or the deadline has expired or none of the above-mentioned conditions have been met.
- 2.5. A National Group approaching an international contact.
 - 2.5.1. Before approaching an external contact that is classified as international contact, the National Group shall inform ELSA by an e-mail to the President of ELSA International.
 - 2.5.2. ELSA International shall respond within two weeks from the time of receiving the e-mail, whether or not one of the following reasons would exclude the approach.
 - (i) ELSA International gives a concrete reason why the approach would jeopardise ELSA International's current sponsorship with the external contact
 - (ii) ELSA International gives a concrete reason why the approach would jeopardise ELSA International's pending approach with the external contact.
 - (iii) ELSA International shows a concrete plan to approach the external contact within the following two months.
 - 2.5.3. ELSA International must provide the National Group with all the available information about the contact that is being approached, including refusals within the last six months.
 - 2.5.4. The National Group can proceed once ELSA International agrees to the approach, or the deadline has expired, or none of the abovementioned conditions have been met.
- 2.6. Once an external contact, regardless of classification, addresses ELSA International or a National Group, an approach shall follow 2.4 or 2.5.

3. Project sponsorship—procedure

- 3.1. The Organising Committee of a project or event organised or co-organised by ELSA International (e.g. ICM, IPM, EHTW, EMC²) ~~is not bound by the fundraising regulations of their National Group, but~~ shall be considered as ELSA International for the purposes of these regulations.

4. Timelines

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

5. Registration

- 5.1. All approaches to international contacts shall be formulated in a registration sheet by the ELSA Group and shall be sent to ELSA International within four weeks since the approach was realised.
- 5.2. The registration sheet shall be provided by ELSA International.

- 5.3. The registration sheets shall be available for any Group interested in approaching the same international contact, following article 2.5.

6. Sanctions

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

Comments:

The external relations regulations, approved at the last ICM in Alanya, have meant an improvement and they have established in a clearer manner the differentiation between national and international contacts, as well as the procedure to follow in order to approach one or the other.

However, there is still room for improvement and further clarifications. Since the external relations regulations are supposed to apply to every approach towards an external, not just for fundraising purposes, and since doubts arose during the past International Presidents' Meeting about the regulation of STEP, the proposed clarification about traineeships is needed.

Furthermore, and since the established procedure for general sponsorship also applies to a project sponsorship, and in the regulation of the project sponsorship there is no procedure stated, corrections to the titles are also proposed.

Decision Book amendment to the Institutional Relations Regulations section of the BEE-part (BEE 01/11 IV)

ELSA International proposes the following to the Council:

Institutional Relations Regulations

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

In force

1. Definitions

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

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

- 2.1. All approaches to national institutions and local branches of international institutions inside ~~the a~~ country are upon the discretion of the respective National Group.
- 2.2. An exception to this rule shall apply in the case in which ELSA International wishes to approach a national institution for academic cooperation in a project on behalf of the whole ELSA Network. ELSA International must inform the respective National Group about the approach.
- 2.3. Within the country, the National Group will regulates the approaches.

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

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

Prague 25th March – 1st April 2007	In
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force	
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BEE 01/07 I, BEE 01/08 II	
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4. Approaching International Institutions

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

5. Participation in Events organised by International Institutions

- 5.1 ELSA International shall coordinate the participation of ELSA representatives in events and meetings organised by international institutions.

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- 5.2 ELSA International shall research events organised by international institutions and provide the ~~n~~Network with the relevant information.
- 5.3 ELSA International shall prepare a Call for Applicants including the guidelines for the selection of representatives. The Call shall include a clear description of the event, practical information and a general task description for the representatives. The Call should be made available as soon as ELSA International receives the invitation. The Call for Applications shall be actively promoted in National Groups by the National Board.
- 5.4 It is up to the discretion of ELSA International to appoint the representatives, using the principles of objectivity, neutrality and equality.
- 5.5 The representative shall be a member of ELSA or its alumni organisation, should have solid ELSA background and an active participation in ELSA's activities and should have an academic competence in the field of law connected to the work of the institution and the topic of the event.
- 5.6 All applicants shall provide ELSA International with the necessary documentation, as specified in the guidelines for the selection, to prove their academic qualification and ELSA background as stated in the application.
- 5.7 ELSA International should select the participants objectively within one week after the application deadline according to the Guidelines for ELSA Delegations and appoint a Head of Delegation.
- ELSA International shall inform the applicants about the selection and provide the ~~D~~delegates, especially the Head of Delegation, with the necessary information, the contact details of every ~~D~~delegate and upon request a letter of recommendation.
- 5.8 ELSA International shall inform the ~~n~~Network about the chosen ~~d~~Delegates.
- 5.9 The representatives shall inform ELSA International in advance of any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International.
- 5.10 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. The report shall be made available to the ~~n~~Network.

6. Reporting Institutional Relations

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

7 Sanctions

- 7.1 If any ELSA Group or ELSA International violates these institutional relations regulations, the involved Groups shall, within six months from the time the harmed Group was informed, reach an agreement on a suitable sanction. The Council shall be informed about the sanction agreed on and a copy of this agreement shall be sent to ELSA International. The agreement cannot be object of any discussion or decision by Council.
- 7.2 In case no agreement is reached the Council shall decide on a suitable sanction, upon proposals and hearing of the involved Groups. The Council may agree on any amount not exceeding the highest of the proposed.
- 7.3 The sanction shall not, in any case, exceed the amount of EUR3,000.
- 7.4 The sanction shall be paid to the ELSA Group whose rights were violated. If the rights of ELSA International were violated, the sanction shall be paid to ELSA International. Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 9.5 of the Statutes.
- 7.5 In case of a sanction imposed on a Local Group, the respective National Group shall be considered the Group involved and is liable for the sanction.

Comments:

The institutional relations regulations deal with the approaches from ELSA Groups that do not fall under the category of the External Relations regulations, including those with universities, other non-governmental organizations, or international institutions.

The proposed amendments have three goals: in the first place, to correct and unify spelling differences that were and are found all throughout the Decision Book. Secondly, to emphasize the importance of the relations with universities where we have the seats of the Local Groups and of most of the ELSA activities. In the last place, to introduce an alternative system of sanctions to the general ones of demotion, termination or expulsion, as an incentive to the compliance with them, since we have experienced cases of violations that are left with no penalty.

For more thorough information, please consult the input paper on Institutional Relations, which can be found in the “*Input papers*” part of these Working Materials.

Decision Book amendment to the Council Meetings section of the IM-part (IM 01/11 I)**ELSA International proposes the following to the Council:**

2. Delegates

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

Comments:

The increased presence of members of ELSA's partner students' associations in International Council Meetings, has led to the regulation of the fees they are to pay if attending. However, the number of people that may attend was left unregulated, resulting in a case-to-case handling of the requests. In order to avoid this situation, ELSA International would like to guarantee them the right of sending at least three people to the ICMs, with the possibility to extend this number, if the Organizing Committee reaches an agreement with the International Board.

In the previous article, a minor vestige of the past is amended, as our Council Meetings are no more referred as "CM", but rather as "ICM".

Decision Book introduction of Local Groups section in the IM-part and amendment to the Responsibilities for Quality Management section in the IM part (IM 01/11 II)

ELSA International proposes the following to the Council:

Local Groups

1. Local Groups

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

2. Report

1.1. National Groups shall fill in and submit a report to ELSA International with the detailed contacts of the Local Groups present in the respective country.

1.2. The report shall include:

- i. Name of the Local Group
- ii. Faculty or faculties in which it is based
- iii. Postal address of the Local Group
- iv. E-mail address of the Local Group

1.3. It shall be sent out to the Secretary Generals of the National Groups by ELSA International before June 1st and shall be filled in and returned before July 1st every year, even if the National Group does not have any Local Groups at the date of delivering the report.

3. Sanctions

1.1. The failure in filling in or delivering the report by a Member shall be deemed a very grave infraction of the regulations, which will result in a financial sanction equal to the number of Local Groups or a National Group, which is at the same time acting as a sole Local Group, multiplied by €150.

1.2. The delivery of a report by a Member stating a lower amount of Local Groups than that according to article 1.1 of the present regulations, shall be deemed, upon evidence, a very grave infraction of the regulations, which will result in a financial sanction equal to the difference in the real and declared number of Local Groups multiplied by €150.

1.3. In order to find out the amount of Local Groups as per article 1.1 of these regulations, ELSA International may use all of the means at its disposal; e.g. State of the Network enquiry, letters of authorization, ELSA Online.

- 1.4. Until the payment, the debt will be considered a debt towards ELSA International for the purpose of article 11.5 of the Statutes.
- 1.5. These sanctions shall be directly transferred as a contribution to the ELSA Development Foundation.
- 1.6. In case of any disagreement on the abovementioned sanctions, between a Member and ELSA International, the member has the right to address the Council, in accordance to article 11.5 of the Statutes. Only the Council may modify or cancel the sanction.

[...]

Responsibilities for Quality Management

1. Responsibilities of the Local Groups

- Comply with the Statutes and Standing Orders of ELSA International, as well as with the Council Decisions.
- Ensure that individuals, who on behalf of the local groups access and process data collected in ELSA ONLINE, comply with the ELSA Privacy Statement.
- Submit the updated local board address and officers list to the national board
- Support its alumni by keeping them updated about recent developments, achievements and projects planned by the local group.

2. Responsibilities of the National Board

- Ensure that the Statutes and Standing Orders of ELSA International, as well as Council Decisions, are known and implemented by the national group and all local groups.
- Ensure that individuals, who on behalf of the national group access and process data collected in ELSA ONLINE, comply with the ELSA Privacy Statement.
- Ensure that the ELSA Privacy Statement is known and followed by the local groups.
- Submit the information gathered at the ICM to all the local groups
- Ensure that there are uniform Statutes and Standing Orders in all local groups
- Ensure that the English version of the Statutes and Standing Orders is submitted to ELSA International
- Promote international activities on the local level, thus increasing the awareness of ELSA as an international association
- Inform ELSA International periodically about local and national activities
- Organise training meetings in order to improve the board's attitudes, skills and ELSA knowledge
- Support alumni in the country by keeping them updated about recent developments, achievements and projects planned by the groups in the country
- Ensure that the State of the Network Inquiry for their National Group is submitted to ELSA International 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

- Fill in accurately and submit the Local Group Report in due time to ELSA International.

Comments:

ELSA International doesn't have proper information about our Local Groups. We are not aware of the exact number of Local Groups in the Network, and also the cities where ELSA is present, and the number of Faculties where we are based.

In order to ensure that the International Board has proper information, we decided to present this proposal.

With the State of the Network Inquiry, the Letters of Authorisation and ELSA Online, the International Board has an idea about the Local Groups in the Network; however the information is not accurate because not all the groups use the above mention tools, but also because some National Groups provide us with outdated information.

We believe that with proper deadlines and sanctions this system will work properly, and that the whole Network will benefit from this system. By having the correct figures and better contacts this system is extremely important for many different areas, such as fundraising, communication, administration, etc.

Decision Book amendment of the Fees section in the FM-part (FM 01/11 I)

ELSA International 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 as stated in the Local Group Report as delivered by July 1st~~ (LG number) and also the Gross Domestic Product (GDP) for their respective countries.

[...]

‘No. of LG’ is the number of the Local Groups in the Network as stated in the Local Group Report~~having the status “active” in ELSA ONLINE at the time of invoicing, irrespective of their internal denomination (i.e. members or observers).~~

‘No. of LGx’ is the number of Local Groups in the respective National Group as stated in the Local Group Report~~having the status “active” in ELSA ONLINE at the time of invoicing, irrespective of their internal denomination (i.e. members or observers).~~

Comments:

This proposal is being made in connection to the proposal submitted by the International Board of ELSA to the International Council Meeting of ELSA in Poznan on the Registration of Local Groups in order to bring conformity to the sources upon which the calculation of Membership fee and ELSA Online fee is based.

Decision Book amendment of the ELSA Development Foundation section in the FM-part and amendment to the Responsibilities section in the FM part (FM 01/11 II)

ELSA International proposes the following to the Council:

The ELSA Development Foundation

1. Definition and Purpose

The ELSA Development Foundation (hereinafter EDF) is a Foundation financed collectively by ELSA International and ~~ELSA~~ National Groups to help overcome structural weaknesses within the Network. The purpose of the Foundation is to financially support measures and activities within the Association that further the vision, purpose and means of ELSA. The Foundation is founded in accordance with Belgian law. The Foundation shall be managed by the Board of Directors ~~Executive Committee of the Foundation is, which will be appointed from the members of the International Board of ELSA.~~

2. Modes of Support

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

(A) Project Support

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

(B) Training Support

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

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

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

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

(C) Network Support

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

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

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;~~

~~Should there be a situation that there is no ITP trainer available for a training event, that was an object of an EDF application according to section 2 (c), the organising group may with the permission of ELSA International also appoint an external trainer that shall be granted through EDF.~~

- ~~(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

The following Groups are eligible to apply to EDF:

- (a) Local Groups
- (b) National Groups
- (c) ELSA International

4. Local Groups eligibility Criteria

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

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

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

- (a) there is no National Group in their country;
- (b) their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of ELSA International;
- (c) have lack of financial resources;
- (d) have low level of activity and/or lack of human resources and/or lack in knowledge and know-how.

5. National Groups eligibility Criteria

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

5.2 National Groups may only apply if:

- (a) have lack of financial resources;
- (b) have low level of activity and/or lack of human resources and/or lack in knowledge and know-how.

6. ELSA International eligibility Criteria

ELSA International may only apply for mode of support B.2 if:

- (a) the session will take place at a Statutory Meeting or International Internal Meeting; or
- (b) the session will take place during an event dedicated towards the training and/or refreshment of ITP trainers.

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).~~

~~Local 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~~

~~(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~~

~~2.) ELSA National Groups may not apply on behalf of their Local Groups for the mode of support under article 2(f).~~

~~3.) ELSA National Groups may apply for the modes of support under articles 2(a) to 2(f) 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~~

~~4.) In both cases, National Groups may apply for the mode of support under article 2(e) 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~~

~~(e) ELSA International~~

~~ELSA International may not apply for modes of support under articles 2 (a), (b), (d), (e) and (f).~~

~~ELSA International may only apply for the mode of support under article 2(e) 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. 7. Application Procedure

~~(a) 7.1 Application Form~~

~~7.1.1 Every EDF applicant is to fill out their respective EDF Application Form ~~the EDF Application Form~~, which will be provided to the applicant by ELSA International upon request. ~~on ELSA ONLINE or by the Treasurer of ELSA International upon request.~~~~

~~7.1.2 The application shall contain the following information:~~

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

~~7.2 Additional Information~~

7.2.1 The Board of Directors may request additional information from the group in order to clarify the situation of the aforementioned group or the event or activity the group is applying for.

~~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. Only one mode of support can be chosen for each application form.~~

~~(b) Additional Information~~

~~For all modes of support under article 2, 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;~~
- ~~(ii) a draft budget for the event, detailing the amount requested from the EDF; and~~
- ~~(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) 7.3 Timeline~~

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

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

8. 5-Award Criteria

~~a) 8.1~~ The Board of Directors Executive Committee is at liberty to decide on the amount to be granted on the application ~~whether to grant amounts requested by the applicants in full, or to apply a system of co-financing to the grant request.~~

~~b) 8.2~~ In deciding whether or not to grant an applicant, and ~~or~~ how much of the amount requested may be financed, the Board of Directors Executive Committee 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) (ii)~~ the quality of the submitted application form;
- ~~(iv) (iii)~~ the quality of the plan of action and draft budget, ~~when required;~~
- ~~(v) (iv)~~ the quality of the event or the activity ~~which the applicant is organising or intends to attend;~~

~~(vi) (v) the multiplier effect that financing the event or activity would have on the Network;~~
~~(vii) (vi) the resources currently available in the EDF-account.~~
 e) ~~The Executive Committee 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) 8.3~~ The Board of Directors ~~Executive Committee~~ 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(e)~~ 7.3 shall be dispensed with.

e) 8.4 The amount awarded and communicated to the applicant is final, and may not under any circumstances be exceeded because of a surplus in receipts, or for unforeseen expenses borne by the applicant.

9. 6. Payment Procedure

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

~~(a)~~ 9.1 Receipts

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

~~(b)~~ 9.2 Activity Report

- (i) Within four weeks of the conclusion of the event or activity, the applicant shall submit, along with the receipts, a detailed report of the event or activity organised or attended.
- (ii) The report shall include information regarding the event or activity itself, the experiences of the persons present at the event or activity, and the multiplier effect that can be expected from the organisation or attendance of such.
- (iii) ~~If the amount granted was for a mode of support under either article 2(a), (b) or (c),~~ The activity report shall also include the profit and loss account and balance sheet of the event or activity.
- (iv) The Board of Directors ~~Executive Committee~~ reserves the right to unilaterally reject an activity report if it has in their opinion failed to sufficiently fulfil the requirements detailed under the previous two sub-articles.

- (v) In such cases, the ~~Board of Directors Executive Committee~~ may, if he or she it deems it fit to do so, ask the applicant to re-write the activity report, stating the areas which are lacking or which need to be improved and providing a new deadline for submission of the amended report. The newly amended activity report shall then be taken in as the applicable activity report, to the exclusion of the original.

~~(e)~~ 9.3 Procedure

- (i) Within four weeks of the submission of the accepted receipts and activity report, the Board of Directors Executive Committee shall directly credit the relevant amount ~~in~~ to 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)~~ (ii) If either the accepted receipts or activity report have not been submitted to Executive Committee by the applicant ~~or ITP trainer~~ within four weeks from the conclusion of the event or activity to which the grant relates, the grant awarded shall expire, and no claim for payment may be made in its regard thereafter. ~~This provision shall have retrospective effect.~~

10. 7. Financing of the Foundation

~~a)~~ 10.1 Source of the Foundation

- (i) ELSA International and ~~ELSA National~~ Groups shall pay a yearly contribution to the EDF comprised of the following:

6 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as international;

2.5 % of all money fundraised in one financial year as a general sponsorship from external relations that are classified as national;

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 Foundation and the Association in general.

~~b)~~ 10.2 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 ~~August~~ January and the 31st of ~~July~~ December of the previous financial year.
- (ii) This report shall be submitted to ELSA International by the 31st of ~~August~~ 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. Such National Groups will be considered not eligible to apply for EDF support for the period of one year.
- ~~(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) (iv) 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.~~
- ~~(v) 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.~~
- ~~(vi) The International Board will transfer the money to the foundation after receiving the money from the National Groups.~~

11. 8. Administration of the Foundation

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

~~(i) 11.2 The Treasurer of ELSA International is responsible for the administration of the EDF ELSA Development Foundation and will be appointed as a Chairman of the EDF.~~

- ~~(i) The Foundation 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.~~

~~(ii) 11.3 The Chairman of EDF shall prepare interim accounts to be presented to the spring Council Meeting and final accounts to be presented for approval of the autumn Council Meeting. 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.~~

- ~~(ii) 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. 12. Auditing of the Foundation

- ~~(i) The administration of the account of the ELSA Development Foundation will take place during the general examination carried out by the internal auditors of ELSA International.~~
- ~~(ii) 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.~~

12.1 Auditors of ELSA will be appointed auditors of the EDF.

12.2 The Auditors shall examine the accounts of all revenue and expenditure of EDF and fulfillment of the regulations of EDF by the Board of Directors, according to the generally

accepted auditing standards. The Auditors shall provide a certification as to the reliability of the accounts and the legality and regularity of the underlying transactions. The Auditors shall present their audit report and certification concerning the interim and the final accounts to the Council.

13. 10- Capitalizing of the Foundation

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

13.2 The Board of Directors is not in any case entitled to grant from the capitalized amount.

14. Transitory provisions

These provisions are adopted in order to benefit the transition from a calendar year reporting about EDF income to the financial year starting on the 1st of August and commencing on the 31st of July and shall be in force until the 31st of September of 2011.

14.1 The reports collected from the National Groups and ELSA International on 31st of January 2011 were for the calendar year of 2010.

14.2 The reports collected from National Groups and ELSA International by the 31st of August of 2011 will be for the half year starting on the 1st of January 2011 and ending on the 31st of July 2011.

14.3 Half of the income invoiced by EDF for the calendar year of 2010 will be deferred for the term in office 2011/2012.

14.4 These transitory regulations shall be deleted from the Decision Book on the 31st of September 2011.

[...]

Responsibilities

[...]

Responsibilities of National Groups

- Inform about the amounts received from general sponsors by the ~~25th of January~~ 31st of August
- Cover the costs of the payer bank and the payer bank's international bank charges
- Pay the membership fee due at the 31st of July upon invoice or the administrative fee for observer due before the Spring Council Meeting or immediately after acceptance as observer
- Pay the ELSA ONLINE fee due at the 31st of December upon invoice
- Pay to the EDF due at the 31st of ~~January~~ September upon invoice

Responsibilities of ELSA International

- When presenting the final accounts include a balance report for all members and observers
- Administrate the EDF
- Pay to the EDF due at the 31st of ~~January~~ September upon invoice
- Pay the monthly allowance of minimum 200 Euro to every member of the International Board

[...]

Comments: For comments on the proposal please read the input paper on EDF by ELSA International.

Decision Book amendment to the Market Research section of the MKT-part (MKT 01/11 I)**ELSA International proposes the following to the Council:****3. Market Research in Strategic Planning**

In order for ~~there to be an~~ effective strategic planning, and evaluation of how strategic goals are ~~being~~ reached in the Network, it is necessary to have an International Market ~~R~~esearch carried out at ~~three-five~~ year intervals, on the year prior to the adoption of the Strategic Plan of ELSA.

It is the responsibility of ELSA ~~I~~nternational to retrieve and evaluate the International ~~m~~arket 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 ~~n~~ational 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:

In order to truly link the ELSA Market Research with the Strategic Planning, the periodicity of both must be equal. This is the essence of this proposal, that also establishes in which year must the Market Research be carried out, thus clearly linking it with the establishing of the Strategic Goals, and allowing to use the information gathered from it in the decision.

Furthermore, and due to practical reasons, that have not allowed to carry out the market research properly, as it depends on partners and other circumstances, no concrete requirements for each year are set, allowing the International Board to be more flexible and versatile in looking for the best way to carry out a proper Market Research.

Decision Book amendment to the Synergy section of the MKT-part (MKT 01/11 II)**ELSA International proposes the following to the Council:**

2. Distributions

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

Comments:

It is important for the shipping list to be updated for each edition whenever changes are made. Previously it has been unclear who was responsible for updating the shipping list, as such we have often been in a situation where local groups and national groups independently of each other sent in an updated shipping list. Shipping is a big cost associated with Synergy, and additional cost is applied when Synergy fails to be delivered and has to be destroyed or sent back.

Decision Book amendment to the Uniformity section of the MKT-part (MKT 01/11 III)**ELSA International proposes the following to the Council:**

2. Business cards

2.1. Dimensions, Logo and Format.

2.1.1 The recommended size of business cards is 85 x 55 mm or 87mm x 49mm. The business cards are organized according to a consistent grid with reference to the print space in two columns.

2.1.2 The ELSA logo must be featured on business cards. It must be
a. right aligned
b. placed in the position at the height equal to the length of the logo itself, from the bottom of the business card.

2.1.3 ELSA business cards must have a horizontal format.

2.2 Text on the Business card

2.2.1 The name of the ELSA group must be featured on the card and written in compliance to the logo rules in point 1.9.

2.2.2 The name and the title of the owner must be featured.

2.2.3 The name and the title of the owner must be left aligned.

2.2.4 When the business card is of the ELSA group, there is neither name nor title on the business card.

2.2.5 The title shall be featured in the full version, but it is possible to use the title in the respective language.

2.2.6 Fonts:

- a. The name of the owner is written in Garamond regular, 11 points,
- b. The title of the owner is written in Garamond regular, 8 points
- c. The name of the national or local groups must be written in Helvetica Neue 7 points. In case special characters are not available in Helvetica Neue the font Garamond regular 8 points shall be used.

2.3 Contact Data

2.3.1 Contact data must be placed on business cards, left aligned, in the first of the two columns that the business card is divided into.

2.3.2 The font used shall be Garamond regular, 8 points.

2.4 Colours of the text

2.4.1 The text on business cards must be in:

- a. PMS Reflex Blue
- or
- b. Black.

2.5 Paper

2.5.1. The preferable weight of the paper is 215 g/m2, 250 g/m2 or 265 g/m2.

2.5.2. The background colour of business cards must be either grey with a white border or white

Comments:

To increase the networks use and possibility of having business cards, it is important that we cater to the most common sizes used. The current recommended size is not the most common, and trying to buy that exact size is therefore more expensive for members. With this proposal, we want to increase the options for officers to have ELSA business cards.

The current partnership with Vista Print that ELSA International are looking into, does not have business cards in the recommended size, but rather the standard business card size. They will be able to cheaply provide us with premium business cards at a low price, however if we do not change the size as stated in the Decision Book, ELSA International will not ask to include business cards in the partnership, as we do not wish to recommend against the Decision Book.

Decision Book amendment to the AA Policies section and amendment to the Legal Writing section of the AA part (AA 01/11 I)**ELSA International proposes the following to the Council:**

AA Policies

1. General

These AA Policies ensure quality and uniformity in the organisation of this key area of ELSA and apply to the local, national and international level of ELSA.

Academic Activities are focused on contributions towards legal education and are structured into Legal Writing, Studies Abroad, Legal Research and Bridging Theory and Practice.

Academic Activities are ~~ELSA Selected Papers on European Law (ELSA SPEL)~~, Essay Competitions, Studies Abroad Programme, Legal Research Groups, Moot Court Competitions and Lawyers at Work Events (L@W Events).

Legal Writing

To foster the enthusiasm of legal writing among law students and young lawyers ELSA ~~is publishing a law review and~~ is promoting and engaged in the organisation of essay competitions.

~~Prague ,25th March –1st April 2007~~

~~In force~~

~~AA 01/07 IV, AA 01/08 I, AA 01/09 II, V, AA 02/09 II — SPEL~~

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

~~1.1 — ELSA SPEL is the law review of ELSA International and is published at least once a year as a web journal on the website of ELSA International.~~

~~1.2 — ELSA SPEL contains contributions of students, academics and professionals.~~

~~1.3 — Contents and Requirements~~

~~Articles, essays, dissertations and other legal papers concerning law with European aspects are eligible for publication in ELSA SPEL. Contributions concerning the implementation of European Law in national legal orders are also welcome.~~

~~Materials submitted for publication in ELSA SPEL must be in English.~~

~~The members of the Editorial Board shall revise the articles according to the Guidelines for Authors of ELSA SPEL to ensure a high quality standard.~~

~~The Editorial Board shall raise the reputation of the publication.~~

~~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~~
- ~~• Provide potential authors with the Guidelines for Authors and promotional material~~

~~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~~
 - ~~• Provide the local groups with the Guidelines for Authors and promotional material~~
- ~~Shall actively search for contributions to SPEL by setting a concrete goal for the promotion of SPEL every year~~
- ~~This concrete goal shall be communicated to the Vice President Academic Activities of ELSA International before the autumn International Council Meeting every year.~~

~~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~~
 - ~~• Provide the national and local groups with a corporate design for ELSA SPEL~~
 - ~~• Publish the received articles online once they have been revised by the Editorial Board.~~
 - ~~• Appoint a managing editor for the Editorial Board~~
- ~~If needed, appoint additional members to the Editorial Board upon consultation with the managing editor~~
- ~~• Collect the contributions and hand them over to the managing editor for revision~~
 - ~~• Publish ELSA SPEL on the website of ELSA International~~

Comments: Please read the Input Paper regarding the proposal in the Input Papers part of these Working Materials.

Decision Book amendment to the Bridging Theory and Practice section of the AA part (AA 01/11 II)

ELSA International proposes the following to the Council:

Bridging Theory and Practice

ELSA is assisting law students and young lawyers to prepare for their professional life in an international environment, to develop legal skills of analysis and interpretation, but also personal skills of argument and public speaking.

1. Moot Court Competitions

- 1.1 A moot court competition aims at actuating the academic knowledge acquired during law studies and at enriching it with presentation and public speaking skills.
- 1.2 In a moot court two pairs of students argue a fictitious legal case in front of a bench of judges. To win, one does not necessarily have to win the legal case, but must make the best presentation of legal arguments.
- 1.3 ELSA Moot Court Competition on WTO Law (EMC²)

1.3.1 Organisation

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 International Written Round, ELSA National Rounds, ELSA Regional Rounds, non-ELSA Regional Rounds and the Final Oral Round.

1.3.2 Responsibilities of ELSA International

ELSA International is responsible for the overall organisation, including appointing the Case Author, Case Review Board, Academic Supervisors, Panellists, issuing and interpreting the Rules of the EMC², promoting the EMC², organising the Clarifications to the Case, setting up the Timeline for the EMC² and supporting the National and Regional Round Organisers according to the Memorandums of Agreements when signed by Organisers and ELSA International.

1.3.3 Responsibilities of National Groups

National Groups are responsible to provide ELSA International with the shipping address for the posters, distributing the EMC² posters to their Local Groups and promoting the competition in general with the assistance of the VP AA of ELSA International and the EOS.

1.3.4 ELSA Organising Secretariat - EOS

ELSA Organising Secretariat (EOS) is appointed by ELSA International prior to the launch of the EMC² every year. The Head of EOS is the Vice President Academic Activities of ELSA International. The EOS is responsible for the promotion of EMC² in Europe. The EOS shall assist ELSA National and Local Groups when sending teams and/or organising a National Round of EMC². The EOS shall also assist in the organisation of the EMC² upon tasks given by the Vice President Academic Activities of ELSA International.

1.3.5 The ELSA Network

The EMC², being a project for the entire ELSA Network, requires cooperation and communication between ELSA International, EOS, National Round Organisers (NRO), Regional Round Organisers (RRO) and the Final Oral Round Organisers – International Organising Secretariat (IOS).

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.

ELSA International, EOS, NRO, RRO and FOR organisers 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 the EMC², ELSA member states should be given priority. The aim of this is to reach a state where most member countries take part in the EMC².

Comments: The marketing materials for each EMC² edition is prepared by the International Board and these materials are being sent to the National Groups according to their requests. The EMC² is the moot court competition organized by the International Board for the attention of the Network, thus the National Groups shall contribute in the promotion of EMC² around the Network. By defining the responsibilities of the National Groups, it's clarified what's expected from the National Groups and it gives its official stands of requests. These materials are printed and shipped on ELSA International's costs, however there are the cases of misdelivery, or change in shipping address, which results in losses in marketing materials and lack of promotion.

Decision Book amendment to the S&C Policies-section and the Responsibilities for Quality in S&C-section of the S&C-part (S&C 01/11 I):**ELSA International proposes to the Council the following:**

S&C Policies

(...)

10. Presentation Policies

- 10.1 Every S&C event shall be specified in the Event Specification Form (ESF).
- 10.2 Every organising group shall send the complete information in the ESF to ELSA International. In case the information is not complete before the publication of the promotional materials, or the organising group wants to post the event on the website, the information submitted to ELSA International should at least contain:
- Title of the event;
 - Dates or at least month of the event;
 - Language of the event;
 - Registration deadline.
 - Contact details
- 10.3 ELSA International advertises all events on the website, additionally the international S&C events shall be included in ~~S&C Brochure, S&C Poster and~~ Synergy. This policy does not apply to study visits unless the organising group wants to be included in the brochure.
- 10.4 Each national group should prepare a study visits guide containing at least the following information about each local group:
- Short description of the group's history and location;
 - Surrounding and climate;
 - Preferable periods;
 - Permanent contact information

(...)

Responsibilities for Quality in S&C

(...)

7. Responsibilities of ELSA International

- Ensure that the necessary systems to run S&C are in place (ELSA ONLINE).

-
- Ensure that the S&C Policies and the S&C discussion list are working properly.
 - Publish the events' calendar Brochure and distribute it at ~~International Presidents' and International Council Meetings.~~
 - ~~Publish the Poster and distribute it at International Council Meetings.~~
 - Publish S&C events on the homepage of ELSA International and update this information.
 - Communicate with the national groups and suggest solutions for problems and issues that arise.
 - Evaluate all the information received at international level and suggest ways to improve S&C.
 - Make sure that all training material is easily accessible through the Archive in ELSA ONLINE.
 - Produce the necessary training manuals and update outdated training materials.
 - Collect all archived material submitted by the national boards in the ELSA S&C Archive.
 - Administrate the Speakers' Database, archive the Forms and stay in contact with the Speakers.
 - Collect and compile the information for the Study Visits' Guide (SVG) submitted by the national groups, and make the complete SVG available in the ELSA ONLINE Archive.

Comments: The promotion of events at the international level goes now on a stable basis through two main channels: ELSA International's website and the events' calendar in Synergy. Tools such as the S&C brochure and the S&C poster are not used for quite some time now, this proposal is made to put regulations in line with such reality and affirmed practice.

Proposal on Demotion of ELSA Kazakhstan**The International Board proposes the following to the Council:**

ELSA Kazakhstan is to be demoted from the status of Member to Observer in accordance with Article 7 (i) of the Statutes.

Comments: ELSA Kazakhstan is facing serious problems about financial and human resources. At the moment they have a debt of 1442, 67 Euros towards ELSA International (Please see below the history of the debt situation).

If ELSA Kazakhstan remains a Member the debt would grow without having the possibility to pay it back, as ELSA Kazakhstan at this moment does not have the resources to enter into a realistic payment agreement. In case ELSA Kazakhstan is demoted their debt would only grow 50 Euro per year.

The last time that ELSA Kazakhstan was present in an ICM was in autumn 2008, in Nuremberg.

There is only one person in the National Board, and the situation was similar in the past two years.

There are three Local Groups in Kazakhstan: ELSA Almaty, ELSA Astana and ELSA Karaganda.

Only ELSA Almaty is organizing activities, the two other groups are facing serious problems and according to the National Board there is a possibility that the other two groups will close.

ELSA International believes that demotion of ELSA Kazakhstan will give the Group better conditions to recover from their debt situation as well as their lack of human resources and activities. ELSA International is assisting them on improvement of the situation regarding human resources and ELSA knowledge.

ELSA Kazakhstan has been notified in due time about ELSA International's intention on proposing demotion and did not give any particular opinion on such proposal so far.

National Group	Debts on Membership 01.08.2008 fee 08/09	ELSA Online fee 08/09	Paid in Debt on 08/09 31.07.2009	Membership fee 09/10		
ELSA Kazakhstan	343,51	193,26	165,57	0,00	702,34	214,47

ELSA Online 09/10	fee	Paid 09/10	in Debt 31.07.2010	on Membership fee 10/11	ELSA Online 10/11	fee	Paid 10/11	in Debt 31.01.2011	on
160,75		0,00	1.077,56	206,89	158,22		0,00	1.442,67	

NATIONAL GROUPS

Decision Book amendment to the Network Support System section of the IM-part (IM 01/11 III) proposed by ELSA Germany and ELSA The Netherlands

ELSA Germany and ELSA The Netherlands propose the following to the Council:

The Network Support System

1. General

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

1.42. Taking part in the NSS shall be voluntary.

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

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

2. Procedure

2.1 An NSS project may be proposed by any National Group or by ELSA International.

2.2 Once the agreement is made to cooperate within an NSS project, a written Action Plan has to be drafted.

- a. The Action Plan consists of the aim(s), the means and a timetable for the NSS project.
- b. The Action Plan is to be sent to the Secretary General of ELSA International.

2.3 ELSA International shall be informed upon request about the ongoing progress within the NSS project.

2.4 Within four weeks after the end of the NSS project a written Final Report has to be sent to the Secretary General of ELSA International.

- a. The Final Report includes information about what had been done as well as an evaluation of the project.
- b. The Final Report is to be distributed to the network unless the participating parties clearly state they don't want the Final Report to be published.

2.3. Responsibilities of ELSA International

~~2.3.1~~ ~~The~~ Secretary General of ELSA International shall be responsible for co-ordinating the NSS on international level.

~~2.2~~ ~~To define more developed National Groups and less developed National Groups. ELSA International shall define the National Groups based on the following information:~~

- ~~1. The National Group's General Level of Activity.~~
- ~~2. The National Group's Level of Activity within the Key areas and the Supporting areas.~~

~~The information, in particular, shall be based on the following:~~

- ~~• Communication between ELSA International and the respective NB~~
- ~~• Debt Situation~~
- ~~• ICM Attendance~~
- ~~• Statistics in the State of the Network Inquiry/Report~~
- ~~• The Status of the National Groups General ELSA Knowledge~~
- ~~• The Status of the National Groups Human Resources~~

~~2.3.2~~ ~~To initiate communications and lead negotiations between more developed National Groups and less developed National Groups with the aim to create a match for further cooperation between the National Groups and to set up NSS projects.~~

~~2.4~~ ~~To create and update the NSS Handbook, using help from National Groups taking, or having taken, part in the NSS.~~

~~The NSS Handbook shall include guidelines on the following:~~

- ~~• How to make an NSS project successful~~
- ~~• The Action Plan referred to in 3.2~~
- ~~• The Final Report referred to in 3.3~~

~~2.5.3~~ ~~To distribute the Final Report, referred to in 3.3.2.4 b., of particularly successful NSS projects to the Network.~~

~~2.6~~ ~~To encourage National Groups having taken part in a particularly successful project to make an oral presentation about it for the Network during an international internal meeting.~~

~~2.7~~ ~~ELSA International shall have the authority to decide which NSS projects are to be defined as particularly successful with a reference to 2.5 and 2.6.~~

~~3.4~~ ~~To keep record of all NSS projects which are taking place and took place in the network.~~

- ~~a. The record consists of the history of each NSS project (Action Plan, Updates, Final Report).~~

- b. The record is to be made available for national officers if requested; unless the participating parties clearly state they don't want the record to be published.

3.4. Responsibilities of the National Groups

~~3.4.1~~ The Secretary General of the respective National Group shall be responsible for coordinating the NSS on National level, unless both groups agree to have another board member responsible.

~~3.2~~ To inform ELSA International of the aims and the means for the NSS project in a written Action Plan.

~~4.2~~ To write an Action Plan of the NSS project intended and hand it in to the Secretary General of ELSA International, referred to in 2.2.

~~4.3~~ To keep ELSA International updated about the NSS project ongoing.

~~3.3~~ To send to ELSA International a written Final Report within 4 weeks after the end of the NSS project.

~~4.4~~ To write the Final Report of the NSS project finished and hand it in to the Secretary General of ELSA International, referred to in 2.4.

~~3.4~~ To assist ELSA International in creating and updating the NSS Handbook, referred to in 2.4, upon request.

Comments:

Since ICM Alanya a Working Group has been working on the update of the NSS regulations. We mainly focused on their ability to provide the frame for NSS projects but also for groups being motivated to join NSS projects. Especially regarding the last point mentioned we felt that the current regulations are too specific and somehow not reasonable. That, in our opinion, led to the fact that actually no NSS project has been established so far.

Therefore, the major changes are:

- 1) Restructuring the regulations to make them more descriptive and point out the procedure itself
- 2) Crossing out regulations which we believe have no positive effect with regard to National Groups to be motivated to start an NSS projects

To be more detailed, the specific changes are described as follows:

The first paragraph has been named „General“. The content remains the same though, as it states clearly the purposes of the Network Support System of ELSA.

The second paragraph is dealing with the procedure. Major changes compared to the current regulations are that ELSA International can ask for information about the NSS

project ongoing and that every Final Report is to be distributed to the network – unless the participating parties state they do not give permission to do so.

The following paragraph names responsibilities of ELSA International. Major change in this part is that everything dealing with the idea of dividing the groups in weaker and stronger groups has been crossed out. Neither shall there be a responsibility to judge the success of NSS projects or to write an NSS handbook. Especially the handbook should not be necessary after having implemented the new regulations as they speak for themselves.

On the other hand, we implemented the responsibility of ELSA International to keep record of any NSS projects going on in the network. That way we'll always be able to evaluate and also to learn from them for future projects. The record shall be made available for any national officer if requested. This might become interesting, if one group decides to ask for the reduction of debts by stating the reason of working within an NSS project – as possible since Alanya.. Nevertheless, ELSA International may not publish the record if the participating parties clearly state they do not want that.

The last paragraph describes the responsibilities of National Groups. In accordance to the new procedure referred to in Nr. 2, the persons responsible for the NSS shall keep ELSA International updated upon request. Person responsible does not have to be necessarily the Secretary General, if the groups name another board member to be responsible.

Decision Book amendment on the Legal Writing section of the AA-part (AA 01/11 III) proposed by ELSA Germany, ELSA The Netherlands and ELSA Portugal

ELSA Germany, ELSA The Netherlands and ELSA Portugal propose to the Council the following:

For several years we have been discussing the Online Law Review of ELSA, the Selected Papers On European Law (SPEL), and ways to improve this project because it has not been working as it was intended. The number of articles submitted to ELSA has decreased over the years and has now reached a low point of 6 articles within the last 2 years.

In our opinion the problem lies with the (lack of) reputation of SPEL and the possible advantage it could bring a student by publishing in SPEL. SPEL in its current form does not appeal to students and has little to none ways of distinguishing itself from other online publications of student's articles concerning European Law.

During the Academic Activities workshop at the International Council Meeting in Alanya, last autumn, a Working Group has been created to come up with new ideas to save SPEL. Unfortunately this Working Group has not been able to come up with solutions to the problems of SPEL. The best option we came up with was cooperation with an established, hard copy, Law Review. This was however turned down because it would mean that SPEL would no longer be independent.

Up until this moment there have been no other solutions put forward and we believe that the time and energy put into SPEL could better be used towards other, maybe new projects. To give an example, we could think of implementing an essay competition in cooperation with the Council of Europe or another European Institution and publish the essays in cooperation with them. This would keep the core idea of SPEL – the possibility for law students and young lawyers to gain their first publications. In fact, it will be more interesting for students and young lawyers to participate in, especially as it might be possible to win prizes.

We therefore propose to expel SPEL as a core activity from ELSA. It does not meet our expectations in ELSA projects in terms of quality and excellence.

Legal Writing

To foster the enthusiasm of legal writing among law students and young lawyers ELSA ~~is publishing a law review and is~~ promoting and engaged in the organisation of essay competitions.

Prague ,25th March -1st April 2007 AA 01/07 IV, AA 01/08 I, AA 01/09 II, V, AA 02/09 II	SPEL	In force
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~~1. ELSA Selected Papers on European Law (ELSA SPEL)~~

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

~~1.2 ELSA SPEL contains contributions of students, academics and professionals.~~

~~1.3 Contents and Requirements~~

~~Articles, essays, dissertations and other legal papers concerning law with European aspects are eligible for publication in ELSA SPEL. Contributions concerning the implementation of European Law in national legal orders are also welcome.~~

~~Materials submitted for publication in ELSA SPEL must be in English.~~

~~1.4 The members of the Editorial Board shall revise the articles according to the Guidelines for Authors of ELSA SPEL to ensure a high quality standard.~~

~~1.5 The Editorial Board shall raise the reputation of the publication.~~

~~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~~
- ~~• Provide potential authors with the Guidelines for Authors and promotional material~~

~~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~~
- ~~• Provide the local groups with the Guidelines for Authors and promotional material~~
- ~~• Shall actively search for contributions to SPEL by setting a concrete goal for the promotion of SPEL every year~~
- ~~• This concrete goal shall be communicated to the Vice President Academic Activities of ELSA International before the autumn International Council Meeting every year.~~

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~~
- ~~Provide the national and local groups with a corporate design for ELSA SPEL~~
- ~~Publish the received articles online once they have been revised by the Editorial Board.~~
- ~~Appoint a managing editor for the Editorial Board~~
- ~~If needed, appoint additional members to the Editorial Board upon consultation with the managing editor~~
- ~~Collect the contributions and hand them over to the managing editor for revision~~
- ~~Publish ELSA SPEL on the website of ELSA International~~

21. Essay Competitions

- 21.1 Essay competitions aim at preparing law students and young lawyers for the specialised forms of written communication that are required within the legal profession.
- 21.2 An essay is a short exposition on a legal topic, usually a forum of presenting the writer's personal point of view.
- 21.3 In the assessment of the essays the jury shall be guided by factors such as clarity, conciseness, persuasiveness and conformity with the objective standards that have evolved in the legal profession.
- 21.4 An annual international essay competition connected to the topic of the International Focus Programme shall be organised.

Responsibilities in Essay Competitions

Responsibilities of the Local Groups

- Promote the participation of law students and young lawyers and engage in the organisation of essay competitions
- Submit information about topic, rules, timeline, structure, awards and supporters, a short evaluation and promotional material to the national group
- Support and promote the annual international essay competition on the International Focus Programme

Responsibilities of the National Groups

- Provide necessary training material and information on how to organise essay competitions to the local groups
- Collect information about essay competitions organised by the local groups and pass it on to ELSA International
- Ensure that the local groups are updating the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons
- When organising essay competitions themselves national groups shall act according to the responsibilities of the local groups

- Support and promote the annual international essay competition on the International Focus Programme

Responsibilities of ELSA International

- Provide necessary training material and information on how to organise essay competitions to the national and local groups and make them accessible through the ELSA ONLINE Archive
- Publish information about essay competitions organised by the local and national groups upon receiving the information from the groups
- The Vice President Academic Activities of ELSA International is responsible for coordinating the annual international essay competition on the International Focus Programme

Decision Book amendment on the STEP Responsibilities section of the STEP-part (STEP 01/11 I) proposed by ELSA Estonia, ELSA Italy and ELSA Germany

ELSA Estonia, ELSA Italy and ELSA Germany do propose to the Council to amend the Decision Book Regulation as follows:

Posznan ,27 th March – 3 rd April 2011	In Force
STEP 01/09 I	
Amended by STEP 02/10 I & II	STEP Policies

STEP Responsibilities

1.1 Hosting Group

~~1.1.11. The Hosting Group gives over the STEP Certificate provided by ELSA International to the trainee if the trainee completed his/her Traineeship Evaluation Form A. The STEP Certificate is filled in and signed by ELSA International.~~

1.1.11. The Hosting Group reminds the trainee to complete the Traineeship Evaluation Form and to send it to ELSA International.

1.1.12. The Hosting Group hands over the STEP Certificate provided by ELSA International to the trainee if the trainee completed his/her Traineeship Evaluation Form. The STEP Certificate is filled in and signed by ELSA International.

1.2 Sending Group

~~7. The sending group reminds the trainee to complete the Traineeship Evaluation Form and to send it to ELSA International.~~

2. National Groups

2.3. National Groups remind the local groups to submit the completed Traineeship Evaluation Form and Evaluation Form during the last week of the traineeship or latest within two weeks after completion of the traineeship and send them to ELSA International.

3. ELSA International

3.10. ELSA International shall provide the sending group with the evaluation results.

4. Applicants/Trainees

4.5. The trainee completes the evaluation within four (4) weeks after the traineeship has ended and submits it to ELSA International.

Comments

We think one reason for receiving a very small amount of TEva's after a traineeship has been completed is that officers (of the sending groups) are not aware of their responsibility of reminding the trainee to complete the TEva's. There certainly is a lack of communication.

What can we do about it? So far the sending group is responsible for reminding the trainee to fill in the evaluation. The hosting group then hands over the certificate to the trainee provided by ELSA International. That is an unnecessary laborious procedure and carries the risk of failed communication in some point of the procedure. For this reason we would like to change responsibilities as stated above.

After the selection is made the sending group has usually only little contact to the trainee. Mainly the hosting group takes care of the trainee as the reception is up to them. Furthermore it makes the procedure much easier and more logical if the hosting group and not the sending group asks the trainee in the last week of the traineeship or latest two weeks after the traineeship ended for the evaluation and assigns the certificate.

We also recommend asking for evaluation while the trainee is still there to end up with more evaluations.

Nevertheless the sending group should still be involved in the whole progress, as they benefit from possible reports of the trainee for marketing purposes and Student Hunting. It is in their interest to make sure their ELSA member was satisfied with STEP. Therefore ELSA International should provide the evaluation results to the sending group as well and keep the network informed so everyone benefits of good evaluations and is aside from that, aware of the utility and importance of it.

Another reason for receiving such a small amount of TEva's are trainees who do not want to or forget to complete the evaluation form. So far ELSA International will not provide them with the STEP certificate in case they do not complete the TEFs within 6 month.

We do not think that an evaluation completed such a long time after finishing the traineeship is as useful and complete anymore as it could be. Furthermore we think such a long time for evaluation does not help to get more TEva's. That is why we propose to change the deadline for the trainee to complete the TEva from 6 month to 4 weeks. It needs to be a closer deadline and therefore stricter to also raise the awareness of its importance.

Decision Book amendment on the STEP Penalty System section of the STEP-part (STEP 01/11 II) proposed by ELSA Estonia, ELSA Italy and ELSA Germany

ELSA Estonia, ELSA Italy and ELSA Germany do propose to the Council the following:

Poznan, 27 th March – 3 rd April 2011	In Force
STEP 01/09 I	
Amended by STEP 02/10 I & II	STEP Policies

Decision Book Amendments

Penalty System

1. Applicants

1.2 b. If the trainee fails to complete the Traineeship Evaluation Form within ~~six months~~ four (4) weeks after the end of the traineeship, he/she shall not receive the STEP Certificate.

Comments:

As already stated above we don't think that an evaluation completed such a long time after finishing the traineeship is as useful and entire anymore as it could be. Furthermore we think such a long time for evaluation doesn't help to get more TEFs. That is why we propose to change the deadline for the trainee to complete the TEF from 6 month into 4 weeks. It needs to be a closer deadline and therefore stricter to also raise the awareness of its importance.

INPUT PAPERS

THE INTERNATIONAL BOARD

Input paper concerning Audit

The discussion on ELSA's regulations regarding audit has started in the beginning of the term of ELSA International 2010/2011, in cooperation with our Auditing Partner – Mazars.

In their opinion, provided following the review of the financial statements of ELSA for the Final Accounts of ELSA International 2009/2010 and dated 22nd of October 2010, external auditors have correctly noticed the following situation:

“Statutes and Standing Orders – Accounts and Audit

Articles 15 and 16 of ELSA's Statutes and Standing Orders (“the Statutes”) relate to “Accounts” and “Audit” respectively.

Having read these Articles, we are concerned that the roles of both the audit team elected by Council and of Mazars are not clearly enough defined. In fact, the existence and role of ELSA's Auditing Partner does not appear to be referred to at all.

It is our recommendation that the Statutes allow for a clear distinction between the team elected by the Council, who would in our experience be termed the “Internal Auditors”, and the Auditing Partner, which would be termed the “External Auditors”. It would be customary for the Internal Auditors to focus on governance, risk and internal controls with their reports largely factual in nature with recommendations for improvements in the areas reviewed. The External Auditors are appointed to carry out an audit of the year end financial statements in accordance with international auditing standards and a review of the interim financial statements in accordance with ISRE 2410, “Review of Interim Financial Information Performed by the Independent Auditor of the Entity”. We would be pleased to assist in suggesting, on an annual basis, the terms of reference for the internal auditors.

Moreover, the Statutes are currently silent on the basis on which the financial statements are to be drawn up. As an international organization, the appropriate basis is in our view international financial reporting standards (IFRS) promulgated by the International Accounting Standards Board. We would be pleased to assist with the production of the financial statements on that basis in future years.”

The International Board, recognizing the situation and agreeing to the comments and recommendations given by our Auditing Partner on this matter, is bringing this matter for the discussion of the joint workshop of Financial Management and Board Management, External Relations and Expansion, at this upcoming International Council Meeting in Poznan, in order to receive the opinion of the Network.

It is our belief that there is no need of amending the Statutes on the matter itself, but, instead, an amendment to the Standing Orders providing a distinction between the roles of

the internal and the external auditors would be in order. We would therefore like to suggest the following draft that was developed by the International Board based on the recommendation given by our Auditing Partner as stated above in the extract from the opinion following the review of the Final Accounts of 2009/2010, as a basis for discussion during the workshop:

Article 19 – Budget and accounting ~~and Audit~~

19.1 The Council decides on the budget of the next following financial year submitted by the Treasurer of ELSA International during the Spring Council Meeting.

~~19.2 The Auditors shall be elected according to the electoral procedure of the International Board, but will not be required to provide a programme of action.~~

~~19.3~~ 19.2 All funds raised for the benefit of, or payable to, ELSA shall be paid into the ELSA International account and be properly and accurately accounted for by the Treasurer of the International Board.

Article 20 – Audit

20.1 Internal auditors of ELSA shall be elected according to the electoral procedure of the International Board, but will not be required to provide a action plan.

20.2 External auditors of ELSA shall be appointed by the International Board of ELSA in accordance to a cooperation agreement, in case such an agreement is signed with an external company specializing in audit.

20.3 Internal auditors of ELSA shall focus their work on governance, risk, and internal controls with their reports, largely factual in nature, with recommendations for improvements in the areas reviewed.

20.4 External auditors of ELSA are appointed to carry out an audit of the yearend financial statements in accordance with international auditing standards and a review of the interim financial statements in accordance with ISRE 2410, “Review of Interim Financial Information Performed by the Independent Auditor of the Entity”.

Article ~~20~~ 21 – Liquidation

The liquidators shall make an account of all assets, property, debtors and creditors of ELSA, claim outstanding debts and pay debts due. They shall thereafter divide the net assets and property, if any, equally between ELSA’s Members unless the Council decides otherwise.

We would kindly ask you to thoroughly consider the draft proposal as stated above and prepare your inputs for it.

If the draft proposal is agreed upon, and voted favourably by the joint FM and BEE workshop, as recommended to the Council for approval, it will be brought to the consideration of the Chair of the Plenary to be presented to the Plenary of the International Council Meeting in Poznan according to article 6.5 of the Standing Orders: “*Proposals not*

sent to the Secretary General of ELSA International 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.”

Input paper concerning ELSA Delegations

ELSA Delegations

ELSA Delegations represent ELSA in the meetings and sessions of international organisations. The delegations consist of members of ELSA or its alumni association appointed by the International Board after an open call for applications. The delegates should have a solid ELSA background and active participation in ELSA's activities as well as an academic competence in the field of law connected to the work of the institution and the topic of the event.

The ELSA Delegations have the following tasks and responsibilities:

- Represent ELSA in a professional manner;
- Be academically well prepared;
- Observe the proceedings of the event, attend all meetings and prepare working materials if requested;
- Carry out legal research in the framework of the event on the legal topics;
- Distribute revised editions of relevant ELSA materials to other delegations and organisations;
- Inform ELSA International in advance of any official positions or statements the Delegation wishes to make, attaching a summary of the scientific background (the positions or statements can be announced only after the approval of ELSA International);
- Attend briefings and meetings organised by the Head of Delegation and report all activities carried out;
- Forward all the contacts made during the event to ELSA International to ensure that the Network can benefit from them;
- Give feedback to ELSA by:
 - Submitting a report and an evaluation questionnaire to ELSA International within a month after the end of the event;
 - Being available to give a presentation to requesting Local Groups in the applicant's country.

Benefit for the Network

ELSA International is in charge of selecting the events and meetings that the ELSA Delegations will attend and of appointing the delegates. There are numerous administrative tasks connected to the appointment, preparations and coordination of the delegations. This is one of the reasons why the ELSA Delegations need to bring benefits to the whole ELSA

Network, in addition to being a great opportunity for the participating delegates individually. It should also be remembered that the more prepared the delegation is, the more it also can contribute to the work of the institution.

The responsibilities of the ELSA Delegations include such activities as carrying out legal research and being available to give a presentation to Local Groups in the person's country. This clearly means that the delegates should actively prepare themselves by organising for example local seminars on the topic of the event, starting a Legal Research Group, writing an article to the Synergy, or holding a presentation for the local ELSA members. In addition to creating responsibilities for the delegates, the Local Groups should be aware of and feel the responsibility of requesting the delegates to hold such presentations in their events.

Background

During ICM Malta the previous International Board presented a project of expansion of the human resources in charge of Delegations, in order to ensure a benefit for the Network in terms of academic outcome, its continuity and the image of ELSA. The current International Board pursued this endeavour also looking at it as the best way to support the enlargement of the scope of Delegations. The aim of increasing the number of calls and send Delegations to bodies in which ELSA has never been represented before has already been fulfilled. The support structure created in the beginning of the term is composed by an Assistant for Delegations, whose help makes possible for the International Board to handle the numerous administrative tasks connected to Delegations even with an increased number of calls and applications, and 4 Academic Coordinators, one preparing delegates at WIPO, one at UNCITRAL and two for UN ECOSOC.

Current Developments

The expansion strategy has proved to be successful, thanks to the outstanding work of the Assistant and the Academic Coordinators. The Network responded well, with an increasing trend in the amount of applications received and National Groups of the applicants. Anyway, the high number of Delegations in this second part of the year was not easy to cope with. The overall number of Delegations is likely to keep growing in the next term, even without calling for any new international body. ELSA started to be represented in the Human Rights Council of the UN and connected working groups and committees only in the second half of the current term.

S&C workshop during ICM Poznan – Discussion on the creation of an Advisory Board for Delegations

The further steps to be taken for the improvement of ELSA Delegations will be discussed during the S&C Workshop in ICM Poznan. The International Board believes that the main point is now to stabilize the management of Delegations. To do that, our idea would be to add another organ to the structure without changing the general organisation of the work followed until now. An Advisory Board, composed by 5-10 people including ELSA members with knowledge about one or more international institutions because of their

studies or professional experience, with a flexible task description, would be useful for many reasons. The world of institutional relations is multifaceted in terms of structure, bureaucratic procedures and kind of activities, moreover is difficult to keep track of the scattered information about the different meeting and sessions. Therefore, having at disposal many people that through their already acquired expertise could provide information that usually is researched for would save time for the VP S&C, the Assistant for Delegations and the Academic Coordinators. In addition, such a Board could be helpful in keeping constantly updated all the tools connected to Delegations (handbook, guidelines), suggest new possible institutions to cooperate with also indicating the procedure to do so and support Academic Coordinators in preparing a Delegation in case the topic of the session falls within the major field of expertise of one of the members.

Input paper concerning the proposal by ELSA International on ELSA Development Foundation regulations

ELSA Development Foundation since its creation as a Fund and later on as a Foundation has always been a continuously developing body of ELSA with its evolving status, regulations and realities. There have been a lot of obstacles faced by ELSA on the way of establishment, registration of the change of the Board of Directors as well as opening the bank accounts for the Foundation trying to work in Belgian realities and with Belgian legislation.

Nowadays we are still trying to make the Foundation find its own daily “routine” to work with and improve the situation of the Foundation in order to avoid a situation where the capital of the Foundation is being spent for granting instead of capitalizing it in accordance to the existing regulations.

Therefore there is a series of changes introduced by the International Board for the consideration of the International Council Meeting in Poznan in order to fix the existing problems.

First of all, the International Board in the revision of budget of ELSA International 2010/2011 is proposing to use the provision for EDF of 6500 Euro in order to give the Foundation required resources to recover from spending the capital of the Foundation that happened in the previous financial year as well as complement the transition to the financial year as set in the Statutes of the Foundation starting on the 1st of August and ending on the 31st of July, meaning the financial year of ELSA International and of most of the National Groups of the ELSA Network.

The second step taken by the International Board is the proposal on EDF regulations submitted to this Council Meeting, the main goals of which are to make a few minor amendments to the regulations replacing the non-existing terminology with the one that is used in the Statutes of the Foundation – namely changing the term “Executive Committee” to “Board of Directors” as well as introducing restructuring of the regulations, and providing a procedure of transition to the new time of reporting on the EDF contributions. Therefore, the International Board in its proposal is suggesting a restructuring of the modes of support used for granting projects in activities in a more comprehensible way to the potential applicant. We would like to bring to your attention that no changes to the modes of support are introduced, it is a mere restructuring of the regulations that makes them easy to understand for the National and Local Groups. The same is done to the article 3 that introduces a list of eligible applicants as well as articles 4, 5 and 6 that will now provide clear separate guidelines for each applicant for EDF support that are presently scattered around the regulations and pose a lot of questions every time a group is trying to apply for support.

Moving on along the proposal, article 7 titled “Application Procedure” now introduces three different application forms for each eligible applicant, which will make the procedure easier from both sides – Local and National Groups as well as the Board of Directors of EDF. This article also unifies the requirements for the applications to EDF for all modes of support in opposition to previous regulations that required different set of documents from

different modes of support and even different applicants creating a complicated structure of submitting an application.

Article 8 on the Award Criteria introduces a few amendments that make the language of the regulations more understandable, deletes and amends certain criteria that we find unnecessary to be a basis for the decision of the Board of Directors upon an applications.

Article 9.1 under the Payment Procedure regulations introduces an amendment that is new to the EDF regulations, namely *“All payments made in other currency than Euro shall be supported with a conversion of the amounts into Euro with the currency rate of the date when the payment was made.”* in order to prepare the applicant for the reporting on the grant received as these documents are always requested by the Board of Directors on every application in any case. Furthermore, the activity report for every mode of support is proposed to contain a profit and loss account and a balance sheet to also unify the reporting procedure for all applicants under all modes of support. Article 9.3 deletes the possibility of ITP trainers to deal with the Board of Directors directly with the reporting on the grant as it is our belief that since the grant is received by a Local or National Group it is therefore their responsibility to provide the report for the event or activity and not that of the third party to this process. We would also like to avoid a possible situation where, in case a National or Local Group fails to provide the report the ITP trainer will not be reimbursed due to expiration of the grant.

Articles 10, 11 and 14 are designed in order to change the reporting time of the National Groups on their contributions towards EDF to the period more suitable for the term in office of ELSA International and most of the National Groups in the Network as well as more suitable for the financial year of ELSA International and ELSA Development Foundation.

Article 10 fixes a sanction for not submitting an EDF report to ELSA International to *“Such National Groups will be considered not eligible to apply for EDF support for the period of one year.”* which we find most suitable and fair for the problem of disregard to this regulation from some National Groups in the Network.

Finally, article 13.2 fixes in strict terms that the Board of Directors will not be entitled to grant any application from the capitalized amount, which has been a problem in the previous year, we hope that fixing it in clear words will avoid further misinterpretation of the EDF regulations.

We believe that these regulations will finally bring strict limits when it comes to respect of the EDF regulations by the Board of Directors as well as become more “applicant-friendly” when it comes to explaining the procedures of application and reporting.

Should you have any comments or questions you can already start the discussion on FM and BEE mailing lists as well as bring them to the joint BEE and FM workshop during the ICM in Poznan where the proposal on EDF as well as the revision of the budget will be discussed.

Input paper concerning the Human Rights Moot Court Competition

In November 2010, the Council of Europe, Human Rights Partner of ELSA International, approached the International Board with a project for a Human Rights Moot Court Competition.

This kind of project was already being carried out in French, as the René Cassin Moot Court Competition (<http://www.concoursassin.eu>), since 1984, at the European Court of Human Rights in Strasbourg.

After a meeting with our partner in Strasbourg in December, it was agreed between ELSA International and the Council of Europe to develop a project to be presented at the International Council Meeting in Poznan, in order to gather the opinion of the ELSA Network about the project. To plan this project, the Council of Europe has provided ELSA with the translated rules of the competition, in order to take them as a basis for the development of ELSA's own moot court competition on Human Rights, in cooperation with the CoE.

ELSA International believes this is a great chance to engage in a new endeavour, and give new opportunities to our members to take part in international projects. Furthermore, it would be carried out in cooperation with the Council of Europe, strengthening our bounds with this prestigious institution, and increasing the good name and practice of ELSA. Last, but not least, the topic of this moot court competition, human rights, is one of the core values of ELSA, as well as interesting for many students in Europe in general, and in our Network in particular.

The structure of this moot court competition would include Written and Oral Rounds and/or National Oral Rounds across Europe, the area to which the project would be limited, with a final round in Strasbourg. .

Another aspect to take into account would be the potential competition with other projects of ELSA International, and in particular with the EMC², ELSA International does not see any contradiction between both, but rather a complementary role, as one would deal with a human rights issues whereas the other deals with an economic and market-focused topic. Even though there are also other moot court competitions on the same topic, such as the Philip C. Jessup International Law Moot Court Competition, organized by the International Law Students' Association (ILSA), there are three things that will make the competition different: first, it would be organized only for Europe, and focused on topics interesting for European students; second, it would be organized in cooperation with the Council of Europe, giving it a prestigious institutional support; and, in the third place, it would be organized by ELSA, with all of the quality and characteristics of our organisation. Nevertheless, the carrying out of this project would have big implications for ELSA International, not only for associating itself in a project with the Council of Europe, but also in relation to its human resources, and, particularly, its board resources.

Currently, and according to the Decision Book of ELSA, Academic Activities are ELSA Selected Papers on European Law (ELSA SPEL), Essay Competitions, Studies Abroad Programme, Legal Research Groups, Moot Court Competitions and Lawyers at Work

Events (L@W Events). Notwithstanding this, most of the work of the Vice President of Academic Activities of ELSA International (above 90%) is dedicated to EMC².

Therefore, and in order to be able to establish a new big project, which the Moot Court Competition on Human Rights would be, ELSA International considers that a Director for Moot Court Competitions that would work full time and live with the Board in Brussels, would be necessary. This Director would be responsible for the main work on the EMC² and the MCC on Human Rights. He or she would be aided by any Director and/or Assistant the International Board would decide to appoint, and, of course, by the Vice President for Academic Activities of ELSA International.

This Director would not only be necessary for the implementation of this new project, but also for the consolidation of the EMC², and, especially, to allow the development of the other aspects of the Academic Activities field, which have been neglected as the EMC² has grown bigger and bigger every year.

The implications of having one more person in the House would be, of course, economic, as one more person would mean one more allowance payment, as it is already in the budget proposed by ELSA International for the year 2011/2012. It would not, however, mean a much bigger expense in the keeping of the House nor in the supplies (water, electricity, etc.). Furthermore, there have, in the past, been cases of Directors living in the House together with the Board, or of guests staying for a long period of time.

When it comes to the Board Management, one more person would mean a bit more work for the President in terms of conciliation, coordination, and mediation. Nevertheless, in coordinating the work of the Director for Moot Courts, the help of the Vice President for Academic Activities would also exist, and it would also have the upside of another opinion, another point of view, which would enrich the discussions and improve the variety of the Board.

Input paper concerning the Institutional Relations Proposal

Introduction

The Institutional Relations part of the Decision Book regulates some of the most important relationships that ELSA needs to fulfil its purpose. For instance, academic cooperation with universities or centres of research and knowledge, or resource based support and the granting of observer status from international organizations fall under their field of application.

Proposal

The repeated violations of the regulations have led to a lack of centralized information about ELSA's Institutional Relations and to an uncoordinated approach, which harms the image, professionalism and credibility of ELSA in addition to being less effective. Moreover, the current regulations are able to block or at least delay the work of ELSA International with regards to the academic cooperation needed for programmes in which it acts on behalf of the whole Network, such as the International Focus Programme, a situation that has actually been faced by the International Board. The proposal aims at a reform of part of the Decision book, not only in order to overcome such practical problems but also to clarify the definition of Institutional Relations and to correct some minor linguistic mistakes.

Definition

The proposed new definition explicitly refers to the relations with universities and other higher education institutions as part of Institutional Relations. This modification would not change the scope of application of the norm but just adds clarity to the formulation.

Exception

An exception to allow ELSA International to contact institutions in the countries, when acting on behalf of the whole Network, without the need for authorization of the respective National Group is provided for, while the obligation to inform the Group of the contact persists. ELSA International sees this point as a need in order to add effectiveness and versatility to the work developed in the academic field, more in particular by the key areas.

Reporting system

In order to have a proper centralized database of contacts, the proposal sets out a reporting system based on the use of a registration sheet, similar to that used for the purpose of fundraising, and which would provide a great source of information for future approaches, not only by ELSA International, but also by any National or Local Group, which may access this information upon request. A simpler procedure for contacts only aimed at organizing visits at institutions' headquarters requires only information to the concerned Group.

Sanctions

For the purpose of ensuring more respect of the regulations, the proposal contains a system of financial sanctions, based primarily on an agreement between the infringing and the harmed Group, where the Council has the final word in case of disagreement, as it has been proved that it is the most effective and fair system, whereas the only sanctions applicable at the moment are those previewed in articles 7, 8 and 9 of the Statutes of ELSA: demotion, termination or expulsion.

Input paper concerning the Market Research

The knowledge about its current and potential clients is of the utmost importance for any organization, and ELSA is no exception to this rule.

For this reason, in autumn 2006, the Council decided to establish a periodical Network-wide market research every three years, in order to gather information that would be useful to ELSA in its activities and development. The first market research was carried out in spring 2007, in cooperation with the Polish delegation of a professional company, IPSOS, and it brought very interesting results to ELSA from its members and law students who were not part of the Association.

Previous Market Research

The research in 2007 was carried out in 2 different ways, one with only ELSA members, and a general one for law students. It was carried out in the faculties where ELSA was present, this insured that ELSA was always coordinating all aspects of the research, as such there were local and national coordinators. ELSA International ensured that there was incentive to be a coordinator, through the cooperation with Microsoft, each coordinator was promised a Windows Vista Deluxe package for the work carried out. The market research was a success, with over 9000 students participating in over 30 countries. The research was carried out on paper, and was sent to IPSOS for number crunching.

Current status of the Market Research

The second market research should have been carried out in spring 2010, according to our regulations. However, problems with finding partners led to decide to carry it out via an online survey, which would only be aimed at ELSA members. This questionnaire was hosted by the Swedish company Textalk, and the final questions were decided at the Joint Internal Management and Financial Management Meeting (JIF), held in Helsinki, in September 2010.

It is important to note that this would not be a market research *stricto sensu*, as it would not be carried out with all the scientific – mathematic – background that a market research implies, but would rather be an enquiry to the Network, with questions in a wider scope than those of a State of the Network enquiry. Moreover, it would not comprise all of the target groups (potential members, members, members involved in the running of the association, organizations and academics), but would only be oriented to members.

The matter was discussed in a BEE, IM and MKT workshop at the ICM in Alanya, in October 2010, where an update on the status was provided, and it was decided to make it an open survey, without any kind of e-mail login, making it also difficult to be able to provide with small rewards to those taking part in it.

However, months after that, the market research is yet to be launched. This has been due to problems in communication with Textalk, and because of a certain lack of interest by the Network who, in many cases, does not see the big benefits of the information that a market research can provide the Network with.

Future plans for the Market Research

Therefore, the International Board of ELSA has addressed the problem in two different directions: how to carry out the market research and when to carry it out.

Regarding the first aspect, it was decided to send out the planned survey, and to consult the Network on the possibility of carrying out a market research, proper, with the cooperation of partners, that could be, for instance, Economics faculties of universities where ELSA is present.

On the second, ELSA International proposes to change the timeline of the market research from a three-year period to a five-year period. This is because, one year and a half after the market research was introduced, the Council, assembled in Lisbon in spring 2008, decided to introduce strategic planning, which included Strategic Goals for five-year periods, linked to the results of the market research. By having a market research every five years, on the year before the strategic goals are established, not only we would have a bigger time to prepare it, but the results would be available for the use of the Network in setting the goals for the next five years, according to the situation at the time of the decision.

Input paper concerning the Proposal about the ELSA Selected Papers on European Law (SPEL)**The History of SPEL**

Before having the name SPEL, the first issue of ELSA Law Review (ELR) was published in the Council Meeting Zagreb in 1989. ELR had a different concept than SPEL with its topic, and its way of publishing. The topics of the articles in the ELR were Public International Law, Private International Law, European Law and Comparative Law. It used to be published in hard copies by ELSA International without the help of any professional publishing company. ELR was used to be a selling product to potential buyers, such as book stores, universities, ELSA members, externals, ELS members. The Editorial Advisory Board was not only evaluating the submitted articles but also supporting as an advisory board with contacts and recommendations. The ELR was planned to be published in every three months, as it was planned to be up to date. However the current problems we have now were existing at that time. Due to lack of contributions and financial resources, it has never been managed to be published in every three months. The publication of the ELR caused numerous problems and consequent controversiality since its inception in 1989. Major problems were first of all bad sales figures resulting in the infamous obligation system for ELSA, secondly the difficulty of finding suitable articles, sometimes having even caused dramatic delays of publication, and lastly the lack of professional administration of orders and distribution.

During the Council Meeting Istanbul in 1996, there has been numerous changes in ELR embracing the change of the name in to Selected Papers on European Law. A new procedure of article hunting has been introduced by a large number of flyers and posters inviting academics and in particular students throughout Europe to submit articles and has been provided with guidelines. A limitation of the contents has also been approved as accepting articles on European Law instead of Public International Law, Private International Law, European Law and Comparative Law. The intention was eventually aim for having the new concept published by a professional publisher. The proposal was approved by the Council with a high amount of votes in favour. It was challenged to avoid the continuation of problems caused by the ELR. The framework that was accepted by the Council was obviously aiming some concrete steps that needs to be taken in order to solve the main problems identified above. As a conclusion ELR shaped into a closer version of today's SPEL.

From the inception of SPEL in 1996, until the International Council Meeting (ICM) Lisbon 2008, SPEL had been a printed publication. However the last printed version of SPEL was in 2006. Since the ICM Lisbon 2008, SPEL has been an online law review, published in the website of ELSA International under the section of "Legal Writing". The reason behind this decision was the lack of articles to have a proper publication and the financial resources as it used to be.

SPEL as an online law review

For the past three years since its inception as an online law review, SPEL has been published in the website of ELSA International. In following ICMs of ICM Lisbon, it has been always a

part of the Academic Activities (AA) Workshop agenda, as a problem to be solved within the AA area. Each workshop led itself to discussions of having a professional publisher. However as experienced in the past with the publisher “Bruylant”, the main problem hasn’t been a professional publisher. In the end of the cooperation with Bruylant, ELSA International had debts towards the company according to their documents. The existence of the debt was never proven by the documents of ELSA International. The main reason was the low amount of subscribers of SPEL, which caused low numbers of sales. SPEL has been promoted as it gives a unique chance to academics, students, professionals and institutions to meet in a high quality publication. Moreover it is a good marketing tool, a substantial contribution to legal education, a great encouragement and motivation for the young researchers. Nevertheless it is obvious that ELSA SPEL is not established in the market and is not a reference book on the lawyers’ desks.

As the International Board of 2010/2011, we see the following issues problematic in the structure of SPEL: European Law as the main topic of SPEL is too broad for a marketing strategy to be created by ELSA International. It prevents us from targeting potential sponsors and partners with promising and actually beneficial offers. Nowadays specialization is necessary in every field of law and law as a science develops in very concrete sub-topics, such as Sports Law, Space Law, Health Law, etc. Even as we take the International Focus Programme as an example of specialization on a specific topic, an association needs to focus its events on a particular field of law, in order to have a better marketing plan towards externals. Subsequently the offer of SPEL doesn’t go any further than an online space for an academic’s article. Subsequent to its broad topic, SPEL is not the first tool that can be found as an online resource when a research is held on a certain topic. For this reason SPEL doesn’t reach its goal, the goal to serve as contribution to legal education.

SPEL as it lays in the website with only one new article in every three months, is not attractive towards law students to explore. We believe that these well qualified articles shall be made more use of than to be left for one way communication. Thus it has been suggested and discussed in the AA Workshop in ICM Alanya 2010 to change the structure of SPEL into a law blog, which will give the possibility to students to share their opinions in a less strict way and others to comment on the published articles. SPEL as a law blog was suggested to be focused on the International Focus Programme (IFP) Topic, which will update itself together with every new period of IFP. IFP Topic represents the common interest of the Council, consequently the common interest of the law students, therefore the topic will remain actual and interesting for the law students and at the same time will give ELSA International the tools to promote the project. The AA Workshop did not agree with the suggestion and mainly grounded their concerns as that a law blog is not as prestigious as a law review.

After the ICM Alanya a working group has been created on SPEL, to solve these aforesaid issues in the way that the Network is supporting. The working group was represented by eight National AA officers, which after some time failed to have meetings. The discussions in the first meetings were mainly focused on a professional publisher partner for SPEL.

The International Board proposes to cancel the SPEL from the Decision Book, because we believe that SPEL with the goal of contributing in legal education and as a marketing tool of ELSA, does not serve towards its goal. Instead we think that it affects the reputation of ELSA negatively. Whilst we're expanding our cooperations with other NGOs, international institutions, financial supporters, we promote SPEL as a highly recognized law review, hence we face the problem that SPEL is not recognized by the academics. At the moment SPEL may not have any financial burden for ELSA International, however the damage that it gives to the association is more than the appreciation for our Network.

NATIONAL GROUPS

Input paper concerning evaluation within STEP; by ELSA Estonia, ELSA Italy and ELSA Germany

Our working group (consisting of the VP STEP's of ELSA Estonia, Italy and Germany) met regularly in the last 5 weeks to consider and discuss how to improve the evaluation of realized traineeships and its procedure. Our goal was to identify why we need an evaluation within STEP and why only such a small amount of traineeships have been evaluated in the last years. Furthermore we asked ourselves what can be done to receive more Traineeship Evaluation Forms (TEva) and what possibilities we have to arrange the TEva more user-friendly.

What does evaluation mean? Why is evaluation so important?

Evaluation is the process of examining a subject and rating it based on its important features.

It is a very important part of the STEP-Procedure - next to Job Hunting, Student Hunting and Reception – and part of our internal quality control where students and employers assess every realized traineeship to give us more information about it.

Positive evaluations have a motivating effect; negative evaluations raise awareness and make the local/national group think about what went wrong and what to improve the next time.

The main purpose of writing an evaluation is to make a brief description of the traineeship period, focusing on the quality of the reception by the hosting group, the help given with bureaucracy matters, the social programme and the cooperation with the employer.

How was the evaluation situation within STEP in the last years?

Last year (2009/10) we had **86** TN's, but EI received only 23 evaluations so far. Those numbers show that not even $\frac{1}{4}$ of the number of traineeships of the term 2009/2010 have been evaluated. The statistics show a similar picture with the year before - EI received only 17 evaluations.

We tried to point out different problems and reasons for that and discussed possible solutions.

a) Problems

First reason for receiving only a very small amount of TEva's after a traineeship has been completed might be that the officers of the sending groups are not aware of their responsibility of reminding the trainee to complete the TEva.

Second is that officers have no benefits from sending evaluations and might not see reasons why to remind trainees of evaluation.

Third reason for receiving such a small amount of TEvas might be trainees who don't want to or forget to complete the evaluation form.

b) Possible solutions

We suggest – as you can see in the proposal – that the hosting group should be responsible for the evaluation as they are much closer to the trainee. The hosting group takes care of the reception and should therefore also be responsible for the last part of the procedure – the evaluation.

We also recommend to do this while the trainee is still there to end up with more evaluations.

The sending group should follow up the traineeship as well, because they benefit from the positive experiences of the trainee in terms of Student Hunting. That is why we would like to implement the duty of EI to provide the sending group with the evaluation results.

From our point of view EI should not only archive the forms but analyze them and provide a report to the network which summarizes how the quality of reception is in the network and in the specific local groups, so that national and local officers also have a benefit of the evaluation.

Also we can raise the awareness of the fact that there is an evaluation at the end of each TN by communication and providing information to the officers (ICM, KAM, transition, handbook, decision book etc.). It is essential to have well informed local officers who are familiar with the decision book and its regulations, as STEP is an international programme and its procedure is based on it.

Penalty

The only penalty imposed will remain the withholding of the STEP Certificate of the trainees who did not fill in the TEva.

We recommend to change the time the trainee has to complete the TEva from 6 months into 4 weeks after receiving the form.

How can we implement experience reports next to the evaluation forms? (Change of evaluation form; additional duty to write a report?)

Another question we discussed within our working group was the improvement of the quality of this last part of the STEP Procedure by implementing the writing of experience reports next to the evaluation forms. Those reports are excellent Student Hunting tools (for attracting new members and convincing more students to apply for STEP). EI, NGs and LGs could use them for marketing (flyer, articles in magazines, Synergy, on homepages etc.). This way the promotion of STEP would become more effective.

Therefore the working group suggests to extend the TEva by the possibility of adding a report on the last page of the TEva. This should be a brief overall impression written by the trainee which shall be used for MKT purposes as well. To make sure the network can have free and unlimited use of those reports we recommend to ask the trainee on the TEva for permission to publish the report.

Further results of this discussion will be presented within the STEP workshop at the ICM Poznan.

Summing up we would like to highlight the importance of a good and complete evaluation of all traineeships. The communication with STEP officers and trainees needs to be improved and the received information needs to be analyzed so we are able to use them for improving our reception.

APPLICATIONS

MEMBERSHIP APPLICATION

Membership Application of ELSA Albania

REQUEST

TO: EUROPEAN LAW STUDENTS' ASSOCIATION INTERNATIONAL BOARD

Dear International Board of ELSA, Dear ELSA Network

After being approved as Observers during the ICM in Lisbon, we have been working hard to accomplish the ELSA vision and goals in Albania and now, we can proudly say that we are ready to become full member of the ELSA family.

During our second NCM, we have unanimously decided:

1. To present the membership application to the International Board and to the International Council Meeting of ELSA in Poznan;
2. To fully support the aims and activities of ELSA;

We trust we are having the support of the whole Network to give our members the best experience in the world- Being an ELSA Member.

For the European Law Students' Association from Albania,

Nevin Alija
President
ELSA Albania

Tirana on, 18.02.2011.

ACTIVITY REPORTS

Nevin Alija, President

It is an honor for me to present a short recollection of my activities. The report provides a general overview of the National Group and especially of the BEE area during the current year, after ELSA Albania became active again. Being the President of a National Group is a privilege that I have taken very seriously and am honored to have been given this chance.

Foundation of the Association

ELSA Albania was first founded as an informal group in 1994. It was legally registered in compliance with the domestic laws. After ELSA Albania applied for Observership status in Lisbon, it was accepted, but, in the meanwhile, the Albanian national laws concerning NGO-s changed. This change imposed the obligation on the current Board to take care of the registering process and foundation of ELSA Albania as far as national laws were concerned. This was a very difficult process and took considerable time. However, we managed to adopt the new changes, and now ELSA Albania legally exists in compliance with the domestic laws.

The activity of ELSA Albania is characterized by two periods: before our board came in office and after. For a period of almost a year, ELSA Albania has been inactive, since there was not much information about ELSA activities and policies. However, later on, after ELSA Albania became active, the goals set for the short period of time from October 2010 to January 2011 were:

1. The Popularization of ELSA in Albania;
2. Recruitment of new members;
3. Finding of sponsors;
4. Organizing Essay and Photo Competitions,
5. Organizing various trainings and conferences;
6. Establishing links and communication with other ELSA (national and international) groups;
7. Introduction and marketing of STEP Area.

My duties as a president were:

- Supervising and giving directions to the Staff of Albania;
- Bringing Active students in our Association;
- Having good technical resource;
- Formulating well-structured Association.

I can freely say that the above set criteria were fulfilled more than successfully. We raised the awareness of ELSA not only among the students community, but also among the rest of the law related community. Currently ELSA Albania has over 120 members and has very good cooperation and collaboration with legal institutions and organizations. It has been noticed an increasing overall interest in students association, such as ELSA. The number of students, interested in working actively for ELSA, increases day by day.

Regarding the technical resources, we can proudly admit that we have been supported by our Law Faculty and especially from our Dean Mr. Skender Kaçupi who has recognized and supported the aims and activities of ELSA. Without his help and support we would have not been able to conduct our work properly. At the same time, we have counted on the help of the Municipality of Tirana and that of the EU Delegation to Albania.

Board Management

I am very happy to say that, I count on amazing Board Members, who have made my job easier during these months. We have regular Board Meetings once a week. As a president, I prepare the agenda in cooperation with my Sec-Gen in order to take care of each and any matter. We report on our duties and set the obligations for the next day. We also, keep regular every day contact, through emails, sms or calls. We have appointed Officers for every position, who deal with problems as a compact team. As a Board, we have managed, during these months, to become crucial to one another and really collaborative.

Expansion

Expansion has been the focus of, not only my work as the President of NB, but also the focus of our entire work as a Board during our term. It is my personal belief that the expansion is the second most important issue that needs to be dealt with and which needs to be successfully accomplished.

In Albania there, are 33 law faculties, including private and public universities. At the moment, there is only one ELSA group which serves as National and Local group at the same time. We are working with two new potential local groups and we want to help them, at first, to start their group, and then, to apply during the NCM in October. We have held presentations and recruitment days in order to raise the awareness of ELSA and the opportunities it is offering to the law students. There has been interest even from other faculties but they are still in the phase of getting information about ELSA.

External Relations

I have contacted numerous potential partners and sponsors and can say that we have general cooperation and collaboration with several respected organizations in the areas of Human Rights, and have established cooperation with legal institutions. I am still contacting new sponsors and finding partners for our events. We have presented ourselves to bar associations, legal institutions, universities, law firms etc. So far we count on the support of 3 law firms and the National Bar Association but this support has not yet concluded to financial sponsorship. We are working hard to raise awareness of ELSA in all possible ways and levels to establish the future's sponsorships. It is our belief that soon we will be able to offer STEP job for the network through these contacts.

International Level

As the President, I am responsible to stay in touch with the Network and ELSA International. ELSA Albania has attended ICM in Lisbon and Nuremberg and this will be the first International Event for this Board. The contemporary methods of communication gave me the chance to be on line at all necessary time and be active on my electronic line. We had the first concrete presence of ELSA International in Albania this January after many years. Our coach and at the same time VPAA of ELSA International was in Albania to help us realize what were the following steps to take in order to become an even stronger and stable group. During those days she held a presentation to the members of ELSA Albania which was an incentive for us to work harder and for the members to become more active.

Continuous contacts with the international network itself is a very crucial part of my job as President and I will do everything possible to comply with this obligation. I am aware of my responsibility to take part in ICMs and IPMs and therefore will do my best to attend these events.

Yours Sincerely,
Nevin Alija
President
ELSA Albania

Sofjan Jaupaj, VPAA

When I was chosen as the VP AA of ELSA Albania I was very felicitous about this key area. For me, being a successful VP was choosing the best team of AA and the first thing that I did was finding the perfect students to be part of AA team. The AA team is much consolidated area with collaborative people.

The first activity that we organized was the informing day on EU Erasmus Mundus programs to ELSA Albania members' in collaboration with the EU Info Centre. We thought that, as it was our first activity, it had to be in small range. This informing meeting was quite successful and some of our members are applying for these programs scholarships.

Our next activity was in collaboration with the Students Council and was again an informing meeting about the JoinEUSEE EU programs that students were very interested. This activity was very important as we established collaboration bridges with another strong organization in our faculty such as Students Council.

One of the most important activities for this year was the Essay Contest. The big topic of the event was "Let's write about our Rights". It was a contest in which students were invited to write about the following topics:

- The right to vote and gender equality in Albania;
- The right to be informed;
- Freedom of expression;
- Rights, which are not respected at school, family, city, etc.

A large number of students participated in this contest and their essays were evaluated by two distinguished professors of Constitutional and Public Law. The first prize winning essay was published in some important daily newspapers.

The other Event which followed the essay competition was the Photo Contest "Health Law" in the same line with the IFP topic. In this activity the students were invited to participate with their photos related to the topic. After the deadline we organized an exhibition with all the photos and the winner of the photo contest was chosen by online voting. This competition had on focus to inspire the students of law on doing an art work related with the field in which they are studying. The photo that won the competition was published by some local newspapers.

Another important part of our activities is related to institutional visits in different institutions. We organized two institutional visits:

- One was to the Constitutional Court of Albania
- The other one to Municipality of Tirana

Other activities which we are going to organize this year are:

- Moot Court Competition;
- Legal Debate;
- Collaborating with students and academics in their works to present those in SPEL;
- Legal research in Domestic Environment Law during April 2011;
- Essay contest during May 2011 on Legal system of Albania and EU challenge;
- Conference “LGBT rights and the new legal dimension of the family in society”.

Yours sincerely,

Sofjan Jaupaj

VP Academic Activities

ELSA Albania

Fabjola Bregu - VPSC

Guided by the aim to give law students and young lawyers the opportunity to learn and discuss different topics that are not usually included in the curricula of universities, thus contributing to a better legal, cultural and social education, we are proud to represent you the activities that ELSA-Albania organized during September 2010-March 2011 and the projects yet to come .

1- One day seminar on European law -We organized a seminar with 35 law students to inform them on the European Law and the challenges that Albania has to face, in order to be part of European Union. The activity was organized with the support of European Info Centre (our kind sponsor). The seminar was also supported by two honored professors of the field and achieved a good participation with great ideas from the present students. It was a good chance to present the new staff of ELSA Albania and our future project also to get in touch with our new members.

During this seminar there was a specific part dedicated to ELSA knowledge. We presented the students with what ELSA is all about, how it works, and how to become part of this big network.

2-Scientific Conference –Discussing the legal aspects and issues to be improved in the law against domestic violence with law students and professors, being also supported by NGO-s that promotes human rights.

At the end of the conference, that took life as an open exchanging ideas process between the participants, there was shown a documentary, which revealed the importance of good role models that can fight against violence and in the end, we all came up with some recommendations, which can improve the existing law. At the end of the activity each of the participants fulfilled an evaluation form giving a feedback regarding the conference.

2-a. After this scientific conference the participants became part of an essay contest with the same topic “The domestic violence”.

3-National Council Meeting – the first National Council Meeting was held from 3 May 3 until 5 May 2009. This was the first NCM after ELSA Albania was given observership. The second meeting was held on the 25 October 2011 which was the one who elected the current board. The next NCM will be in May 2011 and the staff has already started working on everything that is needed.

Future Plans

1-Study Visit: We wish to be part of bilateral study visits and for the moment we have expressed an interest. We are also working to be better organized in order to make such wish true.

2-Conference: The 13 May is the Justice Day in Albania and we have planned to hold a conference at the Ministry of Justice with the topic “Jurisdictional Globalization”

3-Summer school : At the end of June we are planning to organize a summer school and to invite in this activity all the members of ELSA. It will be organized in close co-operation with the University of Tirana. It will last for 1 weeks , including 25 hours of lectures and workshop time per week . There will be 7 lecturers, all of them very good law professors. The summer school is going to be organized in the south of Albania, in one of the most beautiful cities, in Vlora and hopefully we are all going to enjoy the sun, the sea and seeing each other. The theme we are thinking to discuss during the summer school will be related to human rights.

4-Interantional Institutional Study Visit -We are planned to organize in September an Institutional Study Visit in Brussels and visit the European Union Institutions such as , The Council of European Union ,European Commission ,NATO... etc

Yours Sincerely,
Fabjola Bregu
VPSC
ELSA Albania

Argita Balla – VP STEP

I am VP STEP of ELSA Albania and this has a great importance in helping my group because we are rebuilding ELSA Albania is to progress as Law Students and help others do the same.

Students Trainee Exchange Program (STEP) is well known and desirable among law students in Europe. However, it is still hard to manage this program, due to some sensitive issues related to STEP.

I am sure that STEP is a program that can offer different advantages in several issues that law students will have to face with.

The Student Trainee Exchange Program (STEP) enables law students and young lawyers to spend a period of time working abroad in a law related area, thus introducing them to a different legal system and enabling them to gain valuable professional experience.

ELSA supplements the traineeship schemes of law firms, companies, banks, universities, public and private institutions, and provides suitable trainees for both short and long-term placements.

This report will provide proper information about goals that we have already reached and also future plans we are going to achieve in STEP area.

The main issues of running STEP efficiently are:

Knowledge

Marketing

Communication

STEP knowledge

In the beginning, I had no information about STEP in ELSA Albania at all. But, I immediately checked the ELSA International web page (www.elsa.org) about my role as VP STEP of ELSA Albania. Then, I was informed on how to manage STEP, how students could apply for traineeships etc.

STEP Team

As we are the only group of ELSA Albania, we had some difficulties to create a STEP team. Now my team is cooperating in some events doing its best to achieve our goals.

STEP Promotion

During these months we have organized several presentations in Tirana. We used those Marketing materials which were provided for us by ELSA official page.

The timeline for a good reception:

- Trainee selection (accommodation, courses reservations, etc.);
- Guardian selection (contact with employer, reminder of the arrival, etc.);
- Arrival (general assistance, social programme, etc.);
- End of the traineeship (evaluation).

Eventually our promotion was quite successful. A lot of students were interested in and wanted to apply for STEP. But, unfortunately it was not suitable period for participating because we were near exam season.

Besides we are promoting STEP using mailing list of ELSA Albania, so, all the members receive proper information, documents or updates on what is necessary.

JOBHUNTING

The area of STEP is the most difficult in our country, due to the economical situation in Albania

Anyway, there is some progress in this field also. For the moment, we are having intensive negotiations with several employers, mainly from the public sector but, even from private one, and we are expecting to have good collaboration.

Also we worked to realize internship projects for our members and I'm glad to say that we have three ELSA members as interns at EU Info centre.

STUDENTHUNTING

After different presentations, there was a huge interest and desire to apply for STEP, but because of disadvantageous period we couldn't send applications to the ELSA international.

I also had prepared the main information about STEP, in the way that those applicants could have an easily way to be part of the ELSA traineeships.

For example: When filling in an application, a student should pay attention to following

points: Study level, Language Skills, Legal Studies, Curriculum Vitae, Motivation letter. The languages mostly required are English and German. It is also important to emphasize to the employer to that requiring commonly spoken languages helps you find more applicants.

The average time that traineeships last is 2 weeks- up to 48 weeks.

FUTURE PLANS

1. Firstly, I am going to send more applications to ELSA International. I will use all financial or human resources that we currently have in order to achieve the goal.
2. Secondly, we have the ambition to find traineeships at institutions such as:
 - The Ministry of foreign affairs of Albania;
 - The Municipality of Tirana;
 - University of Tirana and other universities;
 - Law firms;
 - Consulting firm;
 - Court;
 - Government;
 - Intergovernmental organizations;
 - Public administration;
 - International organizations;
 - Other (foundations, like the Center for Legal Civic Initiatives etc)
3. Thirdly, I also plan to improve the situation in STEP promotion by producing new brochures and posters for employers and students.

Yours Sincerely,
Argita Balla
VP STEP
ELSA Albania

Alda Koçi, Secretary General**Human Resources and Membership**

Every organization/association has within its members motivated, enthusiastic, dynamic people but, this is not enough. The associations are not only based in its founder but, also a very important component is strong human resources. Without them every project is supposed to fail.

These are the two basic components for a organization/association to grow up. This is what happens in every ELSA branch and in this case even in ELSA Albania.

Fortunately, up to now we have not faced any problem in this area. Law students see ELSA as a perfect platform to develop their academic skills, acquire new personal skills and meet other students and legal professionals throughout Europe. All of them see ELSA as an important way to recognize their proper abilities and to develop them in their nearest future.

In a short period of time ELSA Albania has around 120 members, all of which are young students. This number will increase in the future as ELSA Albania will consolidate and will provide more energetic students. Therefore, one of the greatest achievements that I can mention is the high number, approximately 100 members now. In addition, I want to mention the quality of human resources.

Additionally, we are working hard to establish our “Alumni” network in order to have a productive cooperation in the near future. At the moment the network has already 10 members. However we are planning to increase the number since the project itself is very dynamic.

Expansion

Our target, regarding this issue is to give information about ELSA among many law students in Tirana and then we can make this information be spread throughout our members.

We think that the best way to achieve the goal is the regional project where students from Tirana, Shkodra and Vlora would be involved since these are the cities where we have law faculties. In the meantime, we have contacts with the Universities of Shkodra and Vlora and we are trying to stay in constant contact with them. Moreover, we are planning to conduct an “ELSA Workshop” in these 2 cities so we can promote ELSA in this Faculties. Regarding the plan of expansion, we are trying to establish some contacts with two other private law faculties in Tirana, which specifically are:

- “Luarasi” University
- “Illyria” University

Related to our project for expansion, we are going to promote all the information required about ELSA by spreading promotional materials such as brochures, leaflets and other basic information about the association.

Legal Aspects

Even though we are basically reborn we fulfill the basic requirements such as the statute and the standing orders. There we have the basic principles and regulations for ELSA Albania that will direct us in our future work. Besides we adopted regulations for council meeting procedure and several provisions made by national board. So we are proud to say that we act in accordance with ELSA rules. We were able to register ELSA Albania as a national, non-profit-making, legal entity "The European Law Students' Association Albania". This means, now our activity is legitimate under Albanian law.

We want to make several trainings during our term because a great part of our members, active as well as passive, will be present. Also we gain to make efficient ELSA training so we can prepare them for their future involvement in ELSA. For the new members it's important for them to have some knowledge, not only basic one, so they can know better in which area to demonstrate their potential.

Communication

Among National Board members the main source of communication is face to face contact as all of us study in Tirana Law Faculty so we are almost every time in touch. Among our members we communicate via E-mail and SMS. Members have also our contact information so they can communicate with us almost every time they want.

Future Plans

Our target is to improve the area of the human resources and the communication between board and members as well.

Our strategy will include the recruitment of freshers and making them active members so providing this way the continuity of ELSA.

Hopefully in the future, with new students' power and their ELSA Spirit, ELSA Albania will be a successful way for every law student to be part of international institutions. All of this will be possible by providing opportunities testing the personal and professional skills by working in a safe and a challenging environment.

Yours sincerely,

AldaKoçi

Secretary General

ELSA Albania

Enisa Halili - Treasurer

Financial management is one of the most difficult key areas of ELSA Albania because of the economic situation of our country. Finding sponsors is a 'mission impossible' for the youth associations. I will present a general summary of the financial situation. It is a laconic writing because we are just in the begging.

FINANCIAL SITUATION OF ELSA ALBANIA**SOURCES OF INCOME****• Membership fee**

After a special meeting of the National Board we decided to charge 1000 Lek (approximately 7.5 EUR) for each student and 2000 Lek (approximately 15 EUR) for ELSA Albania Alumni. At the moment Elsa Albania has already 120 members and Elsa Albania Alumni 10 members.

The membership fee can be paid only in cash to the treasurer.

We have spent only 45 % of the membership fee during our activities. These activities are mentioned by the other members of the National Board in their resume.

• Material support

EU INFO CENTRE and the Municipality of Tirana through Ten Centre have offered their assembly-room for Elsa Albania activities. This is the concrete result of our good External relations and a big support for us.

• Grants & Donations

We are going to apply for grants at the European Youth Foundation; Eagle Mobile company ; AMC company and we hope to get donations also from the Municipality of Tirana and the Ministry of Youth, Culture and Sport.

We are negotiating the Bar of Lawyers and Prosecutors in order to get sponsorship from them in future activities and for different legal firms to be part of our projects.

We have good relations with different NGO-s operating in Human Rights Field and will implement future projects together.

Very soon we will be part of a project funded by the Student Council.

DEBTS

We had a debt of 211.15 EUR with Elsa International since 2008 which has been paid before the application. This was inherited by the last ELSA Albania.

WHAT ARE WE GOING TO DO?

If we get the sponsorship mentioned above first of all we want to hold the conferences and essay contests mentioned by the VPAA and VPSC.

Also, part of our future plans is to cover about 25% of the expenses for the ICM.

At the end of June we are planning to organize a summer school. We want to apply for a grant at the Elsa Development Foundation for it. We expect that it will cover 40 % of the total cost. The participants will have to pay the 60 % left. I emphasize that these percentages are variable.

Regarding the ELSA Albania expansion plans, we will have to decide for the membership fee of the private law faculties. According to my calculations it will be 2500 Leke (approximately 18.55 EUR).

THE CONTINUITY OF ELSA ALBANIA

I have been working all the time with two ELSA Members which are in the first and second year. I chose them because of their CV and their participation in our activities. Probably, one of them will be the next ELSA Albania Treasurer.

Enisa Halili
Treasurer
ELSA Albania

Anisa Kuqi, VP Marketing

Marketing is the field that mirrors the work of the other departments which is why it has a crucial placement in all the ELSA mechanism.

This year ELSA's Marketing Department has aimed to promote and get promoted which is to say that by attracting students to be part of the association with our promoting materials which are all prepared in accordance with the Corporate Identity standards of ELSA, and presentations we would grow in number, eventually in activities and then finally would create our own reputation.

I am glad to present you the work and the results achieved throughout this academic year:

November 2010: Our priority during this period has been to recruit potential students and make them members of ELSA Albania. Not only was our interest to enroll students and make them part of our projects and activities but also to raise their awareness toward a higher prospective: focusing their attention into substantial issues concerning Law itself.

Marketing Department managed to:

- Organize a whole recruitment day where promotional material was distributed including information about ELSA International and ELSA Albania, priorities, goals, activities etc,
- Release calls for active membership and participation using posters, flyers and Facebook as a social and promotion utility,
- Prepare informing presentations in front of the interested students and developing a seminar where each person representing an ELSA Department was willing to explain what their work consists in and to answer the questions that were made.

After completing this phase we were able to create a database with every enrolled student's personal profile and contact and give them guides on how the work would continue with the basic tasks and responsibilities.

In addition, we printed business cards for each of the board members in order to maintain a serious image towards the participants, sponsors and partners.

December 2010-January 2011: This period has been even more intense than the previous one. The goal was to put in practice every academic and cultural activity planned and also to extend the number of the actual members. For each activity we created events on Facebook and designed and published posters with all the data included.

- The first training session was made public and eventually followed by many students, using the above-mentioned tools. Application forms were distributed as the offer to be part of the organization increased.
- The "Against violence in family" seminar reached a bigger audience as it was held by one of the most well-known professors of LAW Faculty, University of Tirana, a permanent collaborator and supporter of ELSA Albania. Certificates were distributed which lead into a greater interest among the non-participants.

- Essay Contest went through a massive promotion campaign through Facebook and posters. In addition to it, to attract participants one of the awards set for the winner was publishing the Best Essay in one of the most powerful newspapers in trade.
- Photo Contest went through a similar promotion campaign, the Best Photo published in the Faculty Hallway and in one of the most powerful newspaper in trade.

As a result, we achieved to grow the number of our members in the association and participants in the events we created. On the other hand each activity had a greater impact than predicted and it all proceeded smoothly.

ELSA Christmas Party was the last touch for getting people's attention and also bolding the bounds among ELSA students.

February 2011-March 2011: This period includes the continuation of the ongoing projects but also aims to reach a higher impact not only within the walls of our Faculty but also throughout the country.

To seep into a wider people's perception and thinking, we decided to raise our voice and talk loudly about our projects, goals, objectives, activities so that we can gain their support.

- We got promoted through two different Radio Talk-shows where ELSA Students were invited to talk about their experiences in the organization, what they want to transmit through the ELSA Philosophy and the future plans.

ELSA Albania, Department of Marketing has successfully achieved the goals set for this year, by increasing the number of applicants and conveying information about ELSA Albania and its activities to the majority of target group.

Future plans

Our goals for the next academic year are:

- Continue promoting ELSA Albania and giving information about it but now to other Law Faculty that are not in the ELSA network and make them part of our association.
- Publish an electronic magazine every 3 months in order to keep our students informed about ELSA's activities.
- Set collaborations with other organizations and businesses that have a close philosophy or objective to ours and try to develop a common promoting campaign.
- Bound the relation between ELSA Albania and our Faculty Staff to facilitate operations while carrying out future activities.
- Continue exposing our work and project in the media : newspaper, magazine, television, radio etc.

- Organize trainings and seminars in order invite potential sponsors and raise their credibility towards us. Aiming our possible sponsor's collaboration we are on our first steps to prepare a sponsorship package and present it to them.
- Create an official ELSA Albania website to store all the information about our activities, projects and everything related with the association where everyone can easily surf and find answers about their questions regarding ELSA.
- Produce products like pens, notebooks, key-chains etc with the ELSA Albania and give them out during our activities or recruitments.

Yours Sincerely,

Anisa Kuqi
VP Marketing
ELSA Albania

ELSA Albania

After presenting to you the activity reports of each sector, I am proud to say that in an overall analysis ELSA Albania has fulfilled its duties as an Observer and now is ready to become a member of the Network and to be part of the ELSA Network as an equal Member.

We presented above a short summary of our duties as observer and activities realized. We would like to point out that, on one hand we have faced lots of unpredictable problems and obstacles during this first term. We have overcome difficulties of which we weren't even aware of and we made it with the best resources and will power we could gather. The desire to be better and represent ELSA with dignity inspired us never to give up.

We know that there is still a lot to be done and improve but we believe that we deserve the chance to show you, we can be a team who will make ELSA proud.

Part of our duties has been to comply with the Obligations of Our status as Observers.

Obligations of an Observer of ELSA

1. To organise the first Council Meeting of your ELSA-group. In the first Council Meeting the following things should be decided:

a. To enforce the draft Statutes and Standing Orders of your National Group:

The Statutes and Standing orders of ELSA Albania were adopted during the first meeting of the founding group and afterwards they were revised during the NCM of May 2009 where the current statutes were approved.

b. To elect the first National Board according to the positions that is defined in the Council Meeting Decision Book;

The first NCM elected a Board who is not at the moment in term but who functioned until August 2010. The current Board was elected during the second NCM in October 2010 and is composed as follows:

- President: Nevin Alija
- Secretary General: Alda Koçi
- VP AA: Sofjan Jaupaj
- VP S&C: Fabjola Bregu

- VP STEP: Argita Balla
- VP Marketing: Anisa Kuqi
- Treasurer: Enisa Halili

Every VP has a team of 5 people which works under the guidance of VP in question.

c. To elect auditors and present the first draft budget for the first operational year;

The previous board had an arrangement with an auditing firm which with the termination of the term was not able to restore. We are now contacting different firms and expecting an audit to be done and presented the report to the National Council in May.

d. To do all the duties that has to be done in a founding meeting of the association according to our national legislation.

All necessary steps were taken in order to register ELSA Albania within competent District Court. ELSA Albania is now registered as “*European Law Students Association Albania*” under Decision No.3008, dated 11.02.2011.

2. Liability to pay the observer fee of 50 EUR/calendar year

3. To start working in accordance with the Statutes and Standing Orders of ELSA International and Council Meeting Decision Book of ELSA International

Our activity, from the very beginning until today, is in full compliance with ELSA regulations. We run ELSA Albania absolutely with ELSA standards and try to be active in every direction. Our structure is completely identical to the one defined in Statutes and Standing Orders. We have officers for every position and we have tried to give every area due attention. During this year we have :

AA Area:

- Informing day about the EU programs of Erasmus Mundus for ELSA Albania members’
- Informing meeting about the JoinEUSEE,EU programs
- Essay Contest “Let’s write about our Rights”
- Photo Contest “Health Law”

- Institutional visits Constitutional Court of Albania, Municipality of Tirana

SC Area:

- One day seminar on European law
- Scientific Conference on “Domestic Violence and National Law”

STEP Area:

- Promotion of STEP
- Guidance for application
- Student Hunting
- Various Recruitment Days Together with Marketing Department and Secgen

4. Obligation to communicate and cooperate with the ELSA Network as a part of the International Network of ELSA-groups.

Registration of ELSA Albania

REPUBLIKA E SHQIPERISE
GJYKATA E RRETHIT GJYQSOR TIRANE
Nr. 3008 Vendimi

V E N D I M
PER REGJISTRIMIN SI PERSON JURIDIK



Sot ne date 11.02.2011 une Gjyqtar i Gjykatës se Rrethit Gjyqesor Tirane Arben Kostandini mora ne shqyrtim kerkesen e kerkueses **Nevin Alija** e cila kerkon te regjistroje si person juridik shoqaten "**EUROPEAN LAW STUDENTS ASSOCIATION ALBANIA (E.L.S.A. ALBANIA)**" dhe

K O N S T A T O V A

Se kerkuesja **Nevin Alija** kerkon te regjistroje si person juridik shoqaten "**EUROPEAN LAW STUDENTS ASSOCIATION ALBANIA (E.L.S.A. ALBANIA)**" e cila ka si objekt:

- Organizimi i workshopeve, seminareve, konferencave, dhe aktiviteteve te tjera me karakter informues me qellim organizimin dhe mbeshtetjen e studenteve te fakulteteve te drejtesise ne perpjekjet e tyre per konsolidimin dhe integrimin e njohurive te fituara gjate studimeve dhe ne perqasje me sistemet e perparuara Europiane.
- Organizimin e kryerjen e vizitave te ndersjellta Studentore te cilat sherbejne per ngritjen ne nivel me te larte te shkembimit te informacioneve ne lidhje me metodat me te avancuara ne fushen e studimeve e praktikave juridike si dhe eksperiencave te ndryshme studentore.
- Aktivitete me karakter akademik qe perfshijne nder te tjera nje program hulumtimi ligjor dhe nje banke te dhenash per studimet jashte vendit.
- Integrimi i studenteve te drejtesise dhe avokateve te rinj ne Programin e Shkembimit te Trajnimeve (STEP) dhe ne te gjitha aktivitetet e tjera akademike te Shoqatave te ngjashme Europiane.

Funksionet kryesore me te cilat shoqata deshiron te arrije qellimet e saj jane si me poshte:

Shoqata "EUROPEAN LAW STUDENTS ASSOCIATION ALBANIA (E.L.S.A. ALBANIA)" eshte nje shoqate jo politike, e pavarur, jo fitimpruresse synimet e se ciles jane per te nxitur, krijuar dhe zhvilluar te kuptuarit reciprok.

Bashkepunimin dhe kontaktet personale mes studenteve te drejtesise dhe avokateve te rinj nga Shqiperia me koleget e tyre ne shtete dhe sisteme ligjore te ndryshme duke i pergatitur ata per jeten profesionale ne nje ambient nderkombetar.

Per zhvillimin sa me te mire te ketij objekti ajo do te organizoje edhe programe te perbashketa me shoqata te tjera qe kane lidhje me veprimtarine e saj ne Republiken e Shqiperise si dhe jashte saj, si dhe do te mbaje lidhje me institucione qe i pershtaten objektit te saj.

Selia e shoqates do jete ne Tirane, Rr."Dora D'Istria", Fakulteti i Drejtesise kati i pare Kohëzgjatje e saj do te jete e pa kufizuar.

Organet Drejtuesete shoqates do jene :1.Mbledhja e Pergjithshme e Anetareve e 2. Keshilli Drejtues.

Kryetare e shoqates zgjidhet Nevin Alija. Sekretare e Pergjithshme Alda Koçi, pergjegjese fionance Enisa Halili Nisur nga gjithë sa me lart duke u bazuar ne dokumentacionin e paraqitur kerkesa eshte e drejte e bazuar ne ligj dhe si e tille duhet pranuar.

PER KETO ARSYE

Ne baze te ligjit 8789 date 07.05.2001 si dhe ligjit 8781 date 03.05.2001

V E N D O S A

Pranimin e kerkeses.

Regjistrimin si person juridik te shoqates "EUROPEAN LAW STUDENTS ASSOCIATION ALBANIA (E.L.S.A. ALBANIA) e cila ka si objekt:

- Organizimi i workshopeve, seminareve, konferencave, dhe aktiviteteve te tjera me karakter informues me qellim organizimin dhe mbeshtetjen e studenteve te fakulteteve te drejtesise ne perpjekjet e tyre per konsolidimin dhe integrimin e njohurive te fituara gjate studimeve dhe ne perqasje me sistemet e perparuara Europiane.
- Organizimin e kryerjen e vizitave te ndersjellta Studentore te cilat sherbejne per ngritjen ne nivel me te larte te shkembimit te informacioneve ne lidhje me metodat me te avancuara ne fushen e studimeve e praktikave juridike si dhe eksperiencave te ndryshme studentore.
- Aktivitete me karakter akademik qe perfshijne nder te tjera nje program hulumtimi ligjor dhe nje banke te dhenash per studimet jashte vendit.
- Integrimi i studenteve te drejtesise dhe avokateve te rinj ne Programin e Shkembimit te Trajnimeve (STEP) dhe ne te gjitha aktivitetet e tjera akademike te Shoqatave te ngjashme Europiane.

Funksionet kryesore me te cilat shoqata deshiron te arrije qellimet e saj jane si me poshte:

Shoqata "EUROPEAN LAW STUDENTS ASSOCIATION ALBANIA (E.L.S.A. ALBANIA)" eshte nje shoqate jo politike, e

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Bashkepunimin dhe kontaktet personale mes studenteve te drejtesise dhe avokateve te rinj nga Shqiperia me koleget e tyre ne shtete dhe sisteme ligjore te ndryshme duke i pergatitur ata per jeten profesionale ne nje ambient nderkombetar.

Per zhvillimin sa me te mire te ketij objekti ajo do te organizoje edhe programe te perbashketa me shoqata te tjera qe kane lidhje me veprimtarine e saj ne Republikën e Shqiperise si dhe jashte saj, si dhe do te mbaje lidhje me institucione qe i pershtaten objektit te saj.

Selia e shoqates do jete ne Tirane, Rr. "Dora D'Istria", Fakulteti i Drejtesise kati i pare Kohezgjatje e saj do te jete e pa kufizuar.
Organet Drejtuesete shoqates do jene :1.Mbledhja e Pergjithshme e Anetareve e 2. Keshilli Drejtues.

Kryetare e shoqates zgjidhet Nevin Alija. Sekretare e Pergjithshme Alda Koçi, pergjegjese fionance Enisa Halili Kunder vendimit lejohet ankim sipas ligjit.



Statutes of ELSA Albania**Chapter 1
Name and Domicile****Article 1****Name**

The name of the association is “ELSA Albania” which stands for the “European Law Students’ Association Albania”.

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 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
- ceased 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.

Standing Orders of ELSA Albania

In order to clarify and explain the statutes of ELSA Albania , the members agree to adopt the following Standing Orders:

Section I - Expulsion

Article 1

In order for a dismissal or expulsion to be valid, in accordance with articles 6, 7 and 33 of the Statutes, any person so charged must be given adequate opportunity to explain his/her acts and to reply to any allegation made against him/her.

Section II - The National Council Meeting

Article 2

A National Council Meeting is opened by the President of ELSA Albania, or any other person authorised by him/her to do so.

Article 3

After the opening of the National Council Meeting, the following officers are appointed:
Chairperson

- Secretary
- Teller and if necessary another one is appointed

Article 4

The role of the Chairperson of the National Council Meeting is to ensure that the National Council Meeting agenda is respected and adhered to, to invite persons to address the National Council Meeting, to decide when to put proposals to a vote, to supervise the voting process, to announce the result of the voting process, to bring the meeting to order and to resolve any question concerning the procedure of the National Council Meeting; Provided that he/she shall also possess, where **it** is necessary for him/her to fulfil the above- mentioned duties, the power to expel anybody from the National Council Meeting. The role of the tellers of the National Council Meeting shall be to verify the number of members present and voting at any time during such meeting, to count the number of votes cast, to compare the results of the counting process and inform the Chairman of the result.

Article 5

After the appointment of the officers of the National Council Meeting, the agenda as proposed by the national Board, shall be accepted and adopted, although **it** may, where necessary, be amended by a majority vote.

Article 6

All reports by National Board members, as well as copies of these Statutes and Standing Orders and minutes of the previous National Council Meeting, are to be made available to all members during the National Council Meeting.

Article 7

Where the National Council Meeting deems **fit**, by a simple majority, any reports or minutes may be taken as read.

Article 8

The voting procedure for any proposals, motions, amendments or additions to the Statutes and Standing Orders shall be as follows:

- (i) the Chairperson shall ask for any arguments in favour or against the proposal, motion, amendment or addition to be presented, as well as any proposed amendments thereto; following a list of speakers, he/she shall possess discretion whether or not to call for speakers subsequently;
- (ii) if any amendments thereto are proposed, the Chairperson shall ask the Council to vote on the amendments. The Chairperson shall ask for votes in favour, against and abstentions, and will announce the result of the vote;
- (iii) the original proposal, motion, amendment or addition and any amendment thereto, which has been accepted, will then be proposed to the Council for voting, the same process as above being adopted.
- (iv) if there are two or more proposals, amendments, motions, or additions, regarding the same issue and none of them obtains an absolute majority in the first vote, the Chairperson may ask for a new vote on the two proposals, amendments, motions or additions that obtained the highest number of votes.

Article 9

No member of ELSA Albania shall be permitted to enter or leave the National Council Meeting whilst any matter that is to be put to a vote is being discussed and during the vote thereon.

Article 10

Any member present and voting at the National Council Meeting may request that a secret vote be taken. In all other cases, voting in the National Council Meeting will be carried out by a show of hands.

Article 11

Council decisions, including amendments to the Statutes and Standing Orders come into force at the end of the National Council Meeting during which they were made, unless the National Council Meeting decides, by a four-fifths majority of members present and voting, to the contrary.

Article 12

National Council Meeting working materials, which must be read at the beginning of every National Council Meeting, are to include:

- (i) National Board members' reports;
- (ii) any other report submitted to the National Council Meeting;
- (iii) all proposals, motions, amendments and additions submitted to the National Council Meeting together with the results of the voting process;

- (iv) any other documents deemed to be necessary by the Secretary General. Provided that in the Summer National Council Meeting the minutes shall also include the Auditor's Report.

Article 13

The National Council Meeting minutes are to be drawn up by the Secretary General in conjunction with the secretary appointed by the National Council Meeting. It is not permitted that the Secretary General be appointed secretary of the National Council Meeting.

Article 14

Where it appears necessary for the efficient running of ELSA Albania, the National Board shall call an extraordinary National Council Meeting for the purposes of the stipulations mentioned hereunder, and if this necessity arises during a National Council Meeting, that National Council Meeting itself shall, by a majority of four-fifths of the members present and voting, be able to suspend these Statutes and Standing Orders for a specific period of time established by the National Council Meeting, in order to enable proceedings. Such a vote shall be called for at the discretion of the Chairperson.

Section III - The National Board**Article 15**

- i) A person contesting for a post on the National Board must be nominated and seconded by any members of ELSA Albania;
- ii) Such person contesting must have been a member of ELSA Albania for a period of four months prior to the date of the nominations.
- iii) After the elections of board of 2011/2012 the contestant must have been a member for at least one year

Article 16

No person who holds an executive post on a board or committee of a political movement will be permitted to hold a post on the National Board of ELSA Albania.

Article 17

The President is in charge of the overall co-ordination of ELSA Albania work, planning and direction of the work of the National Council Meeting and the National Board.

Article 18

The President is the Chairperson of the National Board.

Article 19

The President has the supreme right to represent ELSA Albania. In default of this, the remaining board members will themselves appoint an acting President. Where the President is to be temporarily unable to fulfil the functions of his office, he shall appoint another Board Member to fulfil these duties.

Article 20

The Secretary General shall act as the Secretary of the National Board meetings.

Article 21

The Treasurer is in charge of the finances of ELSA Albania, being responsible for book-keeping, preparation of the accounts, property, payments and fundraising, as is specified elsewhere in these Statutes and Standing Orders.

Article 22

The Treasurer shall be responsible for billing and collecting the annual membership fees together with any other amounts due to ELSA Albania.

Article 23

The other officers on the National Board are responsible for the overall planning, co-ordination and supervision of their fields of activity; they are responsible for the propagation and execution of the specific programs and projects that the Council Meeting initiated within their field of activity.

Article 24

When appointing a person in terms of Article 24 of the Statutes of ELSA Albania , the Secretary General, in the name of the National Board shall deliver a letter to the appointee, which letter shall contain the following:

- a) The name and surname of the appointee;
- b) The title of the post;
- c) A description of the tasks assigned;
- d) The term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;
- e) The name of the National Board member responsible for the appointee; the accountability of the National Board towards the National Council Meeting remaining unaffected. Upon termination of office, appointees shall present the National Board with a written report of their performance.

Article 25

When appointing an Organizing Committee in terms of Article 25 of the Statutes of ELSA Albania , the relevant Board Member shall present the National Board with a list of names and surnames of all the persons constituting this Organizing Committee, together with a general description of the tasks assigned.

The relevant Board Member, in the name of the National Board, shall deliver a letter to the appointees, which letter shall contain the following:

- (a) the name and surname of the appointee;
- (b) the title of the post;
- (c) a description of the tasks assigned;
- (d) the term of duration of the office, whether it be in terms of time, or in terms of completion of the tasks assigned;
- (e) the name of the Board member responsible for the appointee; the accountability of the National Board towards the National Council Meeting remaining unaffected.

Upon termination of office, appointees shall present the National Board with a written report of their performance.

Section IV - International Finance

Article 26

ELSA Albania shall pay the annual membership fee as established from time to time by the International Council of ELSA at International Council Meetings.

ANNEXES**Annex 1 – Interim accounts ELSA International 2010/2011****Balance**

Assets	31.01.2011	31.07.2010	Liabilities	31.01.2011	31.07.2010
	EUR	EUR		EUR	EUR
<i>Fixed Assets</i>			<i>Capital</i>		
Software and fonts	766,38	766,38	Opening Balances	15 032,40	23 028,71
Office Equipment	770,63	592,63	Prior period adjustment	0,00	-8 333,33
Improvement of the House	0,00	0,00	Profit/Loss	76 414,50	337,02
Assets under construction	30 000,00	30 000,00		91 446,90	15 032,40
Total Fixed Assets	31 537,01	31 359,01	EDF Provision	6 500,00	6 500,00
<i>Current Assets</i>			ELSA Online development provision	6 000,00	6 000,00
<u>Debtors Control Account</u>			Provision for bad debts	31 008,03	31 008,03
Receivables from Members	15 550,33	27 646,20	Provision for ELSA House	1 000,00	1 000,00
Receivables from Externals	70 238,28	34 469,72	Total Capital & Reserves	135 954,93	59 540,43
Total Debtors	85 788,61	62 115,92	<i>Liabilities</i>		
<u>Deposits and Cash</u>			<u>Creditors Control Account</u>		
Bank Current Account	12 608,90	16 123,11	IMISO	5 609,03	5 609,03
General Savings Account	2 611,08	2 588,72	Accounts Payable	460,51	841,98
EMC ² Current Account	8 080,10	963,59	Payable to EDF	11 258,62	13 840,13
Rent Deposit Bank Account	13 990,63	13 838,01	Credit Card bill	1 271,96	1 269,67
Petty Cash	486,13	292,42	Deferred Revenue	8 334,00	55 842,01
EDF Current Account	4 921,27	596,36			
EDF Savings Account	2 865,32	2 835,20			
EDF Foundation Account	0,00	4 990,00			
Total Deposits and cash	45 563,43	42 227,41			
<u>Prepayments</u>	0,00	1 240,91			

Non-project related profit and loss account

<i>General Income</i>	<i>31.01.2011</i>	<i>Budget Alanya</i>	<i>Difference</i>
Externals	24 438,63	23 500,00	938,63
Membership Fee	18 000,01	18 000,00	0,01
Observership Administration Fee	350,00	350,00	0,00
ELSA ONLINE Fee	15 000,01	15 000,00	0,01
Links Project	13 808,00	20 000,00	-6 192,00
European Commission grant	10 075,00	10 075,00	0,00
Bank Interest	245,38	400,00	-154,62
Miscellaneous Income	0,65	600,00	-599,35
OECD Contribution	500,00	500,00	0,00
ELS	898,58	5 000,00	-4 101,42
General Income total	83 316,26	93 425,00	-10 108,74
<i>Expenditures</i>			
The ELSA House:	17 583,85	35 230,00	-17 646,15
Rent	13 597,67	27 500,00	-13 902,33
Heating	667,54	1 500,00	-832,46
Electricity	1 511,96	3 000,00	-1 488,04
Water	505,30	800,00	-294,70
Repairs	180,00	500,00	-320,00
Fire insurance	423,38	430,00	-6,62
Improvement of the house	698,00	1 500,00	-802,00
Office:	589,17	2 500,00	-1 910,83
Day to day office supplies	589,17	2 000,00	-1 410,83
Upgrade Office facilities	0,00	500,00	-500,00
Communication:	1 114,09	3 100,00	-1 985,91
Phone and Fax	415,57	2 000,00	-1 584,43
Internet	494,08	700,00	-205,92
Post	204,44	400,00	-195,56
ELSA ONLINE Admin.	452,02	24 000,00	-23 547,98
Housing of Server	452,02	2 000,00	-1 547,98
ELSA ONLINE upgrades & maintenance	0,00	22 000,00	-22 000,00

Bank Charges	169,93	250,00	-80,07
EDF contribution by EI	0,00	1 410,00	-1 410,00
ICMs:	1 964,48	5 000,00	-3 035,52
Travel Autumn ICM	1 794,86	2 200,00	-405,14
Accommodation Autumn ICM	81,00	400,00	-319,00
Materials for Autumn ICM	88,62	250,00	-161,38
Travel Spring ICM	0,00	1 500,00	-1 500,00
Accommodation Spring ICM	0,00	400,00	-400,00
Materials Spring ICM	0,00	250,00	-250,00
Internal Meetings	1 832,23	1 900,00	-67,77
Summer IPM	370,42		
Winter IPM	270,98		
USA	521,30		
ISMM	281,04		
JIF	388,49		
Travel	4 120,55	9 500,00	-5 379,45
<i>Meetings with externals</i>	<i>640,06</i>	<i>2 000,00</i>	<i>-1 359,94</i>
President	93,83		
Secretary General	2,50		
Treasurer	61,50		
VP AA	0,00		
VP S&C	93,83		
VP STEP	198,28		
VP Marketing	112,81		
ELSA International 2010/2011	77,31		
<i>Meetings within the Network</i>	<i>3 027,39</i>	<i>7 000,00</i>	<i>-3 972,61</i>
President	596,02		
Secretary General	535,38		
Treasurer	291,64		
VP AA	371,30		

VP S&C	504,21		
VP STEP	643,84		
VP Marketing	65,00		
ELSA International 2010/2011	20,00		
<i>OECD Conference</i>	<i>453,10</i>	<i>500,00</i>	<i>-46,90</i>
Allowance of the International Board	8 400,00	16 800,00	-8 400,00
Representation	218,98	500,00	-281,02
Directors	636,84	2 100,00	-1 463,16
General Directors	636,84	1 800,00	-1 163,16
Director for STEP	48,94		
Director for Training	0,00		
Director for IFP	396,31		
Director for EMC2	40,00		
Director for Advertisement	151,59		
Director for Alumni	0,00		
Director for Anniversary	0,00	300,00	-300,00
Auditing:	1 457,00	1 935,00	-478,00
ICM Travels	464,71	750,00	-285,29
Auditing weekends	992,29	1 185,00	-192,71
Annual Report	0,00	500,00	-500,00
Miscellaneous	167,30	1 000,00	-832,70
Marketing Budget	238,00	1 000,00	-762,00
ELSA International 2009/2010	74,32	0,00	74,32
Write off bad debts	0,00	2 000,00	-2 000,00
Provision for the ELSA House	0,00	0,00	0,00

Provision for ELSA Online development	0,00	0,00	0,00
Provision for EDF	0,00	0,00	0,00
Provision for bad debts	0,00	0,00	0,00
Contingency	0,00	3 000,00	-3 000,00
Expenditures total	39 018,76	111 725,00	-72 706,24
<i>Administrative Profit</i>	44 297,50	-18 300,00	62 597,50

Synergy profit and loss

<i>Synergy</i>	<i>31.01.2011</i>	<i>Budget Alanya</i>	<i>Difference</i>
<i>Income Synergy</i>			
Synergy 1st Edition	18 274,82	17 750,00	524,82
Synergy 2nd Edition	7 595,00	20 350,00	-12 755,00
<i>General Income total</i>	25 869,82	38 100,00	-12 230,18
<i>Expenditures Synergy</i>			
Synergy 1st Edition	17 419,22	17 000,00	419,22
Synergy 2nd Edition	0,00	17 000,00	-17 000,00
<i>Expenditures total</i>	17 419,22	34 000,00	-16 580,78
<i>Marketing Profit</i>	8 450,60	4 100,00	4 350,60

EMC² profit and loss

<i>EMC2</i>	<i>31.01.2011</i>	<i>Budget Alanya</i>	<i>Difference</i>
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<i>Expenditures total</i>	3 161,99	11 400,00	-8 238,01
<i>Projects Profit</i>	-1 071,99	-4 000,00	2 928,01

Deferred revenue

Deferred Revenue	
General sponsorships	8334,00
Synergy Autumn	0,00
Synergy Spring	0,00
Links	0,00
EACEA Grant	0,00
EMC2 Sponsorship	0,00
Final IFP Publication	0,00
Membership Fee 10/11	0,00
Total	8334,00

Members' debtors control account 2008/2009

no.	National Group	Debts on 01.08.2008	Membership fee 08/09	ELSA Online fee 08/09	Paid in 08/09	Debt on 31.07.2009
1	ELSA Albania	0,00	50,00	48,96	50,00	48,96
2	ELSA Armenia	0,00	0,00	0,00	0,00	0,00
3	ELSA Austria	1 534,80	468,62	382,83	1 486,25	900,00
4	ELSA Azerbaijan	0,00	0,00	0,00	0,00	0,00
5	ELSA Belgium	0,00	569,64	460,56	1 030,20	0,00
6	ELSA Bosnia and Herzegovina	0,00	0,00	0,00	0,00	0,00
7	ELSA Bulgaria	2 205,78	66,82	55,92	0,00	2 328,52
8	ELSA Croatia	0,00	300,00	249,00	549,00	0,00

9	ELSA Czech Republic	0,00	361,19	490,45	851,64	0,00
10	ELSA Denmark	0,00	235,42	190,16	425,58	0,00
11	ELSA Estonia	0,00	79,97	108,24	188,21	0,00
12	ELSA Finland	0,00	342,00	366,31	708,31	0,00
13	ELSA France	3 440,60	551,96	180,24	0,00	4 172,80
14	ELSA Georgia	0,00	0,00	46,01	0,00	46,01
15	ELSA Germany	0,00	4 557,21	6 416,94	10 974,15	0,00
16	ELSA Greece	-0,70	192,20	267,10	458,60	0,00
17	ELSA Hungary	-0,61	339,55	273,26	612,20	0,00
18	ELSA Iceland	392,79	122,89	96,17	0,00	611,85
19	ELSA Ireland	0,00	0,00	0,00	0,00	0,00
20	ELSA Italy	0,00	2 238,67	1 490,03	3 728,70	0,00
21	ELSA Kazakhstan	343,51	193,26	165,57	0,00	702,34
22	ELSA Latvia	915,58	76,23	127,91	0,00	1 119,72
23	ELSA Lithuania	0,00	155,93	129,01	284,94	0,00
24	ELSA Luxembourg	0,00	0,00	0,00	0,00	0,00
25	ELSA Malta	170,11	87,54	73,93	331,58	0,00
26	ELSA Montenegro	0,00	62,36	41,14	103,50	0,00
27	ELSA Norway	0,00	398,73	364,43	763,16	0,00
28	ELSA Poland	-200,00	1 149,65	942,41	1 892,06	0,00
29	ELSA Portugal	-1,79	630,25	507,91	1 136,37	0,00
30	ELSA Rep. Of Macedonia	0,00	63,08	52,18	0,00	115,26
31	ELSA Romania	228,06	468,12	392,96	1 089,14	0,00
32	ELSA Russia	288,79	423,10	363,05	100,00	974,94
33	ELSA Serbia	0,00	311,81	273,08	584,89	0,00
34	ELSA Slovakia	0,00	329,09	271,26	606,35	-6,00
35	ELSA Slovenia	0,00	187,67	158,29	345,96	0,00
36	ELSA Spain	0,00	311,48	257,25	568,73	0,00
37	ELSA Sweden	0,00	688,54	900,45	1 588,99	0,00
38	ELSA Switzerland	0,00	968,80	789,30	1 758,10	0,00
39	ELSA The Netherlands	0,00	690,49	652,61	1	0,00

					343,10	
40	ELSA Turkey	0,00	196,63	173,63	370,26	0,00
41	ELSA Ukraine	0,00	187,08	148,50	335,58	0,00
42	ELSA United Kingdom	0,00	0,00	0,00	0,00	0,00
					TOTAL	11 014,40

Members' debtors control account 2009/2010

no.	National Group	Membership fee 09/10	ELSA Online fee 09/10	Paid in 09/10	Debt on 31.07.2010
1	ELSA Albania	50,00	48,19	0,00	147,15
2	ELSA Armenia	50,00	46,29	50,00	46,29
3	ELSA Austria	495,65	363,86	1 799,51	-40,00
4	ELSA Azerbaijan	0,00	0,00	0,00	0,00
5	ELSA Belgium	596,30	437,66	1 033,96	0,00
6	ELSA Bosnia and Herzegovina	50,00	49,21	99,21	0,00
7	ELSA Bulgaria	72,44	54,09	150,00	2 305,05
8	ELSA Croatia	322,50	243,47	0,00	565,97
9	ELSA Czech Republic	285,31	289,26	574,57	0,00
10	ELSA Denmark	246,20	178,43	424,63	0,00
11	ELSA Estonia	90,51	66,98	157,49	0,00
12	ELSA Finland	335,70	260,87	596,57	0,00
13	ELSA France	50,00	171,51	0,00	4 394,31
14	ELSA Georgia	50,00	44,84	140,85	0,00
15	ELSA Germany	4 882,35	3 731,49	8 613,84	0,00
16	ELSA Greece	230,55	156,96	388,10	-0,59
17	ELSA Hungary	353,89	258,86	612,75	0,00
18	ELSA Iceland	124,51	88,67	0,00	825,03
19	ELSA Ireland	0,00	0,00	0,00	0,00
20	ELSA Italy	1 653,77	1 378,19	3 031,96	0,00
21	ELSA Kazakhstan	214,47	160,75	0,00	1 077,56
22	ELSA Latvia	82,83	61,36	61,36	1 202,55
23	ELSA Lithuania	250,63	189,15	439,45	0,33
24	ELSA Luxembourg	50,00	150,36	50,00	150,36
25	ELSA Malta	95,74	70,81	166,55	0,00
26	ELSA Montenegro	70,30	54,76	125,06	0,00
27	ELSA Norway	471,76	340,86	812,61	0,01
28	ELSA Poland	1 220,59	912,16	2 132,75	0,00

29	ELSA Portugal	563,77	562,95	1 126,72	0,00
30	ELSA Rep. Of Macedonia	67,59	51,09	233,94	0,00
31	ELSA Romania	436,30	334,25	770,55	0,00
32	ELSA Russia	470,24	412,87	174,00	1 684,05
33	ELSA Serbia	353,74	316,30	670,04	0,00
34	ELSA Slovakia	439,12	332,89	766,01	0,00
35	ELSA Slovenia	204,97	151,99	356,96	0,00
36	ELSA Spain	333,08	413,86	746,94	0,00
37	ELSA Sweden	725,51	540,23	1 265,74	0,00
38	ELSA Switzerland	1 021,87	764,82	1 786,69	0,00
39	ELSA The Netherlands	750,53	557,00	1 307,53	0,00
40	ELSA Turkey	224,90	169,60	394,50	0,00
41	ELSA Ukraine	192,39	144,05	336,44	0,00
42	ELSA United Kingdom	50,00	439,03	0,00	489,03
				TOTAL	12 847,10

Members' debtors control account 2010/2011

no.	National Group	Membership fee 10/11	ELSA Online fee 10/11	Paid in 10/11	Debt on 31.01.2011
1	ELSA Albania	50,00	0,00	0,00	197,15
2	ELSA Armenia	50,00	0,00	50,00	46,29
3	ELSA Austria	468,93	415,70	844,63	0,00
4	ELSA Azerbaijan	0,00	0,00	0,00	0,00
5	ELSA Belgium	563,99	403,17	967,16	0,00
6	ELSA Bosnia and Herzegovina	50,00	48,25	87,20	11,05
7	ELSA Bulgaria	69,62	50,29	270,29	2 154,67
8	ELSA Croatia	313,46	246,46	879,43	246,46
9	ELSA Czech Republic	372,59	271,56	644,15	0,00
10	ELSA Denmark	229,95	239,04	468,99	0,00
11	ELSA Estonia	86,26	63,88	150,14	0,00
12	ELSA Finland	336,16	318,22	654,38	0,00
13	ELSA France	50,00	0,00	0,00	4 444,31
14	ELSA Georgia	57,67	45,83	57,67	45,83
15	ELSA Germany	4 808,50	4 095,25	8 903,75	0,00
16	ELSA Greece	202,22	163,18	364,81	0,00
17	ELSA Hungary	333,33	245,32	578,66	-0,01

18	ELSA Iceland	114,27	107,51	0,00	1 046,81
19	ELSA Ireland	50,00	0,00	50,00	0,00
20	ELSA Italy	1 775,72	1 711,68	3 487,40	0,00
21	ELSA Kazakhstan	206,89	158,22	0,00	1 442,67
22	ELSA Latvia	79,00	60,71	139,71	1 202,55
23	ELSA Lithuania	243,55	179,09	422,97	0,00
24	ELSA Luxembourg	50,00	0,00	50,00	150,36
25	ELSA Malta	91,21	70,89	91,21	70,89
26	ELSA Montenegro	70,48	51,93	64,43	57,98
27	ELSA Norway	439,45	480,56	920,02	0,00
28	ELSA Poland	1 174,40	890,74	1 174,40	890,74
29	ELSA Portugal	634,45	494,85	1 129,30	0,00
30	ELSA Rep. Of Macedonia	65,74	47,95	65,74	47,95
31	ELSA Romania	430,23	322,32	752,55	0,00
32	ELSA Russia	531,52	0,00	0,00	2 215,57
33	ELSA Serbia	339,21	253,10	339,21	253,10
34	ELSA Slovakia	428,70	324,12	752,82	0,00
35	ELSA Slovenia	195,80	151,59	0,00	347,39
36	ELSA Spain	533,26	516,04	1 049,30	0,00
37	ELSA Sweden	696,20	641,13	1 337,33	0,00
38	ELSA Switzerland	985,76	978,19	1 963,95	0,00
39	ELSA The Netherlands	717,86	648,70	1 366,56	0,00
40	ELSA Turkey	218,32	163,56	383,32	-1,44
41	ELSA Ukraine	185,31	140,98	185,31	140,98
42	ELSA United Kingdom	50,00	0,00	0,00	539,03
				TOTAL	15 550,33

Annex 2 –Auditing Report to the interim accounts of ELSA International 2010/2011

We, Mikael Söderman and Jan Moritz Lang, have audited the interim accounts of ELSA International 2010/2011, prepared and presented to us by the treasurer of ELSA International, Olia Sendetska, from the 8th till 10th of February in Brussels.

We have been provided access to the claim forms, invoices received and sent as well as to bank statements, credit card bills and PayPal account statements. The treasurer also presented the balance sheet, profit and loss accounts, aged debtors and aged creditors details as well as a schedule of fixed assets. Access to board meeting minutes was denied by the treasurer with a reference to a non-disclosure decision of the board. The material provided was well-structured and organized efficiently.

General financial situation

A large portion of ELSA International's assets is and has long been claims against either its member countries or external debtors. As of the 31st of January the balance sheet of ELSA International states 85,788.61 € as accounts receivable, a considerable portion of which seems unlikely to be collected. This situation will result in write-offs of external debt during this term.

Income

The income achieved so far and anticipated seems to be in accordance with the amounts estimated by the budget revised during the International Council Meeting in Alanya.

Expenditures

So far the expenditures seem to remain within the limits of the budget. The expenditures of the association are in accordance with its internal regulations and the purpose. However, there was an expenditure (postal costs) of 72,70 € made regarding a visa application that could have been avoided with better planning by the board.

Claim forms

When checking the claim forms we noticed that the claimants often use vague descriptions for money spent such as travel from location A to B. It would be preferable for the claim forms to indicate why the money was used to enable an easy control mechanism and thus ensure that the money is spent in accordance with ELSA's purpose and its regulations especially the budget. We were satisfied to see, that the treasurer has continued to get her claim forms signed for approval by a different board member and claim forms with expenditures in a foreign currency have been equipped with a conversion rate for the date the money has been spent.

Invoices received

The invoices received were kept in chronological order and were easy to find. However, we recommend to the treasurer to indicate on the invoices to which budget position they refer thus

simplifying the control of the respective position. There are receipts missing for six invoices in the total amount of 213,50 €.

Bookkeeping

The bookkeeping was carried out in time and performed properly. We suggested to the treasurer to improve bookkeeping records so they match exactly with the posting dates on the bank statements to make the transactions more transparent. After a few minor adjustments during the auditing weekend, we believe the balance reflects the actual financial situation.

Miscellaneous

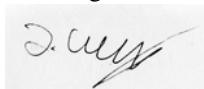
Most of the time, it would have been possible to transfer at least 8 000€ from the Current Account to the Savings Account, so that way these 8 000€ could generate interest. We noticed that the separation of ELSA and EDF has taken place in the bookkeeping programme. Unfortunately so far no bank account has been established for the foundation itself. Thus, EDF grants are still being processed via the ELSA accounts. This is an unsatisfactory situation, since the foundation has been established in 2009. EDF and ELSA are two different legal entities and should be treated accordingly. The board of ELSA International has ensured us, that this situation will be solved within due time.

Conclusion

In accordance with above explanations we are glad to inform the council that we give a positive recommendation to approve the interim accounts 2010/2011 of ELSA International. We rely on the work carried out by the treasurer. Folders and documents were kept properly with a few small exceptions. Bookkeeping is satisfactory. We believe that the work, which will be performed by the treasurer can be improved in accordance with the information suggested.

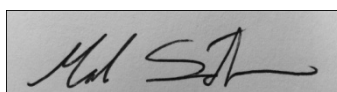
We recommend the Council to approve the interim accounts 2010/2011.

Best regards to the Council,



Jan Moritz Lang

Auditor ELSA International



Mikael Söderman

Vice Auditor ELSA International

Annex 3 – Interim accounts ELSA Development Foundation 2010/2011

Balance

Assets	31.01.2011	31.07.2010	Liabilities	31.01.2011	31.07.2010
	EUR	EUR		EUR	EUR
<i>Fixed Assets</i>	0,00	0,00	<i>Capital</i>		
Total Fixed Assets	0,00	0,00	Capitalisation	13 569,58	13 569,58
<i>Current Assets</i>			Capitalisation current year	52,50	
<u>Debtors Control Account</u>			Profit/Loss	-1 671,51	0,00
Accounts Receivable (Members)	691,95	754,45		11 950,57	13 569,58
Accounts Receivable (ELSA)	11 258,62	13 840,13	Total Capital & Reserves	11 950,57	13 569,58
	11 950,57	14 594,58	<i>Liabilities</i>		
<u>Deposits and Cash</u>			<u>Creditors Control Account</u>		
Current Account	0,00	0,00	Accounts Payable	0,00	1 025,00
Savings Account	0,00	0,00			
Petty Cash	0,00	0,00	Total Liabilities	0,00	1 025,00
	0,00	0,00			
Total Current Assets	11 950,57	14 594,58	Total Capital & Liabilities	11 950,57	14 594,58
Total Assets	11 950,57	14 594,58			

Project support

			Requested Amount	Granted Amount	Paid Amount	Still open
EDF Project Support						
1	ELSA Bosnia and Herzegovina	2010/2011 EDF ELSA B&H no.1 - NCM ELSA B&H	€ 700,00	€ 250,00	€ 250,00	Closed
2	ELSA Estonia	2010/2011 EDF ELSA Estonia no.1 - Training days	€ 590,00	€ 250,00	€ 249,14	Closed
3	ELSA Sweden	2010/2011 EDF ELSA Sweden no.2 - NCM ELSA Sweden	€ 215,00	€ -	€ -	Closed
4	ELSA Azerbaijan	2010/2011 EDF ELSA Azerbaijan no.1 - NCM ELSA Azerbaijan	€ 1 300,00	€ 200,00	€ -	€ 200,00
5	ELSA Nantes	2010/2011 EDF ELSA Nantes no.1 - NCM ELSA France	€ 980,00	€ 400,00	€ -	€ 400,00
TOTAL			€ 3 785,00	€ 1 100,00	€ 499,14	€ 600,00

Training support

			Requested Amount	Granted Amount	Paid Amount	Still open
EDF Training Support						
1	ELSA International	2010/2011 EDF EI no.1 - ITP trainers to JIF Helsinki	€ 643,70	€ 643,70	€ 643,70	Closed
2	ELSA Iceland	2010/2011 EDF ELSA Iceland no.1 - Accommodation and travel for NB members to training sessions	None	€ -	€ -	Closed
3	ELSA International	2010/2011 EDF EI no.2 - ITP trainers to ICM Alanya	€ 1 785,11	€ 1 785,11	€ 587,33	Closed
4	ELSA International	2010/2011 EDF EI no.3 - ITP trainer to IPM Tbilisi	€ 500,00	€ 500,00	€ 363,84	Closed
TOTAL			€ 2 928,81	€ 2 928,81	€ 1 594,87	€ -

Network support

			Requested Amount	Granted Amount	Paid Amount	Still open
EDF Network Support						
1	ELSA Sweden	2010/2011 EDF ELSA Sweden no.1 - ICM attendance	€ 2 300,00	€ 250,00	€ 250,00	Closed
2	ELSA Portugal	2010/2011 EDF ELSA Portugal no.1 - ICM attendance	None	€ 150,00	€ 150,00	Closed
3	ELSA Portugal	2010/2011 EDF ELSA Portugal no.2 - IPM attendance	None	€ 100,00	€ -	€ 100,00
4	ELSA Ukraine	2010/2011 EDF ELSA Ukraine no.1 - IPM attendance	€ 440,00	€ -	€ -	Closed
TOTAL			€ 2 740,00	€ 500,00	€ 400,00	€ 100,00

Open from previous year 2009/2010

		Requested Amount	Granted Amount	Paid Amount	Status
Open from previous year 2009/2010					
ELSA Czech Republic 4	Netowrk support	€ 465,00	€ 200,00	Not claimed	Not claimed
ELSA Latvia	Netowrk support	€ 538,00	€ 200,00	Not claimed	Not claimed
ELSA Russia 2	Netowrk support	€ 349,00	€ 200,00	Not claimed	Not claimed
ELSA Slovakia 2	Netowrk support	€ 189,00	€ 150,00	€ 150,00	Paid
ELSA Italy	Project support	€ 275,00	€ 275,00	Not claimed	Not claimed

TOTAL Paid	€ 150,00
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TOTAL Moved to profit	€ 875,00
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Debtors control account

Receivables	
<i>Receivables from Members</i>	691,95
ELSA Albania	14,00
ELSA Armenia	13,50
ELSA Bulgaria	25,00
ELSA Kazakhstan	622,00
ELSA United Kingdom	17,45
<i>Receivables from ELSA</i>	11258,62
Total	11950,57

Annex 4 –Auditing Report to the interim accounts of ELSA Development Foundation 2010/2011

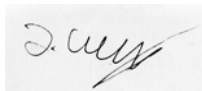
We, Mikael Söderman and Jan Moritz Lang, have audited the Interim Accounts of the ELSA Development Foundation [EDF], prepared and presented to us by the executive committee of EDF, from the 8th till 10th of February in Brussels.

We noticed that the separation of ELSA and EDF has taken place in the bookkeeping programme. Unfortunately so far no bank account has been established for the foundation itself. Thus, EDF grants are still being processed via the ELSA accounts. This is an unsatisfactory situation, since the foundation has been established in 2009. EDF and ELSA are two different legal entities and should be treated accordingly. The executive committee has ensured us, that this situation will be solved within due time.

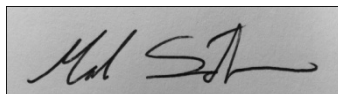
In general the applications need to be filled in more thoroughly by the applicants. The treasurer should urge the applicants to complete their applications. If this is not done, the applications should be rejected. The decisions regarding the grants made by ELSA Development Foundation [EDF] would preferably need to be better motivated in order to increase the transparency of the grants, both granted and denied.

Regarding the grants, which have been granted to ELSA International, activity reports are missing and a compilation of receipts would be preferable to find in the EDF folder. The activity report is an obligation according to the decision book under section *The ELSA Development Foundation* art. 6 Payment Procedure.

The deadline for the EDF report should be considered to be moved since there currently is only one week between the submission of the EDF report (25th of January) and the due date of the invoice (31st of January). The last years have shown that it is uncommon that the reports are sent and received on time. Therefore it is not possible to issue invoices before the 31st of January. As a consequence the contributions by the national groups do not appear in the interim accounts of the foundation and therefore cannot be audited before the final accounts. The EDF reports are important for calculating the income of the foundation, which itself forms the basis for the calculation of the capitalization of 6 % of the income.



Jan Moritz Lang

Auditor ELSA International Vice Auditor ELSA International

Mikael Söderman

Annex 5 – Proposed Revision of the Budget of ELSA International 2010/2011

All amounts are in Euro (€)

<i>General Income</i>	<i>2010/2011 as approved in Malta</i>	<i>2010/2011 as aproved Alanya</i>	<i>2010/2011 proposal Poznan</i>
Not project	77 800,00	93 425,00	149 758,33
EMC ²	20 000,00	21 200,00	27 400,00
Synergy	40 700,00	38 100,00	38 000,00
Projects	0,00	7 400,00	4 500,00
<i>General Income total</i>	<i>138 500,00</i>	<i>160 125,00</i>	<i>219 658,33</i>
<i>Expenditures</i>			
Not project	102 000,00	111 725,00	171 158,33
EMC ²	3 000,00	3 000,00	4 000,00
Synergy	30 000,00	34 000,00	36 000,00
Projects	3 500,00	11 400,00	8 500,00
<i>Expenditures total</i>	<i>138 500,00</i>	<i>160 125,00</i>	<i>219 658,33</i>
<i>Profit / Loss</i>			
Not project	-24 200,00	-18 300,00	-21 400,00
EMC ²	17 000,00	18 200,00	23 400,00
Synergy	10 700,00	4 100,00	2 000,00
Projects	-3 500,00	-4 000,00	-4 000,00
<i>Total profit/loss</i>	<i>0,00</i>	<i>0,00</i>	<i>0,00</i>

<i>General Income</i>	<i>2010/2011 as approved in Malta</i>	<i>2010/2011 aproposal Alanya</i>	<i>2010/2011 proposal Poznan</i>
Externals	20 000,00	23 500,00	25 000,00
Membership Fee	18 000,00	18 000,00	18 000,00
Observership Administration Fee	300,00	350,00	350,00
ELSA ONLINE Fee	15 000,00	15 000,00	15 000,00
Links Project	20 000,00	20 000,00	20 000,00
Bank Interest	400,00	400,00	400,00
Miscellaneous Income	600,00	600,00	600,00
ELS	3 500,00	5 000,00	5 000,00
European Commission grant		10 075,00	26 408,33
OECD contribution		500,00	500,00
Provision for claims and bad debts	0,00	0,00	30 000,00
Provision for ELSA House	0,00	0,00	0,00
Provision for EDF	0,00	0,00	6 500,00
Provision for ELSA Online	0,00	0,00	2 000,00
<i>General Income total</i>	<i>77 800,00</i>	<i>93 425,00</i>	<i>149 758,33</i>

<i>Expenditures</i>			
The ELSA House:	35 500,00	35 230,00	35 430,00
Rent	28 000,00	27 500,00	27 500,00
Heating	1 500,00	1 500,00	1 500,00
Electricity	3 500,00	3 000,00	3 000,00
Water	500,00	800,00	1 000,00
Repairs	500,00	500,00	500,00
Fire insurance		430,00	430,00
Improvement of the house	1 500,00	1 500,00	1 500,00
Office:	2 000,00	2 500,00	8 500,00
Day to day office supplies	1 500,00	2 000,00	1 500,00
Upgrade Office facilities	500,00	500,00	7 000,00

Communication:	3 200,00	3 100,00	2 400,00
Phone and Fax	2 000,00	2 000,00	1 000,00
Internet	700,00	700,00	1 000,00
Post	500,00	400,00	400,00
ELSA ONLINE Admin.	18 200,00	24 000,00	25 000,00
Housing of Server	2 000,00	2 000,00	2 000,00
ELSA ONLINE upgrades & maintenance	16 200,00	22 000,00	23 000,00
Bank Charges	250,00	250,00	300,00
EDF contribution by EI	1 200,00	1 410,00	8 000,00
ICMs:	5 400,00	5 000,00	4 400,00
Travel Autumn ICM	2 000,00	2 200,00	1 800,00
Accommodation Autumn ICM	200,00	400,00	100,00
Materials for ICM	500,00	250,00	100,00
Travel Spring ICM	2 000,00	1 500,00	2 000,00
Accommodation Spring ICM	200,00	400,00	300,00
Materials for ICM	500,00	250,00	100,00
Internal Meetings	1 500,00	1 900,00	1 900,00
Travels:	7 500,00	9 500,00	14 500,00
Meetings with externals	1 500,00	2 000,00	5 000,00
Meetings within the Network	6 000,00	7 000,00	9 000,00
OECD Conference		500,00	500,00
Allowance of the International Board	16 800,00	16 800,00	19 600,00
Representation	500,00	500,00	500,00
Directors	1 500,00	2 100,00	3 300,00

General directors	1 200,00	1 800,00	3 000,00
Director for Anniversary	300,00	300,00	300,00
Auditing:	1 450,00	1 935,00	2 100,00
ICM Travels	750,00	750,00	900,00
Auditing weekends	700,00	1 185,00	1 200,00
Annual Report	500,00	500,00	500,00
Miscellaneous	1 000,00	1 000,00	2 000,00
Marketing Budget	500,00	1 000,00	2 528,33
ELSA International Previous term	0,00	0,00	200,00
Write off bad debts	2 000,00	2 000,00	30 000,00
Contingency	3 000,00	3 000,00	10 000,00
<i>Expenditures total</i>	<i>102 000,00</i>	<i>111 725,00</i>	<i>171 158,33</i>
<i>Administrative Profit</i>	<i>-24 200,00</i>	<i>-18 300,00</i>	<i>-21 400,00</i>

<i>EMCC</i>	<i>2010/2011 as approved in Malta</i>	<i>2010/2011 as approved in Alanya</i>	<i>2010/2011 prproposal Poznan</i>
<i>Income EMC2</i>			
EMC ² Sponsorship	5 000,00	6 200,00	12 400,00
EMC ² Registration	15 000,00	15 000,00	15 000,00
<i>Income total</i>	<i>20 000,00</i>	<i>21 200,00</i>	<i>27 400,00</i>
<i>Expenditures EMC2</i>			
Administration	3 000,00	3 000,00	4 000,00

<i>Expenditures total</i>	<i>3 000,00</i>	<i>3 000,00</i>	<i>4 000,00</i>
<i>EMC2 Profit</i>	<i>17 000,00</i>	<i>18 200,00</i>	<i>23 400,00</i>

<i>Synergy</i>	<i>2010/2011 as approved in Malta</i>	<i>2010/2011 as approved in Alanya</i>	<i>2010/2011 proposal Poznan</i>
<i>Income Synergy</i>			
Synergy 1st Edition	20 350,00	17 750,00	18 000,00
Synergy 2nd Edition	20 350,00	20 350,00	20 000,00
<i>General Income total</i>	<i>40 700,00</i>	<i>38 100,00</i>	<i>38 000,00</i>
<i>Expenditures Synergy</i>			
Synergy 1st Edition	15 000,00	17 000,00	18 000,00
Synergy 2nd Edition	15 000,00	17 000,00	18 000,00
<i>Expenditures total</i>	<i>30 000,00</i>	<i>34 000,00</i>	<i>36 000,00</i>
<i>Synergy Profit</i>	<i>10 700,00</i>	<i>4 100,00</i>	<i>2 000,00</i>

<i>Projects</i>	<i>2010/2011 as approved in Malta</i>	<i>2010/2011 as approved Alanya</i>	<i>2010/2011 proposal Poznan</i>
<i>Income projects</i>			
Final IFP Publication		7400	500
Visits to the House			4000
<i>Income total</i>		<i>7400</i>	<i>4500</i>
<i>Expenditures projects</i>			

ITP Refreshment Weekend	2000	2000
Final IFP Publication	7400	0
Train the Trainers Weekend	2000	2000
Visits to the House	0	4000
OYOP Weekend	0	500
<i>Expenditures total</i>	<i>11400</i>	<i>8500</i>
<hr/>		
<i>Project profit</i>	<i>-4000</i>	<i>-4000</i>

Annex 6 – Proposed Budget of ELSA International 2011/2012

All amounts are in Euro (€)

<i>General Income</i>	<i>2010/2011 as approved in Malta</i>	<i>2010/2011 as aproved Alanya</i>	<i>2011/2012 proposal Poznan</i>
Not project	77 800,00	93 425,00	102 666,67
EMC ²	20 000,00	21 200,00	27 400,00
Synergy	40 700,00	38 100,00	36 000,00
Projects	0,00	7 400,00	4 000,00
<i>General Income total</i>	<i>138 500,00</i>	<i>160 125,00</i>	<i>170 066,67</i>
<i>Expenditures</i>			
Not project	102 000,00	111 725,00	124 566,67
EMC ²	3 000,00	3 000,00	3 000,00
Synergy	30 000,00	34 000,00	36 000,00
Projects	3 500,00	11 400,00	6 500,00
<i>Expenditures total</i>	<i>138 500,00</i>	<i>160 125,00</i>	<i>170 066,67</i>
<i>Profit / Loss</i>			
Not project	-24 200,00	-18 300,00	-21 900,00
EMC ²	17 000,00	18 200,00	24 400,00
Synergy	10 700,00	4 100,00	0,00
Projects	-3 500,00	-4 000,00	-2 500,00
<i>Total profit/loss</i>	<i>0,00</i>	<i>0,00</i>	<i>0,00</i>

<i>General Income</i>	<i>2010/2011 as approved in Malta</i>	<i>2010/2011 aproposal Alanya</i>	<i>2011/2012 proposal Poznan</i>
Externals	20 000,00	23 500,00	26 600,00
Membership Fee	18 000,00	18 000,00	18 000,00
Observership Administration Fee	300,00	350,00	400,00
ELSA ONLINE Fee	15 000,00	15 000,00	15 000,00
Links Project	20 000,00	20 000,00	20 000,00
Bank Interest	400,00	400,00	400,00
Miscellaneous Income	600,00	600,00	600,00
ELS	3 500,00	5 000,00	5 000,00
European Commission grant		10 075,00	11 666,67
OECD contribution		500,00	0,00
Provision for claims and bad debts	0,00	0,00	0,00
Provision for ELSA House	0,00	0,00	1 000,00
Provision for EDF	0,00	0,00	0,00
Provision for ELSA Online	0,00	0,00	4 000,00
<i>General Income total</i>	<i>77 800,00</i>	<i>93 425,00</i>	<i>102 666,67</i>

<i>Expenditures</i>			
The ELSA House:	35 500,00	35 230,00	35 930,00
Rent	28 000,00	27 500,00	28 000,00
Heating	1 500,00	1 500,00	1 500,00
Electricity	3 500,00	3 000,00	3 000,00
Water	500,00	800,00	1 000,00
Repairs	500,00	500,00	500,00
Fire insurance		430,00	430,00
Improvement of the house	1 500,00	1 500,00	1 500,00

Office:	2 000,00	2 500,00	3 000,00
Day to day office supplies	1 500,00	2 000,00	1 500,00
Upgrade Office facilities	500,00	500,00	1 500,00
Communication:	3 200,00	3 100,00	2 400,00
Phone and Fax	2 000,00	2 000,00	1 000,00
Internet	700,00	700,00	1 000,00
Post	500,00	400,00	400,00
ELSA ONLINE Admin.	18 200,00	24 000,00	15 000,00
Housing of Server	2 000,00	2 000,00	2 000,00
ELSA ONLINE upgrades & maintenance	16 200,00	22 000,00	13 000,00
Bank Charges	250,00	250,00	300,00
EDF contribution by EI	1 200,00	1 410,00	1 596,00
ICMs:	5 400,00	5 000,00	5 000,00
Travel Autumn ICM	2 000,00	2 200,00	2 200,00
Accommodation Autumn ICM	200,00	400,00	300,00
Materials for ICM	500,00	250,00	100,00
Travel Spring ICM	2 000,00	1 500,00	2 000,00
Accommodation Spring ICM	200,00	400,00	300,00
Materials for ICM	500,00	250,00	100,00
Internal Meetings	1 500,00	1 900,00	2 000,00
Travels:	7 500,00	9 500,00	11 000,00
Meetings with externals	1 500,00	2 000,00	3 000,00
Meetings within the Network	6 000,00	7 000,00	8 000,00
OECD Conference		500,00	0,00
Allowance of the International Board	16 800,00	16 800,00	25 200,00

Allowance of the Director for Moot Courts			3 600,00
Representation	500,00	500,00	500,00
Directors	1 500,00	2 100,00	2 000,00
General directors	1 200,00	1 800,00	2 000,00
Director for Anniversary	300,00	300,00	0,00
Auditing:	1 450,00	1 935,00	2 000,00
ICM Travels	750,00	750,00	1 000,00
Auditing weekends	700,00	1 185,00	1 000,00
Annual Report	500,00	500,00	500,00
Miscellaneous	1 000,00	1 000,00	1 000,00
Marketing Budget	500,00	1 000,00	1 340,67
ELSA International Previous term	0,00	0,00	200,00
Write off bad debts	2 000,00	2 000,00	2 000,00
Contingency	3 000,00	3 000,00	10 000,00
<i>Expenditures total</i>	<i>102 000,00</i>	<i>111 725,00</i>	<i>124 566,67</i>
<i>Administrative Profit</i>	<i>-24 200,00</i>	<i>-18 300,00</i>	<i>-21 900,00</i>

<i>EMC2</i>	<i>2010/2011 as approved in Malta</i>	<i>2010/2011 as approved in Alanya</i>	<i>2011/2012 prpoposal Poznan</i>
<i>Income EMC2</i>			
EMC ² Sponsorship	5 000,00	6 200,00	12 400,00
EMC ² Registration	15 000,00	15 000,00	15 000,00

<i>Income total</i>	<i>20 000,00</i>	<i>21 200,00</i>	<i>27 400,00</i>
<i>Expenditures EMC2</i>			
Administration	3 000,00	3 000,00	3 000,00
<i>Expenditures total</i>	<i>3 000,00</i>	<i>3 000,00</i>	<i>3 000,00</i>
<i>EMC2 Profit</i>	<i>17 000,00</i>	<i>18 200,00</i>	<i>24 400,00</i>

<i>Synergy</i>	<i>2010/2011 as approved in Malta</i>	<i>2010/2011 as approved in Alanya</i>	<i>2011/2012 proposal Poznan</i>
<i>Income Synergy</i>			
Synergy 1st Edition	20 350,00	17 750,00	18 000,00
Synergy 2nd Edition	20 350,00	20 350,00	18 000,00
<i>General Income total</i>	<i>40 700,00</i>	<i>38 100,00</i>	<i>36 000,00</i>
<i>Expenditures Synergy</i>			
Synergy 1st Edition	15 000,00	17 000,00	18 000,00
Synergy 2nd Edition	15 000,00	17 000,00	18 000,00
<i>Expenditures total</i>	<i>30 000,00</i>	<i>34 000,00</i>	<i>36 000,00</i>
<i>Synergy Profit</i>	<i>10 700,00</i>	<i>4 100,00</i>	<i>0,00</i>

<i>Projects</i>	<i>2010/2011 as approved in Malta</i>	<i>2010/2011 as approved Alanya</i>	<i>2011/2012 proposal Poznan</i>
<i>Income projects</i>			
Final IFP Publication		7400	0

Visits to the House		4000
<i>Income total</i>	7400	4000
<i>Expenditures projects</i>		
ITP Refreshment Weekend	2000	2000
Final IFP Publication	7400	0
Train the Trainers Weekend	2000	0
Visits to the House	0	4000
OYOP Weekend	0	500
<i>Expenditures total</i>	11400	6500
<i>Project profit</i>	-4000	-2500

Annex 7 – Draft International Council Meeting Host Agreement

INTERNATIONAL COUNCIL MEETING HOST AGREEMENT

Between

The Organising Committee of the ____ International Council Meeting of ELSA
(Hereinafter the **OC**), represented by the Head of the OC

And

ELSA International
(Hereafter **EI**), acting by the members of the International Board
(Hereafter **IB**), represented by the Secretary General of ELSA International

Dates of the ICM**Article 1**

- 1.1 The dates of the International Council Meeting (hereinafter the **ICM**) will be from ___ of _____ to ___ of _____ 201_.
- 1.2 EI authorizes the OC to host the ICM on the terms and conditions set out in this Agreement.

Venue and Logistics**Article 2**

- 2.1 The venue of the ICM will be _____.
- 2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.
- 2.3 The logistics of the ICM must be assured until at least upon arrival of the IB.

Financial Implications**Article 3**

- 3.1 The OC shall host the ICM on its own account. Any profit or loss arising from the organisation of ICM shall be kept by or covered by the OC.
- 3.2 No exclusivity can be proposed to any sponsor of an ICM since the sponsors of ELSA International have the right to be featured during the ICM.
- 3.3 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).
- 3.4 The OC shall comply with Council Decision FM 01/07 I “Maximum Participation Fee for Statutory Meetings and International Internal Meetings” when charging the participation fee.
- 3.5 The OC is not allowed to charge additional fees for accommodation, food or reception. However, a maximum fee of 50€ per participant may be charged covering the Gala Ball, Social Programme and Sightseeing. It is under discretion of OC to decide how these three fees shall be split.
- 3.6 According to the IM Policies, the participation fee for 9 members of ELSA International shall be covered by the OC. This fee includes accommodation for ten nights, meals and special fees requested from other participants.
- 3.7 The OC shall cover accommodation for a maximum of two nights for two speakers.
- 3.8 The OC shall cover accommodation for a maximum of eight nights for the Chair and Vice-Chair of the plenary.

- 3.9 The OC shall cover the Gala Ball fees of 9 delegates of ELSA International, the Chair and the Vice-Chair.

Responsibilities of the OC

Article 4

The OC shall act in the utmost good faith in the organisation and management of the ICM on behalf of EI, and shall in particular be responsible for:

- 4.1 Appointing one person to be responsible for the communication and report to the IB before as well as during and after the ICM.
- 4.2 Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3 Fundraising for the ICM in order to have a sufficient financial basis for the event.
- 4.4 Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.5 Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.6 Providing adequate reception upon arrival of the participants and external guests.
- 4.7 Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the accommodation, food and social programme fees directly to the OC. The OC shall not be limited by the Decision Book "Event Fees" and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.8 Fulfilling the logistical requirements annexed to this agreement.
- 4.9 Arrange a sponsor's fair in which also the Sponsors of ELSA International can participate.
- 4.10 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.11 Submit financial report after the ICM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.
- 4.12 Stay available and respond upon request from the IB within one week from the receipt of the request.
- 4.13 To provide receipts, upon request, to all the participants.

Responsibilities of EI

Article 5

EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the ICM.

- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the ICM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if requested.
- 5.4 Sending statutory invitations to the Member Groups.
- 5.5 Preparing the Working Materials and the plan for the Workshops and Plenary sessions of the ICM.
- 5.6 Ensuring the well-functioning of the Workshops during the ICM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.
- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in Annex I of this ICM Host Agreement Requirements.
- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests. EI shall cover all costs of specific arrangements, except the accommodation for the speakers
- 5.9 Staying available and respond upon request from the OC within one week from the request is received.

Discharge of ICM Host/OC

Article 6

- 6.1 If any problems occur before, during or after the ICM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.
- 6.2 When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.
- 6.3 The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.4, 4.10 and 4.12.
- 6.4 Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within five days from the phone call was received.
Should the OC not send such report or the report should not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.
From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

_____, __ of _____

Filipe Bismarck
Secretary General
ELSA International

Head of OC

Annex I to the ICM Host Agreement for the ____ International Council Meeting**List of Logistical Requirements for International Council Meeting****Plenary hall**

- 1 hall, seating all participants and guests, approximately 9 delegates x 42 groups + externals = 400 persons;
- 1 head-table to accommodate 7 IB members + Chair + Vice-Chair - with appropriate name placards/place names;
- 1 table for plenary secretaries (2 to 4 persons);
- 1 video projector to be used for PowerPoint presentations and/or Video presentations (compatible with Windows Vista/Windows 7/Mac operating system);
- 1 additional computer, attached to beamer projector, to be used for PowerPoint presentations (compatible with MS Office 2007 and Windows 7);
- 1 ELSA _____ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Council Meeting;
- 1 video player and CD player, connected to sound system;
- 1 sound system, which should include one or two fixed microphones on the head table, and a number of cordless microphones circulating amongst the floor

Note: Please bear in mind that ELSA International is obliged to hang banners and posters of its sponsors in the Plenary Hall. Please check with the IB beforehand on this point, and also check with the IB before hanging up sponsor banners of your own. Bear in mind the Fundraising Regulations when contacting sponsors of your own.

Workshops

- 7 rooms seating all participants around 35-50 people;
- 2 or 3 larger rooms to accommodate joint workshops composed of one, two or even three areas.

WS room should be equipped with:

- Enough tables to accommodate all workshop participants
- 1 flip-chart, flip-chart paper and markers
- Beamer for presentations
- 1 computer for workshop secretaries
- Disposable cups
- Refreshments

Additional equipment

- 2 spare flipcharts on self-supporting stands (for externals)
- 1 printer
- Sufficient printing paper (for 1000 prints)
- Internet access

➤ **Note:** It is also useful to have a number of spare flipcharts on self-supporting stands. These will almost certainly be used by externals that will come to give training sessions, and will probably prepare their charts beforehand. The stands will therefore be carried around from the one workshop to another.

IB Room

The IB room should be accessible three days before the ICM for the IB to use during preparations.

- 1 printer,
- Sufficient printing paper (for 1000 prints)
- Transparencies (that can be used with printer above)
- 1 conference-table with possibility to accommodate the IB and NB's during meetings (i.e. approximately 14-18 people)
- 1 flip-chart on stand + coloured markers
- 1 telephone line, with possibility to make international calls
- Internet access.

VERY IMPORTANT NOTE:

Please ensure that all computers are virus-free and are equipped with updated virus protection, and that in case of emergency, virus protection may be reinstalled on location.

Annex II to the ICM Host Agreement for the ____ International Council Meeting

In case the group is applying to the Autumn ICM they also have to host the Refreshment Weekend (hereinafter RW) for the trainers of the International Trainers Pool.

Responsibilities of the OC:

1. Host the RW on the weekend before the ICM starts
2. Provide Transportation from and to nearby stations, ports, and airports for participants and organizers
3. Provide accommodation for the participants and organizers
4. Provide an appropriate room for the meeting, with the same materials as the workshops rooms, mention in the previous annex
5. Expect around 25 participants for the event
6. Charge a participation fee not higher than 25 euros per day, per participant

Responsibilities of EI

1. Ensure Financial Responsibility for the whole event, including participation fees
2. Communicate with the OC
3. Collect all the information from the participants
4. Invite all the trainers from the International Trainers' Pool

Annex 8 – Draft International Presidents' Meeting Host Agreement

INTERNATIONAL PRESIDENTS' MEETING HOST AGREEMENT

Between

The Organising Committee of the __ International Presidents' Meeting of ELSA
(Hereinafter the OC), represented by the Head of the OC

And

ELSA International
(Hereafter EI), acting by the members of the International Board
(Hereafter IB), represented by the Secretary General of ELSA International

Dates of the IPM**Article 1**

- 1.1 The dates of the International Presidents' Meeting (hereinafter the **IPM**) will be from the ___ to the ___ of _____.
- 1.2 EI authorizes the OC to host the IPM on the terms and conditions set out in this Agreement.

Venue and Logistics**Article 2**

- 2.1 The venue of the IPM will be _____.
- 2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.
- 2.3 The logistics of the IPM must be assured until at least upon arrival of the IB.

Financial Implications**Article 3**

- 3.1 The OC shall host the IPM on its own account. Any profit or loss arising from the organisation of IPM shall be kept by or covered by the OC.
- 3.2 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).
- 3.3 The OC shall comply with Council Decision FM 01/07 I "Maximum Participation Fee for Statutory Meetings and International Internal Meetings" when charging the participation fee.
- 3.4 The OC shall cover all expenses for the President of EI and one extra IB member in connection to IPM, except for travel expenses. The accommodation and meals costs of the President and the extra IB member covered by the OC include the days of the IPM and maximum 3 extra nights per each one of them.
- 3.5 The OC shall cover all extraordinary fees of the President of EI and one extra IB member.

Responsibilities of the OC**Article 4**

The OC shall act in the utmost good faith in the organisation and management of the IPM on behalf of EI, and shall in particular be responsible for:

- 4.1 Appointing one person to be responsible for the communication and report to the IB before as well as during and after the IPM.
- 4.2 Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3 Fundraising for the IPM in order to have a sufficient financial basis for the event.
- 4.4 Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.5 Ensuring that invitations and other necessary documents are provided for participants in need of visa.
- 4.6 Providing adequate reception upon arrival of the participants and external guests.
- 4.7 Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the accommodation, food and social programme fees directly to the OC. The OC shall not be limited by the Decision Book "Event Fees" and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.8 Fulfilling the logistical requirements annexed to this agreement.
- 4.9 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.10 Submit financial report after the IPM upon request by the IB in accordance with art. 4.8 in the Standing Orders of ELSA.
- 4.11 Stay available and respond upon request from the IB within one week from the receipt of the request.
- 4.12 To provide receipts, upon request, to all the participants.

Responsibilities of EI**Article 5**

EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the IPM.
- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the IPM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting if needed.
- 5.4 Sending invitations to the Member Groups via e-mail.
- 5.5 Preparing the Working Materials and the plan for the Workshops and Plenary sessions of the IPM.

- 5.6 Ensuring the well-functioning of the Workshops during the IPM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.
- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in Annex I of these IPM Host Agreement Requirements.
- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests.
- 5.9 Staying available and respond upon request from the OC within one week from the request is received.

Discharge of IPM Host/OC

Article 6

- 6.1 If any problems occur before, during or after the IPM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.

When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.

- 6.2 The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.3, 4.4, 4.9 and 4.11.
- 6.3 Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within three days from the phone call was received.
 - Should the OC not send such report or should the report not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.
 - From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

_____, ___ of _____

Filipe Bismarck
Secretary General
ELSA International

Head of the OC

Annex I to the IPM Host Agreement for the ____ International Presidents' Meeting**List of Logistical Requirements for International Presidents' Meeting****Workshops**

1 room seating all participants around 35-50 people

- 1 ELSA _____ banner, depicting the ELSA logo. If you wish, you may also write the name, number and date of the Presidents' Meeting

WS room should be equipped with:

- enough tables to accommodate all workshop participants
- 1 flip-chart, flip-chart paper and markers
- Beamer for presentations
- Disposable cups
- Refreshments

Additional equipment

- 1 spare flipcharts on self-supporting stands (for externals)
- 1 printer
- Sufficient printing paper and ink
- Internet access